

DDD SHOUT

VENDOR & PROVIDER NEWSLETTER

Shout - July 2024

Will You Make 'A Promise to Prevent'?

Individuals with intellectual and developmental disabilities (I/DD) are four to 10 times more likely to be abused than people without I/DD.

The causes for this are many:

- Individuals with I/DD feeling like others won't believe them
- Being under the care of a caregiver
- Having limited communication skills to report abuse

The good news is that everyone has the power to help stop this epidemic. Communities can work together to create greater awareness and report abuse or neglect.

Research shows that promising to take action is 40-70 percent more powerful than not making a promise. That's why [A Promise to Prevent, Inc.](#) is asking you to make your own "Promise to Prevent" by [signing a pledge](#).

What are You Promising to Prevent?

By signing the Promise to Prevent pledge, you're promising to help prevent abuse, neglect, and exploitation of individuals who cannot always protect themselves.

How? By reporting suspected abuse and neglect when you see it.

The Promise to Prevent pledge states, "I understand that there are individuals, like elderly persons and persons with intellectual and developmental disabilities, living in my community that are not always able to protect themselves.

"I understand that it takes a commitment from everyone in a community to eliminate abuse, neglect, and exploitation of individuals.

"I hereby promise to help prevent abuse, neglect, and exploitation of individuals at risk of victimization."

Spread the word or learn more about A Promise to Prevent by visiting www.apromisetoprevent.com. You can also click the link below to take the pledge.

[**A Promise to Prevent: Take the Pledge Now**](#)

Qualified Vendor Training for Developmental Home Licensing Workers and Supervisors

As outlined in the [Division's Provider Manual Policy Chapter 51](#), all Developmental Home Licensing Workers and Supervisors are required to attend the Home Studies and Family Assessment Training Session. To support Qualified Vendors in meeting this requirement, the Office of Licensing, Certification, and Regulation (OLCR) has posted an updated training schedule on the [Division's Qualified Vendor web page](#).

In addition to the required class, OLCR has posted two other courses that assist the Licensing Worker in their role:

The Basics of Developmental Home Licensing	August 13 12:30 to 4:30
Home Studies and Family Assessment	August 20 9:00 to 4:00
Life Safety Rules	August 27 9:00 to 12:00

Qualified Vendors are encouraged to enroll their Licensing Workers and Supervisors in these courses. To register for these courses, send an email request to DDDOLCRTraining@azdes.gov with the course title in the subject line. Please include in the body of the email the participant's name, email address, and date of course requested.

If you have any questions, please contact DDDOLCRTraining@azdes.gov.

Foster Parent College

The Division continues to develop an agreement with the Department of Child Safety (DCS) to allow Qualified Vendors to enroll their Child Developmental Home applicants in the Foster Parent College (FPC) courses. DCS should be reaching out in the next few weeks to Qualified Vendors who have active homes in Quick Connect to schedule training on enrolling applicants into FPC. OLCR will continue to provide updates on this as soon as more information is available.

If you have any questions, please contact Shannon Kirwan at skirwan@azdes.gov.

Olmstead Orientation Video is Available on the AHCCCS Olmstead Web Page

**The following is from an email sent by AHCCCS on June 27, 2024.*

AHCCCS has created a new Olmstead orientation video that is available to community stakeholders interested in learning about the Olmstead Decision and the Arizona Olmstead Plan.

The purpose of this Olmstead Orientation training video is to provide a basic understanding of Olmstead and covers the following topics:

- History of Olmstead & the Supreme Court Decision
- Arizona's Approach to Olmstead
- Components of and how to read the Arizona Olmstead Plan
- How to Stay Connected with Olmstead

Feel free to share this training video with others who you believe may benefit from learning the basics about the Olmstead Decision and the Arizona Olmstead Plan, including showing the video in community meetings or community forums, when possible.

To locate this Olmstead orientation video, visit <https://www.azahcccs.gov/olmstead> and click on the accordion titled "Olmstead Orientation Video".

Olmstead is a 1999 United States Supreme Court decision that provided a legal framework for the

efforts of federal and state governments to integrate persons with disabilities, specifically those at risk of institutionalization, into their communities. Olmstead is intended to remove unnecessary segregation of members from the broader community and to ensure that members receive services in the most integrated setting appropriate to their needs.

Integration of Functional Behavior Assessment into Behavior Plans

If the severity or difficulty of a DDD member's target behaviors are beyond the qualified vendor's scope and ability to manage, the member's team can make a referral to request a Functional Behavior Assessment (FBA) from an Applied Behavior Analysis (ABA) agency.

If the ABA agency completes an FBA, it needs to be integrated into the [DDD Behavior Plan Template](#). The residential vendor is responsible for completing the remainder of the required documents from the Behavior Plan packet and submitting it to the Program Review Committee (PRC) for review.

If an FBA is not available, or the ABA agency is unable to complete it within the 90-day required timeframe, the vendor remains responsible for developing the initial Behavior Plan within 90 days of identifying the need for one. The vendor must then submit the Behavior Plan to PRC for review.

A member will not have a PRC-approved Behavior Plan and a separate FBA-based Behavior Plan active at the same time. Such a situation could lead to competing clinical strategies, duplication of services, and confusion for the member, staff and caregivers.

When there are professional behavioral health services in place, the ABA provider must write the FBA and review it with the Planning Team.

The ABA provider will take the lead on clinical strategies and add the behavioral part of the FBA into the DDD Behavior Plan Template. The ABA provider will therefore need to collaborate with the residential provider and member's Planning Team by integrating the FBA and ABA strategies into the [DDD Behavior Plan Template](#).

The Planning Team will work together to complete the rest of the information needed for the behavior plan packet (e.g. demographics, history, supporting documents such as crisis plan, medication review, scripts for dietary restrictions or protective devices). The residential provider will assist with completing the DDD required forms, including the [Team Agreement Form](#), contact information, and packet requirements.

Once the planning team agrees on the Behavior Plan, all team members should complete and sign the [DDD Team Agreement Form](#), including the Behavior Plan authors, the residential provider, and the Behavior Analyst who conducted the FBA.

Once all documents are completed, the behavior plan packet (including a copy of the FBA) must be submitted to the member's PRC district for review.

Below is a list of the required documents to be included in the Behavior Plan packet for PRC submission:

- DDD Behavior Plan Checklist, [DDD-1984](#)
- DDD PRC Contact Information (PCI), [DDD-1986A](#)
 - *Please remember to add the Behavior Analyst's contact information to this form*
- DDD Behavior Plan Template, [DDD-2118](#)
- DDD Team Agreement Form, [DDD-1987](#)
 - *Please note that the signature of the Behavior Analyst is required*
- Copy of the FBA report

You may also refer to this guide: [Behavior Plan Packet Submission Requirements](#) for additional information.

Who to Contact for Questions

For technical assistance on plan submission requirements, please contact your PRC team for assistance:

- [PRC District Chairs](#)
- [Administrative Assistants](#)

For technical assistance on the Behavior Plan, please contact the PRC administrator for your district or DDDprcadministration@azdes.gov.

*Are you looking to get more involved in the Developmental Disabilities Community? We need YOU! The DES Division of Developmental Disabilities (DDD) is looking for **volunteers** to serve on the Program Review Committees (PRC) and the Independent Oversight Committees (IOC). DDD has five districts throughout the state. Each district has an IOC and PRC that meet virtually. These committees review behavioral plans and incident reports to ensure the protection of members' rights, prevention of abuse, neglect, and exploitation, and that best practices are being followed. If you'd like to learn more, contact the DDD Volunteer Team at DDDVolunteers@azdes.gov, or fill out the [Express Interest Form](#).*

Life Safety Inspection Reminder for all Qualified Vendors

The Life Safety Inspection (LSI) conducted by the Office of Licensing, Certification and Regulation (OLCR) requires any Home and Community-Based Services (HCBS) site where dogs are on the premises to comply with the Arizona Administrative Code:

R6-18-703 5) All dogs older than 6 months have current rabies vaccination. Vaccination records are maintained in the setting.

R6-18-703 6) Animals in the setting or on the property do not pose a hazard due to behavior or disease.

Qualified Vendors must ensure evidence of the dog's rabies vaccination is maintained and available to OLCR during the LSI. The dog(s) also must be available to interact with during the inspection to ensure that the dog(s) do not pose a hazard to the member(s) or Division employee(s) that may enter the site.

If you have any questions, please email DDDOLCR@azdes.gov.

Training Opportunity: Trauma-Informed Support for Individuals with I/DD

The National Center for Start Services (NCSS) is offering a four-week training series titled, "Beyond Behavior: What's Going On? A Group TA Series on Trauma Informed Support for People with Intellectual/Developmental Disabilities and Mental Health Needs."

The series takes place the fourth Wednesday of every month from June through September. The remaining dates are:

- July 24, 2024
- August 28, 2024
- Sept 25, 2024

According to NCSS, "Aggression is the most frequently cited concern amongst providers and family members of people with intellectual/developmental disabilities and mental health needs (IDD-MH) and yet it tells us so little about what's really going on.

"Join experts from the National Center for START Services® for this live, 4-session virtual (Zoom) technical assistance (TA) series to gain knowledge, skills, and tools needed to provide strengths-based, trauma-informed,

integrated services, support, and treatment to people with IDD-MH and their families.”

Each session is 1.5 hours long. [Register here](#) for the training.

Policy Public Comment

The Division is currently accepting public comments for new and revised policies. Policies posted include a few from the Division Medical and Operations Policy Manuals as well as all of the policies in the Division’s Behavior Supports Policy Manual. The policy revisions can be found on the [Policy page](#) of the Division’s website and this form, <https://forms.gle/4MGCsdyKTRPJna3m9>, can be used to submit public comments.

Get Caught Up

Did you know the Division posts [vendor announcements and editions of the Shout](#) on the web? Get caught up and stay informed on all of the recent vendor communications.

Report Fraud, Waste, Abuse and Misconduct

Report to DDD:

- Call DDD at 1-877-822-5799
- Send an email to dddfwa@azdes.gov
- Send a letter to DES/DDD
- Attn: Corporate Compliance Unit
1789 W Jefferson St.
Mail Drop 2HA1
Phoenix, AZ 85007
- Complete this [online form](#).

Report to AHCCCS

- Provider Fraud
 - In Arizona: 602-417-4045
 - Outside Arizona: 1-888-ITS-NOT-OK (1-888-487-6686)
- Report Member Fraud:
 - In Arizona: 602-417-4193
 - Outside Arizona: 1-888-ITS-NOT-OK (1-888-487-6686)
- If you have questions about AHCCCS fraud, abuse of the program, or abuse of a member, email the AHCCCS Office of Inspector General (OIG) at AHCCCSFraud@azahcccs.gov.