



— DEPARTMENT OF —
ECONOMIC SECURITY

Division of Developmental Disabilities

CONTRACT REVIEW CHECKLIST

For Use with Qualified Vendor Agreement Application

Division of Developmental Disabilities

Agency: Review Date: **Vendor Policies**New Service Amended **Recruitment and Initial Training Section**

- Description includes a basic recruitment plan
- Age requirement – Direct Care Worker is at least 18 years of age
- Three references
- Class I Fingerprint clearance and notarized Criminal History Self Disclosure Declaration statement.
- All direct care workers names are submitted to the Central Registry for background checks and cleared prior to providing any services.
- SAM – The System for Award Management (SAM) is an official US Government System. Monthly requirement. <https://www.sam.gov/portal/public/SAM/>
- Health and Human Services- OIG (LEIE) –Monthly requirement. (<http://oig.hhs.gov/exclusions/>)
- HCBS: Article IX, First Aid, CPR (at a minimum) and other training as required per the ISP
- If applicant is requesting Attendant Care, Housekeeping and Respite (when Attendant Care is provided) per AHCCCS requirements Direct Care Workforce Initiate training
- Group Home: In addition to HCBS needs to include: Emergency Plan, Prevention and Support, Medication Administration, Seizures, Orientation to Clients, Specialized Techniques, Mission and Values, Respect, Dignity and Positive Interactions, Skill building Techniques, Prevention of Behavioral Incidents, ISPP Process, Communication with Families, Client Rights and Confidentiality or needs to Site Article 8: R6-6-808
- Developmental Home: (in addition to HCBS trainings) Quick Connect, PSMAPP, Licensing Training, Parent Orientation Training
- Community Protection Group Home: Direct care workers receive additional specialized training as outlined in the Service Specifications

On-Going Training

- To maintain minimum Article IX Certification every 3 years, current CPR and First Aid, Class I Fingerprint Clearance Card and Prevention and Support, if applicable
- Additional training as identified by the member's ISP

Back Up Plan

- Describe the process the agency uses to meet the member's needs in the event the worker is absent

Agency: Review Date: **Incident of Abuse or neglect (Internal)**

- Ensure the health and safety of the member
- Describe the agency's process for reporting incidents
- Vendor Policies - Continued

Incident of Abuse or neglect (External)

- Incident (Serious) report immediately with written follow-up within 24 hours
- Notify other appropriate agencies if appropriate (APS, DCS, Law enforcement or Parole officer)
- Incident (Non-Serious) report sent to the Division within the next business day

Corrective action plan for Incidents

- Describes the agency's review and trending process for incidents

Complaint & Grievances Information

- Describes the agency's complaint and grievance process including the agency's process for addressing member and family concerns

Member/Member Representative Input Information

- Describes input into hiring and evaluation of services including process used to measure feedback

Member Involvement Information

- Describes the agency's efforts to include member and families with the organizations operations
- Choice of staff is offered and there is a mutual agreement to serve between the agency and the member/family/member representative.

Quality Improvement Information

- Describes the agency's process for evaluating and monitoring services provided per the ISP
- Describes the agency's process for quality and service provision improvement
- QV Shall maintain a ledger and documentation that accounts for the expenditures of all member funds used and submit a monthly accounting of expenditures to the members representative payee

 Approved **Denied**

Agency: Review Date: **Attendant Care**New Service Amended

- Does the Service Description describes basic understanding of the service goal?
- Does the Service Description include:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted?
- Does the Service Description specific that the provider will implement the Attendant Care service as assessed and outlined by the ISP Service Evaluation?
- Does the Service Description specify that the agency will offer choice of direct care worker matching consumer's needs and that there is mutual agreement to serve?
- Does the Service Description specify that the process for monitoring of service on site within 5 days of initiating the service, again at 30 days, at 60 days if needed and then at 90 days and every 90 days thereafter?
- Does the Service Description specify that the initial supervisory visit to speak with the consumer/or their representative regarding the quality of service within 5 days of initiating service?
- Does the Service Description specify that Supervisory Visit of direct service workers will occur within 90 days of initiating service?
- Does the Service Description specify that the agency will maintain documentation of any familial relationship the direct care worker has with the consumer?
- Does the Service Description specify that the agency will maintain Employee Proof of Hours Worked by direct care worker?
- Does the Service Description reference AHCCCS required mandated Direct Care Worker's training
- Does the Service Description reference AHCCCS Agency with Choice Member-Directed Service Delivery Model? Does the agency indicated if they opted in or out?

 Approved **Denied**

Agency: Review Date: **Center Based Employment (CBE)**New Service Amended

- Does the Service Description describe a basic understanding of the service goal?
- Does the Service Description include:
 - A Referral is addressed as coming from the Division?
 - Pre-service Orientation is conducted?
 - Choice of service vendor is with mutual agreement between member/member's rep and vendor?
- Does the vendor identify ability to procure adequate work to the number of members in the program?
- Is there reference to the vendor submitting work related goals with employment outcomes in the Planning Document within 30 days of initiating the service?
- Does the Service Description specify that Quarterly Progress Reports will be submitted to DDD and consumer/family/member's representative?
- Does the Service Description specify the agency will submit Semi-Annual Status Reports to the District Program Manager or Designee?
- Does the Service Description specify the agency will maintain record of the number of hours worked by each direct service worker as well as each member?
- Does the vendor demonstrate knowledge of FSLA (Fair Labor Standards Act) as well as other Federal and State Labor Laws?

 Approved **Denied**

Agency: Review Date: **Day Treatment and Training, Adult (DTA)**New Service Amended

- Does the Service Description describes basic understanding of the service goal?
- Does the Service Description include:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted?
- Does the Service Description specify that the agency will submit teaching strategies for each habilitation outcome within twenty (20) business days after initiation of service for a new or a continuing service and whenever a new outcome has been identified by the member?
- Does the Service Description specify the agency will maintain a log of each Consumers attendance arrival and departure?
- Does the Service Description specify the agency will post a monthly on site/community calendar of daily activities and document consumers' direct input?
- Does the Service Description specify that Quarterly Progress Reports will be submitted to DDD and consumer/family/member's representative?
- Does the Service Description specify the agency will provide transportation necessary to support program activities?
- Does the Service Description specify the agency will maintain record of the number of hours each direct service staff spends providing direct services to consumers in the program?

 Approved **Denied**

Agency: Review Date: **Day Treatment and Training, After School (DTT)** New Service Amended Does the Service Description describes basic understanding of the service goal?

Does the Service Description include:

 A Referral is addressed as coming from the Division? Pre-service Orientation is conducted? Does the Service Description specify that the agency will submit teaching strategies for each habilitation outcome within twenty (20) business days after initiation of service for a new or a continuing service and whenever a new outcome has been identified by the member? Does the Service Description specify the agency will maintain a log of each Consumers attendance arrival and departure? Does the Service Description specify the agency will post a monthly on site/community calendar of daily activities and document consumers' direct input? Does the Service Description specify that Quarterly Progress Reports will be submitted to DDD and consumer/family/member's representative? Does the Service Description specify the agency will provide transportation necessary to support program activities? Does the Service Description specify the agency will maintain record of the number of hours each direct service staff spends providing direct services to consumers in the program? **Approved** **Denied**

Agency: Review Date: **Day Treatment and Training, Summer (DTS)**New Service Amended Does the Service Description describes basic understanding of the service goal?

Does the Service Description include:

 A Referral is addressed as coming from the Division? Pre-service Orientation is conducted? Does the Service Description specify that the agency will submit teaching strategies for each habilitation outcome within twenty (20) business days after initiation of service for a new or a continuing service and whenever a new outcome has been identified by the member? Does the Service Description specify the agency will maintain a log of each Consumers attendance arrival and departure? Does the Service Description specify the agency will post a monthly on site/community calendar of daily activities and document consumers' direct input? Does the Service Description specify the monthly progress reports to DDD and consumer/family/ consumer's representative? Does the Service Description specify the agency will provide transportation necessary to support program activities? **Approved** **Denied**

Agency: Review Date: **Employment Support Aid (ESA)**New Service Amended

- Does the Service Description describe a basic understanding of the service goal?
- Does the Service Description include:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted?
- Choice of service vendor is with mutual agreement between member/member's rep and vendor?
- Does the vendor ESA On-the-Job Supports identify strategies for follow along supports for members?
- Does the vendor ESA Behavior Health Services identify strategies for assisting in resolving inappropriate behavior on the job in the community?
- Does the vendor ESA Personal Care Services identify strategies for meeting the personal care needs of the member?
- Does the Service Description specify that Quarterly Progress Reports will be submitted to DDD and consumer/family/member's representative?
- Does the Service Description specify the agency will submit Semi-Annual Status Reports to the District Program Manager or Designee?
- Does the Service Description specify the agency will maintain record of the number of hours worked by each direct service worker?

 Approved **Denied**

Agency: Review Date: **Group Supported Employment (GSE)**New Service Amended Does the Service Description describe a basic understanding of the service goal?

Does the Service Description include:

 A Referral is addressed as coming from the Division? Pre-service Orientation is conducted? Choice of service vendor is with mutual agreement between member/member's rep and vendor? Does the vendor identify ability to procure adequate work to the number of members in the program? Is there reference to the vendor submitting work related goals with employment skill development outcomes in the Planning Document within 30 days of initiating the service? Does the Service Description specify that Quarterly Progress Reports will be submitted to DDD and consumer/family/member's representative? Does the Service Description specify the agency will submit Semi-Annual Status Reports to the District Program Manager or Designee? Does the Service Description specify the agency will maintain record of the number of hours worked by each direct service worker as well as each member? Does the vendor demonstrate knowledge of FSLA (Fair Labor Standards Act) as well as other Federal and State Labor Laws? **Approved** **Denied**

Agency: Review Date: **Habilitation, Communication (HCH)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description specify:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted?
- The agency will offer choice of direct care worker matching consumer's needs and there will be mutual agreement to serve?
- Does the Service Descriptions specify the agency will develop Habilitation teaching strategies 10 days after initiation of services for ISP team review and will send to the Support Coordinator within 30 days?
- Does the Services Description specify the Qualified Vendor shall submit quarterly progress reports, including a written summary describing the specific service activities and the performance data that identifies the consumer's progress toward achievement of the established objectives/outcomes, within thirty (30) days after the close of the quarter to the consumer's support coordinator and the consumer/family/consumer's representative?
- Does the Service Description specify the Staff Qualifications are Associates degree, Bachelors degree or Masters degree in education or therapy related field?
- Does the Service Descriptions specify the agency will provide training and/or assistance to the consumer's family and caregivers to increase or maintain targeted communication skill acquisition of the consumer?
- Does the Service Description specify the agency will maintain on file proof of hours worked by direct service worker?

 Approved **Denied**

Agency: Review Date:

Habilitation Community Protection and Treatment Hourly (HPH)

New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description specify:
- A Referral process is addressed as coming from the Division?
- Pre-service Orientation is conducted/Pre-placement occurs?
- A Choice of direct care worker matching consumer's needs and mutual agreement to service?
- Does the Service Description specify the agency will develop teaching strategies for each ISP team developed outcome ?
- Does the Service Description specify the agency will maintain on file the consumer's Person Centered Plan and/or ISP?
- Does the Service Description specify the agency will develop a monthly on-site/community integrated of daily activities based on consumer input?
- Does the Service Description specify the agency will assist the ISP team in developing and assuring the appropriateness of an Emergency Contact Plan, Risk Assessment and Discharge/Transition checklist as well as protection of neighbors and other community citizens?
- Does the Service Description specify the agency will provide security precautions of neighbors and other community citizens to the extent possible?
- Does the Service Description specify the agency will collaborate, coordinate and document interaction with community resources, local government, parole officers and law enforcement that has occurred?
- Does the Service Description specify the agency will provide on-site monthly administrative supervision and monitoring to each Community and Protection consumer?
- Does the Service Description specify the agency will provide specialized staff training as outlined in service specifications?
- Does the Service Description specify the agency will provide additional training for staff as identified by the consumer's ISP and/or Person Centered Plan?
- Does the Service Description specify the agency will submit quarterly progress reports to DDD identifying the consumer's progress towards the ISP outcomes?
- Does the Service Description specify the agency will provide transportation necessary to support program activities?
- Does the Service Description specify the agency will maintain of file proof of hours worked by direct service staff?

 Approved **Denied**

Agency: Review Date: **Habilitation, Consultation (XXX)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal, including requirement to develop and implement an intervention plan?

Does the Service Description specify:

- A referral is addressed as coming from the Division?
- A Pre-service Orientation is conducted?
- Does the Service Description describe the education, licensure, training, requirements of the person (qualified staff) completing the assessment and plan, as outlined in the service specifications?
- Does the Qualified Vendor demonstrate an understanding that the assessment must be completed forty (40) business days following the acceptance of the member's service authorization and a copy sent to the Support Coordinator within 10 business days of completing the assessment?
- Does the Qualified Vendor demonstrate an understanding of the requirement monthly individualized progress reports to Support Coordinator and member/family/member's representative?
- Does the Qualified Vendor have a system to maintain daily records on file as proof of the number of hours worked by its consultant staff providing direct service to members?
- Does the Service Description specify the Qualified Vendor shall maintain on file documentation of required licensures and certification for each consultant providing this service?

 Approved **Denied**

Agency: Review Date:

Early Childhood Autism-Specialized Habilitation (ECM)

New Service Amended

- Does the Service Definition describe a basic understanding of the service goal, including parental participation in the development of an analysis, teaching strategies and an intervention plan?
- Does the Service Definition describe a basic understanding of the consults role in modeling, training and implementation of the intervention plan as well as assessing for the amount of hourly habilitation support that is needed?
- Does the Service Definition describe a basic understanding of the hourly habilitation support component of this service?

Does the Service Description specify:

- A referral is addressed as coming from the Division?
- A Pre-service Orientation is conducted?
- Does the Service Description describes education, licensure, training, requirements of the person (qualified staff) completing the assessment and plan, as outlined in the service specifications?
- Does the Qualified Vendor demonstrates understanding that specific teaching strategies for each habilitation outcome will be developed within twenty (20) business days following the initiation of service?
- Does the Qualified Vendor demonstrates understanding of the requirement monthly individualized progress reports to Support Coordinator and member/family/member's representative?
- Does the Qualified Vendor describe a system to maintain daily records on file as proof of the number of hours worked by its consultant staff providing direct service to members?
- Does the Qualified Vendor specify they will maintain on file documentation of required licensures and certification for each consultant providing this service?

 Approved **Denied**

Agency: Review Date: **Habilitation, Group Home (HAB)**New Service Amended

- Does the Service Definition describes the service goals?
- Does the Service Description specify:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted/Pre-placement occurs?
- Does the Service Description specify the agency will develop a specific teaching strategy for each habilitative outcome within 20 business days following the initiation of service for a new or a continuing placement and whenever a new outcome is identified for the member?
- Does the Services Description specify the agency will provide support services as identified in the member's ISP?
- Does the Service Description specify the agency will develop, at a minimum, a monthly on-site/ community integrated schedule of activities and document member's direct input into the schedule?
- Does the Service Description specify monthly progress reports are submitted to the Division and the member/ member's representative identifying the member's progress towards the ISP outcomes?
- Does the Service Description specify the agency will provide monthly results of all healthcare appointments to the member's representative?
- Does the Service Description specify the agency will maintain a log of personal belongings of the member served is maintained and continually updated, and available upon request?
- Does the Service Description specify the home will provide transportation necessary to support program activities?
- Does the Service Description specify the agency will maintain on file member attendance reports?
- Does the Service Description specify the agency will maintain daily records on file as proof of hours worked by each direct service staff?

 Approved **Denied**

Agency: Review Date: **Habilitation, Group Home (HAB)**New Service Amended

- Does the Service Definition describe the service goals?
- Does the Service Description specify:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted/Pre-placement occurs?
- Does the Service Description specify the agency will develop a specific teaching strategy for each habilitative outcome within 20 business days following the initiation of service for a new or a continuing placement and whenever a new outcome is identified for the member?
- Does the Services Description specify the agency will provide support services as identified in the member's ISP?
- Does the Service Description specify the agency will develop, at a minimum, a monthly on-site/ community integrated schedule of activities and document member's direct input into the schedule?
- Does the Service Description specify monthly progress reports are submitted to the Division and the member/ member's representative identifying the member's progress towards the ISP outcomes?
- Does the Service Description specify the agency will provide monthly results of all healthcare appointments to the member's representative?
- Does the Service Description specify the agency will maintain a log of personal belongings of the member served is maintained and continually updated, and available upon request?
- Does the Service Description specify the home will provide transportation necessary to support program activities?
- Does the Service Description specify the agency will maintain on file member attendance reports?
- Does the Service Description specify the agency will maintain daily records on file as proof of hours worked by each direct service staff?

 Approved **Denied**

Agency: Review Date: **Room and Board, All Group Homes**New Service Amended

- Does the Service Definition describe the service goals?
- Does the Services Description specify the agency will ensure involvement of the member and/or the member's representative in the home furnishings/décor and any necessary modifications to optimize independence and personal preferences?
- Does the Service Description specify the agency will ensure a safe and healthy living environment?
- Does the Service Description specify the home will ensure nutritional balanced meals in accordance with the member's needs and preferences and maintain planned/posted weekly menus with member participation?
- Does the Service Description specify that the residential responsibilities are explained to members, Division uses the "lodging" standard, and documentation is maintained showing all residents were provided with information?

 Approved **Denied**

Agency: Review Date: **Habilitation, Hourly (HAH)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Descriptions specify:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted?
- The agency will offer choice of direct care worker matching consumer's needs and there is mutual agreement to serve?
- Does the Service Description reference AHCCCS Agency with Choice member Directed Service Delivery Model/Option-Agency and indicate if they opted in or out?
- Does the Service Description specify the agency will submit habilitation teaching strategies to support coordinator for planning team review no later than 20 business days after initiation of services and whenever a new outcome has been identified?
- Does the Service Description specify Quarterly Reports will be submitted to DDD and member/family/member's representative no later than 15 days following the end of the quarter?
- Does the Service Description specify the agency will maintain on file proof of hours worked by direct service worker?

 Approved **Denied**

Agency: Review Date: **Habilitation, Individually Designed Living Arrangement (HAI/HID)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description specify:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted/Pre-placement occurs?
- Does the Service Description specify the agency will maintain planning document on file?
- Does the Service Description specify the agency will develop and submit teaching strategy for each Habilitation outcome within 20 business days following the initiation of service for a new placement and whenever new outcome has been identified?
- Does the Service Description specify the agency will submit Quarterly Reports to DDD and member/family/member's representative within 15 days following the end of the quarter?
- Does the Service Description specify the agency will ensure the health needs of the member are being met including follow-up requested by the member's primary care physician or medical specialist and reporting any significant risk to the member's health and safety to the ISP team?
- Does the Service Description reference AHCCCS Agency with Choice member Directed Service Delivery Model/Option and indicate if they opted in or out?
- Does the Service Description specify the agency will maintain on file proof of hours worked by direct service worker?

 Approved **Denied**

Agency: Review Date: **Habilitation, Music (HAM)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description specify: a referral is addressed as coming from the Division:
- A referral is addressed as coming from the Division?
- A Pre-service Orientation is conducted?
- The agency will offer choice of direct care worker matching consumer's needs and there is mutual agreement to serve?
- Does the Qualified Vendor demonstrates understanding that specific teaching strategies for each habilitation outcome will be developed within twenty (20) business days following the initiation of service?
- Does the Service Description describes education, licensure, training, requirements of the person (qualified staff) completing the assessment and plan, as outlined in the service specifications?
- Does the Qualified Vendor demonstrates understanding that specific teaching strategies for each habilitation outcome will be developed within twenty (20) business days following the initiation of service?
- Does the Service Description specify Quarterly Reports will be submitted to DDD and member/family/ member's representative no later than 15 days following the end of the quarter?
- Does the Service Description specify the agency will maintain on file proof of hours worked by direct service worker?
- Does the Qualified Vendor specify the service will be provided by MT-BC Board Certified Music Therapist?

 Approved **Denied**

Agency: Review Date:

Habilitation Adult/Child Developmental Home (HBA/HBC)

New Service Amended

- Does the Service Definition describe a basic understanding of the service goals?
- Does the Service Description specify:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted/Pre-placement occurs?
- A Mutual agreement to serve between the responsible person, Developmental Home Provider/ agency?
- Does the Service Description specify they will provide Child Welfare training? (CDH providers only)
- Does the Service Description specify the agency will provide monthly consultation and support to the developmental home provider to support the needs of the consumer?
- Does the Service Description specify the agency will develop a specific teaching strategy for each habilitative outcome within 20 business days following the initiation of service for a new or a continuing placement and whenever a new outcome is identified for the member?
- Does the Service Description specify the agency will maintain a log of personal belongings of member's served that is maintained and continually updated?
- Does the Service Description specify the agency will provide monthly reports of all health care appointments and results to the responsible party?
- Does the Service Description specify the agency will submit Quarterly Progress Reports to DDD identifying the member's progress towards the ISP outcomes?
- Does the Service Description specify the provider will arrange and plan for transportation to support the member in all daily living activities?
- Does the Service Description specify the agency will immediately notify the Division if a developmental home license is denied, suspended or revoke?
- Does the Service Description specify the agency will maintain copies of all home inspections, monitoring reports and corrective actions and make them available to the Division upon request?
- Does the Service Description specify the agency will maintain recruitment data and files of home studies and on-going documentation of all activities for each licensed developmental home?

 Approved **Denied**

Agency: Review Date: **Room and Board Developmental Home (RBD)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description specify the provider will ensure a safe and healthy living environment?
- Does the Service Description specify the agency will ensure the responsibilities of the member and the subcontractor licensee are identified as applicable to developmental home living and that the member's responsibilities are explained in writing to the member?
- Does the Service Descriptions specify the provider will ensure involvement on the consumer and/or his/her family in the furnishings/décor of the consumer's personal space within the family household?
- Does the Service Description specify the provider will ensure three nutritional balanced meals and appropriate snacks are planned, prepared and served in accordance with the member's needs and preferences and USDA dietary guidelines?
- Does the Service Description specify that provider will ensure that household and personal hygiene supplies are available for the member's use?

 Approved **Denied**

Agency: Review Date: **Homemaker (HSK)**New Service Amended Does the Service Description describe basic understanding of the service goal?

Does the Service Description include:

 A Referral is addressed as coming from the Division? Pre-service Orientation is conducted? Does the Service Description specific that the provider will implement the Homemaker/Housekeeping service as assessed and outlined by the ISP Service Evaluation? Does the Service Description specify that the process for monitoring of service on site within 5 days of initiating the service, again at 30 days, at 60 days if needed and then at 90 days and every 90 days thereafter? Does the Service Description specify that Supervisory Visit of direct service workers will occur within 90 days of initiating service? Does the Service Description specify that the agency will maintain Employee Proof of Hours Worked by direct care worker? Does the Service Description reference AHCCCS required mandated Direct Care Worker's training? Does the Service Description reference AHCCCS Agency with Choice Member-Directed Service Delivery Model? Does the agency indicated if they opted in or out? **Approved** **Denied**

Agency: Review Date: **Individual Supported Employment (ISE)**New Service Amended Does the Service Description describe a basic understanding of the service goal?

Does the Service Description include:

 A Referral is addressed as coming from the Division? Pre-service Orientation is conducted? Choice of service vendor is with mutual agreement between member/member's rep and vendor? Does the Service Description describe ISE Job Search strategies for obtaining independent employment with and for consumers? Does the Service Description describe teaching strategies for on-the-job learning and stability for consumers? Does the Service Description specify that Quarterly Progress Reports will be submitted to DDD and consumer/family/member's representative? Does the Service Description specify the agency will submit Semi-Annual Status Reports to the District Program Manager or Designee? Does the Service Description specify the agency will maintain record of the number of hours worked by each direct service worker? **Approved** **Denied**

Agency: Review Date: **Occupational Therapy (OTA)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description identify the process when receiving a referral? Pre-service orientation or equivalent is conducted.
- Does the Service Description identify the program and intent (consultation/participation based) of therapy based on Policy and Service Specs addressed, including training of family members/caregivers?
- Does the Service Description supports functional outcomes of family and the ISP team by addressing their concerns and questions? Outcomes are part of ISP, not a separate therapy plan. Acts as a consultant to ISP teams.
- Does the Service Description specify Family/caregiver must be present and participating in each session?
- Does the Service Description specify service will be provided, including reports, in the native language of the family?
- Does the Service Description explain the location where service will be provided?
- Does the Service Description specify the agency will conduct formal evaluation when authorized? Informal evaluation/assessment is on-going and addressed in each session/quarter report.
- Does the Service Description specify ongoing service not started without prescription from PCP and an authorization from the Division?
- Does the Service Description specify evaluation reports & quarterly progress reports are sent to DDD and consumer/family/consumer's representative and physician and utilizes Division format or equivalent?
- Does the Service Description address collaboration with other professionals and team members?
- Record Keeping: Does the Service Description specify the agency will maintain a log of each consumer's attendance hours/time of arrival & departure? Maintain record of the number of hours each direct service staff spends providing direct services to consumers in the program.
- Does the Service Description specify each individual's Third Party Liability is kept up to date and shared with the Support Coordinator?
- Does the Service Description address how they will ensure qualifications of therapists and assistants, including maintaining all current certifications and licenses?
- If utilizing Assistants, is Supervision addressed?

 Approved **Denied**

Agency: Review Date: **Physical Therapy (PTA)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description identifies their process when receiving a referral? Pre-service orientation or equivalent is conducted.
- Does the Service Description describe the Home Program and intent (consultation/participation based) of therapy based on Policy and Service Specs addressed, including training of family members/ caregivers?
- Does the Service Description Support functional outcomes of family and the ISP team by addressing their concerns and questions? Outcomes are part of ISP, not a separate therapy plan. Acts as a consultant to ISP teams.
- Does the Service Description specify family/caregiver must be present and participating in each session?
- Does the Service Description specify service will be provided, including reports, in the native language of the family?
- Does the Service Description explain the location where service will be provided?
- Does the Service Description specify the agency Conduct formal evaluation when authorized? Informal evaluation/assessment is on-going and addressed in each session/quarter report.
- Does the Service Description specify ongoing service not started without prescription from PCP and an authorization from the Division?
- Does the Service Description specify evaluation reports & quarterly progress reports are sent to DDD and consumer/family/consumer's representative and physician and utilizes Division format or equivalent?
- Does the Service Description address collaboration with other professionals and team members?
- Record Keeping: Does the Service Description specify the agency will maintain a log of each consumer's attendance hours/time of arrival & departure. Maintain record of the number of hours each direct service staff spends providing direct services to consumers in the program.
- Does the Service Description specify each individual's Third Party Liability is kept up to date and shared with the Support Coordinator?
- Does the Services Description address how they will ensure qualifications of therapists and assistants, including maintaining all current certifications and licenses?
- If utilizing Assistants, is Supervision addressed?

 Approved **Denied**

Agency: Review Date: **Respite (RSP)**New Service Amended Does the Service Definition describe a basic understanding of the service goal?

Does the Service Description specify:

 A Referral is addressed as coming from the Division? Pre-service Orientation is conducted? The agency will offer choice of direct care worker matching member's needs and there will be mutual agreement to serve? Does the Service Description mention required AHCCCS DCW training for direct care workers who are providing attendant care type services? Does the Service Description specify the agency will maintain Employee Proof of Hours Worked by direct care worker? **Approved** **Denied**

Agency: Review Date: **Speech Therapy (STA)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description identify their process when receiving a referral? Pre-service orientation or equivalent is conducted.
- Does the Service Description describe the Home Program and intent (consultation/participation based) of therapy based on Policy and Service Specs addressed, including training of family members/caregivers?
- Does the Service Description support functional outcomes of family and the ISP team by addressing their concerns and questions? Outcomes are part of ISP, not a separate therapy plan. Acts as a consultant to ISP teams.
- Does the Service Description specify family/caregiver must be present and participating in each session?
- Does the Services Description specify the service provided, including reports, will be in the native language of the family?
- Does the Service Description explain the location where service will be provided?
- Does the Service Description specify the agency conducts formal evaluation when authorized? Informal evaluation/assessment is on-going and addressed in each session/quarter report.
- Does the Service Description specify ongoing service not started without prescription from PCP and an authorization from the Division?
- Does the Service Description specify evaluation reports & quarterly progress reports are sent to DDD and consumer/family/consumer's representative and physician and utilizes Division format or equivalent?
- Does the Service Description address collaboration with other professionals and team members?
- Record Keeping: Does the Service Description specify the agency will maintain a log of each consumer's attendance hours/time of arrival & departure? Maintain record of the number of hours each direct service staff spends providing direct services to consumers in the program.
- Does the Service Description specify each individual's Third Party Liability is kept up to date and shared with the Support Coordinator?
- Does the Service Description address how they will ensure qualifications of therapists and assistants, including maintaining all current certifications and licenses?
- If utilizing Assistants, is Supervision addressed?

 Approved **Denied**

Agency: Review Date: **Transition to Employment (TTE)**New Service Amended

- Does the Service Definition describe a basic understanding of the service goal?
- Does the Service Description specify:
- A Referral is addressed as coming from the Division?
- Pre-service Orientation is conducted?
- A choice of service vendor is offered with mutual agreement between consumer, consumer's rep and vendor?
- Does the vendor identify ability to provide instruction, training and support for members to develop work related abilities, skills and behaviors?
- Does the vendor identify ability to assist members in obtaining unpaid work exploration and job shadowing experiences?
- Does the Service Description specify the ISP employment-related outcomes must be time-limited and individualized to help each member achieve them?
- Does the Service Description specify the vendor identifies integrated and competitive employment as the intended outcome of their instruction, training and support?
- Does the Service Description specify the vendor identifies ability to develop and provide curriculum-based instruction per the modules identified in the service specifications?
- Does the Service Description specify Quarterly Reports are to be provided to DDD?
- Does the Service Description specify Semi-annual Status Reports are to be provided to the District Program Manager or designee?
- Does the Service Description specify vendor identify how they will maintain proof of hours worked by direct service worker as well as hours of attendance for the member?

 Approved **Denied**

Agency:

Review Date:

Transportation Scheduled (TRA/TRE)New Service Amended Does the Service Definition describe a basic understanding of the service goal?

Does the Service Description specify:

 A Referral is addressed as coming from the Division? Pre-service Orientation is conducted? Prior authorization by the Division is required before providing services? A Back up plan if the scheduled driver or vehicle is late by 20 minutes or more? Each vehicle is equipped with a two-way radio or a cellular phone? Does the Service Description specify the agency will maintain on file vehicle maintenance records and safety inspections? Does the Service Description specify the agency will maintain on file daily transportation log of services delivered to each consumer? **Approved** **Denied**

Agency:

Review Date:

Transportation On-Demand (TR1)New Service Amended Does the Service Definition describe a basic understanding of the service goal?

Does the Service Description specify:

 A Referral is addressed as coming from the Division? Pre-service Orientation is conducted? Prior authorization by the Division is required before providing services? Back-up plan if the scheduled driver or vehicle is late by 20 minutes or more? Each vehicle is equipped with a two-way radio or a cellular phone? Does the Service Description specify the agency will maintain on file vehicle maintenance records and safety inspections? Does the Service Description specify the agency will submit signed Record of Services delivered to each consumer to the Division and maintain copies on file? **Approved** **Denied**