

## **CHAPTER 53 SUPPORTING CHILDREN IN CARE OF THE DEPARTMENT OF CHILD SAFETY IN COMMUNITY RESIDENTIAL SETTINGS**

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EFFECTIVE DATE: December 7, 2022

REFERENCES: A.R.S. 36-551(12), (15), (23), (33) (Version 2)

### **PURPOSE**

To outline the roles and responsibilities of Qualified Vendors, the Department of Economic Security, Division of Developmental Disabilities (DDD or Division), and the Department of Child Safety (DCS) for supporting children in care of DCS in Community Residential Settings. This includes providing access to Community Residential Settings to children with intellectual and developmental disabilities who are likely eligible for DDD and their siblings.

### **DEFINITIONS**

1. "Child Developmental Home" means the same as defined in A.R.S. 36-551(12).
2. "Community Residential Setting" means the same as defined in A.R.S. 36-551(15).
3. "Group Home" means the same as defined in A.R.S. 36-551(23).
4. "Likely Eligible Child" means a child screened by DCS, using a tool

developed by the Division, and determined likely eligible for the Division based on that tool.

5. "Member" means the same as "Client" as defined in A.R.S. § 36-551.
6. "Nursing-Supported Group Home" means the same as defined in A.R.S. 36-401 and 36-551 (33) (Version 2).

## **POLICY**

### **A. QUALIFIED VENDOR ROLES AND RESPONSIBILITIES**

Qualified Vendors shall do the following:

1. Accept referrals in community residential settings for Members, Likely Eligible Children, and siblings of Members and Likely Eligible Children, from the Division during business hours and from DCS after business hours or as authorized by the Division.
2. Ensure Members and Likely Eligible Children receive developmental home services in the same setting as their siblings, when possible.
3. Do not permit siblings to reside in DDD Group Homes or Nursing-Supported Group Homes.
4. Follow the requirements in the Qualified Vendor Agreement and Division Policy when delivering services to children in care of

DCS.

5. Do not make referrals to licensees of child developmental home services with open DCS investigations, licensing concerns, or do not have existing licensed capacity.
6. Only accept referrals in Group Homes or Nursing-Supported Group Homes where there is current existing capacity approved by the Division.
7. Submit claims to DCS for services in Community Residential Settings for:
  - a. Members who are not eligible for ALTCS;
  - b. Likely Eligible Children; and
  - c. Siblings of Members and Likely Eligible Children.
8. Submit claims for authorized services as outlined in the Division's rate book and billing manual for Members who are eligible for ALTCS.
9. Submit non-Member incident reports to [dddolcr@azdes.gov](mailto:dddolcr@azdes.gov).
10. Submit Member incident reports in accordance with Provider Policy Chapter 70.

**B. DEPARTMENT OF CHILD SAFETY ROLES AND RESPONSIBILITIES**

Pursuant to intergovernmental agreement, DCS shall do the following:

1. Screen children in care of DCS for signs of possible intellectual or developmental disabilities using the Division's Likely Eligible Tool (LET) available in the DES Document Center.
2. Provide the completed LET, a signed Authorization for Disclosure of Protected Health Information, any records that demonstrate potential signs of an intellectual or developmental disability, any identified specialized care needs, and request assistance from the Division within one business day of completing the LET.
3. Notify the Division of the Community Residential Setting selected within one business day of receipt of the residential services options.
4. Be responsible for identifying residential services options for all DCS involved children after business hours and notifying the Division by the next business day of the child moving into the residential setting.
5. Ensure Likely Eligible Children receive developmental home services in the same setting as their siblings and do not permit siblings to reside in DDD Group Homes or Nursing-Supported Group Homes.
6. Be responsible for identifying residential service options for

- siblings of Division Eligible or Likely Eligible Children who require a new living arrangement due to disruption of a Community Residential Setting, including when a Likely Eligible Child is found ineligible and needs a new living arrangement due to disruption.
7. Coordinate all physical and behavioral health services necessary to support non-ALTCS children in the Community Residential Setting.
  8. Pay claims for services in Community Residential Settings that meet DCS payment standards submitted by Qualified Vendors for:
    - a. Members not eligible for ALTCS,
    - b. Likely Eligible Children, and
    - c. Siblings of members and Likely Eligible Children.
  9. Visit the child(ren) monthly in the Community Residential Setting.
  10. Report any potential licensing or contractual violations to the Division's Office of Licensing, Certification and Regulation (OLCR) or the Arizona Department of Health Services (ADHS) as appropriate to the setting.
  11. Submit Division and or AzEIP eligibility application within 90 days

of the Likely Eligible Child moving into a Community Residential Setting.

12. Report updates on the DCS LET tracking form for Likely Eligible Children.

### **C. DIVISION ROLES AND RESPONSIBILITIES**

Pursuant to intergovernmental agreement with DCS, the Division shall do the following:

1. During business hours, on behalf of DCS, identify Community Residential Settings for Members, Likely Eligible Children, and siblings of Members and Likely Eligible Children, as allowable in this policy.
2. Monitor compliance of Community Residential Settings as required and report issues or concerns to DCS, OLCR, and ADHS as appropriate.
3. Report any licensing issues to ADHS for children residing in Group Homes and Nursing-Supported Group Homes and to OLCR for children in DCS care who reside in Child Developmental homes.
4. Restrict a Child Developmental Home license if a Likely Eligible Child is found to be ineligible for the Division.