

1710 AHCCCS HOUSING PROGRAM

EFFECTIVE DATE: September 17, 2025

REFERENCES: AMPM 1710; AMPM 1710 Attachment A; AMPM 1720

PURPOSE

The purpose of this policy is to set forth guidance for the Division of Developmental Disabilities (Division) Administrative Services Subcontractors (AdSS) supporting Division Members in navigating community resources when Member goals include living independently in the community.

DEFINITIONS

1. “AHCCCS Housing and Health Opportunities Demonstration” or “H2O” means The Arizona Health Care Cost Containment System (AHCCCS) is requesting an amendment to the 1115 Research and Demonstration Waiver to seek waiver and expenditure authority to implement the AHCCCS Housing and Health Opportunities (H2O) demonstration. The goal of the AHCCCS H2O demonstration is to enhance and expand housing services and interventions for AHCCCS members who are homeless or at risk of becoming homeless.

2. "AHCCCS Housing Program" or "AHP" means housing subsidies funding through State general funds paired with Medicaid covered supportive services to support eligible persons with access to Permanent Supportive Housing (PSH).
3. "Application" means the process of initiating the AHCCCS Housing Program housing process by submission of form by a qualified representative on behalf of eligible persons.
4. "Arizona Health Care Cost Containment System" or "AHCCCS" means Arizona's Medicaid Program, approved by the Centers for Medicare and Medicaid Services (CMS) as a Section 1115 Waiver Demonstration Program and described in ARS Title 36, Chapter 29.
5. "Continuum of Care" or "CoC" means both a planning process and an application required for funding from the U.S. Department of Housing and Urban Development (HUD), bringing together service providers in a geographic area to plan for providing housing and services for people who are homeless.
6. "H2O Administrator" means the entity contracted with AHCCCS to provide administration of the AHCCCS H2O program.

7. "Housing First" means a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness, and serving as a platform from which they can pursue personal goals and improve their quality of life, as defined by the National Alliance to End Homelessness.
8. "Housing Specialist" means a position that serves as the subject matter expert for housing and homeless related services, providing assistance in coordination of care and services to Members to support them in achieving housing stability.
9. "Member" means the same as "Client", a person receiving developmental disabilities services from the Division, as specified in A.R.S. § 36-551.
10. "Permanent Supportive Housing" or "PSH" means housing assistance and supportive services are provided to assist households with at least one member with a disability in achieving housing stability.
11. "Planning Team" means a defined group of individuals comprised

of the Member, the Responsible Person if other than the Member, and, with the Responsible Person's consent, any individuals important in the Member's life, including extended family members, friends, service providers, community resource providers, representatives from religious/spiritual organizations, and agents from other service systems.

12. "Serious Mental Illness" or "SMI" means persons who as a result of a mental disorder as defined in section 36-501 exhibit emotional or behavioral functioning that is so impaired as to interfere substantially with their capacity to remain in the community without supportive treatment or services of a long-term or indefinite duration. In these persons mental disability is severe and persistent, resulting in a long-term limitation of their functional capacities for primary activities of daily living such as interpersonal relationships, homemaking, self-care, employment and recreation.

13. "Statewide Housing Administrator" means the entity contracted with AHCCCS to provide administration of the AHCCCS Housing Program.
14. "Statewide Housing Administrator Housing Waitlist" means computerized list of applicants who are waiting to be matched with an AHCCCS Housing Program subsidy or unit.
15. "Support Coordinator" means a person who coordinates the implementation of the individual program plan of goals, objectives and appropriate services for persons with developmental disabilities, the same as "Case Manager" under A.R.S. § 36-551.

POLICY

A. AHCCCS HOUSING PROGRAM AND H2O ELIGIBILITY

1. AdSS Contractor Housing Specialists and the Provider Housing Specialists shall coordinate with the Division and the Statewide Housing Administrator to refer eligible Members to the AHCCCS Housing Program and coordinate care with the Division's Community, Advocacy, Resolution, Engagement, and Support (CARES) Administration Housing Specialists.

2. AdSS Contractor Housing Specialists and the Provider Housing Specialists shall coordinate with the Division and the H2O Administrator to maintain processes and documentation requirements for establishing eligibility when working with Members who are eligible for either:
 - a. The AHCCCS Housing Program; or
 - b. H2O Housing.
3. AdSS Housing Specialists utilizing the Housing First approach shall coordinate with the Division's Affordable Housing Unit to review housing options available to the Member as requested.

B. PROVISION OF SUPPORTIVE SERVICES

1. The AdSS shall provide assistance and support to Members in order to secure and maintain housing as part of overall physical and behavioral health service provision.
2. AdSS Housing Staff shall coordinate with the following to support and further partnerships which provide housing subsidies and assistance opportunities to Division Members:
 - a. The Statewide Housing Administrator for the AHCCCS Housing Program;

- b. The H2O Administrator;
 - c. Public Housing Authorities for housing vouchers; and
 - d. The three Continuums of Care in the state.
3. To adequately support Members' housing needs, the AdSS shall:
- a. Establish criteria to define Members who are most in need of supportive services and develop a provider network sufficient to meet the need;
 - b. Ensure identification, assessment, screening, and documentation of Members that have housing needs, including homelessness and housing instability;
 - c. Utilize a Housing First approach to ensure coordination of services and housing for all eligible Members including those from other systems of care as appropriate to ensure Members have access to housing programs and supportive services;
 - d. Assist Members to identify and apply for housing options, and subsidies, in the least restrictive environment;
 - e. Coordinate care to support development of a plan for a Member in navigating housing processes, to include:

- i. Attending Planning Team Meetings;
 - ii. Assisting in securing eligibility documentation;
 - iii. Attending housing briefings to ensure tenants understand housing rights, duties, and processes;
 - iv. Assisting in housing search;
 - v. Assisting in lease-up process;
 - vi. Assisting with move in;
 - vii. Assisting with ongoing requirements to include:
 - a) Lease renewals;
 - b) Interim and annual recertifications;
 - c) Annual inspections;
 - d) Unit transfers; or
 - viii. Other processes as identified by the team supporting the Member.
- f. Provide coordination between the Division, the supportive service provider, Statewide Housing Administrator, H2O Administrator and clinical teams to ensure Members have access to supports as applicable:
- i. Conflict resolution;

- ii. Independent living skills;
 - iii. Connection to meaningful daily activities;
 - iv. Vocational rehabilitation;
 - v. Transportation;
 - vi. Understanding the terms of a lease; and
 - vii. How to be a good tenant and good neighbor;
- g. Require the AdSS Housing Specialist and Provider Housing Specialist to receive training, demonstrate competency, and utilize evidence-based practices to coordinate housing based supportive services to assist Members in attaining and maintaining permanent housing;
- h. Require the AdSS Housing Specialist and Provider Housing Specialist to demonstrate ability to conduct, as well as connect the Member to an entity to complete, a housing assessment tool for assessing and documenting housing needs to include:
- i. The Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT);
 - ii. Level of Care Utilization System (LOCUS); or

- iii. Other approved housing assessment tool;
 - i. Participate in the local HUD CoC Homeless Management Information System (HMIS);
 - j. Collaborate with State, County, and local government agencies to support homeless and housing initiatives to resolve issues, develop new housing capacity, and address barriers to housing;
 - k. Work with community partners to identify potential housing projects to expand housing capacity; and
 - l. Develop and make available policies and procedures regarding specific housing coordination and related requirements and ensure all services including housing supports are provided in a culturally competent manner.
4. The AdSS Housing Unit shall collaborate with the Division and follow criteria as outlined in AMPM Medical 1710 to assist Members with the AHCCCS Housing Program.
5. The AdSS shall ensure Housing Specialist staff have the knowledge, expertise, experience, and skills, to collaborate with the Division to expedite applications and referrals for housing.

6. The AdSS shall have dedicated housing staff working for the AdSS who report to the AdSS's Housing Specialist based on Member enrollment numbers to meet housing service requirements as specified in Contract and Policy.
7. AdSS Provider Housing Specialists shall submit a Supportive Housing Report to AHCCCS utilizing AMPM 1710 Attachment A, containing:
 - a. Criteria used to identify the number of Housing Specialist(s) needed; and
 - b. Other reporting requirements.
8. AdSS Provider Housing Specialists shall attend the Division's Quarterly Housing Meeting.

SUPPLEMENTAL INFORMATION

More information on DDD Affordable Housing can be found on the Division's website, including the 811 Project Rental Assistance (811 PRA) grant. The 811 PRA grant provides housing subsidies for Division Members who meet criteria for the program and are referred by their Support Coordinator. Grants through 811 PRA are the top funding source for DDD-member affordable housing.

DDD Support Coordinators refer those who qualify to the Coffelt-Lamoreaux Apartment Homes or 811 PRA Program. Members who meet the following criteria are eligible for the 811 PRA:

- Eligible for DDD and Arizona Long Term Care Services (ALTCS);
- Between the ages of 18 and 62;
- Have a current Planning Document;
- Meet financial eligibility requirements; and
- Meet Housing and Urban Development (HUD) requirements.

Vicki Copeland, MD

Signature of Chief Medical Officer

Vicki Copeland

Name

Sep 15, 2025

Date