

## **1240-C COMMUNITY TRANSITION SERVICES**

REVISION DATES: 7/9/2025, 3/2/2015  
REVIEW DATES: 1/6/2025, 12/31/2024, 10/27/2023  
EFFECTIVE DATE: June 30, 1994

### **PURPOSE**

This policy applies to the Division of Developmental Disabilities Business Operations, Support Coordination and Network. This policy outlines the requirements for the Community Transition Service (CTS) and describes how this service can assist Members eligible for Arizona Long Term Care System (ALTCS) to reintegrate into the community by providing goods and services to move from an ALTCS Institutional Setting to a Private Residence.

### **DEFINITIONS**

1. "AHCCCS Contractor" means an organization or entity that has a prepaid capitated Contract with AHCCCS pursuant to ARS 36-2904, ARS 36- 2940, ARS 36-2944, or Chapter 34 of ARS Title 36, to provide goods and services to Members either directly or through subcontracts with providers, in conformance with contractual requirements and Federal and State law, rule, regulations, and policies.

2. "ALTCS Institutional Setting" means a behavioral health inpatient facility, institution for mental disease, inpatient residential treatment center (available to Title XIX Members under 21 years of age), nursing facility, including religious non-medical health care institution, Intermediate Care Facility (ICF) for persons with Intellectual Disabilities.
3. "Alternative Home and Community Based Services Setting" means living arrangements where Members reside and receive Home and Community Based Services, and includes:
  - a. Community Residential Settings,
  - b. Group foster homes
  - c. Adult Behavioral Health Therapeutic Homes (ABHTH), and
  - d. Behavioral health respite homes
4. "Community Transition Service Provider" or "CTS" means a provider that facilitates the purchase and delivery of the allowable pre-determined goods and services needed to support the Member to transition into the community as authorized by the Support Coordinator.
5. "Member" means the same as "Client", a person receiving

developmental disabilities services from the Division, as specified in A.R.S. § 36-551.

6. “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.
7. “Private Residence” means a residential dwelling in which the Member is currently residing, that is not an Alternative Home and Community Based Services Setting, facility, institution, or a portion of any of the following that are licensed or certified by a regulatory agency of the State as a:
  - a. Health care institution under A.R.S. § 36-401;
  - b. Residential care institution under A.R.S. § 36-401;
  - c. Community residential setting under A.R.S. § 36-551; or
  - d. Behavioral health facility under 9 A.A.C. 20, Articles 1, 4, 5, and 6 (A.A.C. § R9.101).

## **POLICY**

### **A. REQUIREMENTS FOR COMMUNITY TRANSITION SERVICE**

1. The Division may assess for Community Transition Services when the following requirements are met:
  - a. The Member has been in an ALTCS Institutional Setting a minimum of 60 consecutive days, regardless of ALTCS enrollment;
  - b. The Member is within 30 calendar days of being discharged into the community; and
  - c. The ALTCS Institutional Setting discharge plan identifies needs and assistance for which the Member has no other source or support to initiate reintegration.
2. The Division shall ensure the Member's needs are met in a timely manner and are not delayed in anticipation of receiving services from other sources.
3. The Division shall use the following criteria for the disbursement of funds:
  - a. Limited to a one-time authorization of up to \$2,000 every 5 years per Member, including all applicable administration

fees, and the 5 year timeframe applies regardless of changes in AHCCCS Contractor or the Member transfers between fee-for-service and managed care.

- b. Available 30 calendar days prior to the planned discharge date and remain available for 90 days from the date of discharge from an ALTCS institutional setting.
- c. Exceptions to the timeframe in Section (A)(3)(b) above for partially expended funds, shall be determined by the Division on a case-by-case basis and discussed with the designated Operations and Compliance Officer for discussion and direction;
- d. Not dispersed to the Member or Responsible Person, the Member's family, or friends;
- e. The service is authorized to the CTS vendor to facilitate the purchase of the identified goods and services;
- f. Receipts for all purchases using CTS funds shall be retained for a minimum of 10 years;
- g. The Support Coordinator assists the Planning Team with prioritization of needs and authorizes the CTS vendor;

- h. The CTS excludes the following items:
  - a. Cash payments to Members or significant others;
  - b. Rent;
  - c. Leisure/recreational devices;
  - d. Aesthetics or decorative items;
  - e. Remodeling improvements to any Private Residence or apartment; or
  - f. Grocery items.
- 4. The Division shall require the CTS vendor or Responsible Person to return any refunded deposits purchased using the CTS, to the Division.
- 5. The Division shall terminate the authorization for CTS when the 120-day authorization period expires and there have been no expenditures of the funds.
- 6. The Division shall notify the receiving AHCCCS Contractor or fee-for-service contractor when a Member transfers the use of CTS using the ALTCS Enrollment Transition Form (DDD-1541A).

**B. ITEMS THAT CAN BE PURCHASED WITH CTS FUNDS**

1. The Division shall permit the following items to be purchased with CTS funds:
  - a. Security deposits required to obtain a lease on an apartment or Private Residence;
  - b. Essential, new or gently used furnishings such as:
    - i. Bed,
    - ii. Bedding,
    - iii. Towels,
    - iv. Table,
    - v. Chairs,
    - vi. Window coverings,
    - vii. Eating utensils,
    - viii. Food preparation items, and
    - ix. Small electrical appliances.
  - c. Moving expenses required to occupy the Private Residence;  
and
  - d. Set up fees or deposits for utility or service access.

*Vicki Copeland, MD*

Signature of Chief Medical Officer

**Vicki Copeland**

Name

**07/09/2025**

Date