

1240-E HABILITATION SERVICES AND DAY SERVICES

REVISION DATE: 11/13/2024, 5/31/2023, 9/11/2019, 9/15/2017,
7/15/2016, 7/3/2015, 3/2/2015, 9/15/2014

REVIEW DATE: 3/4/2024, 10/12/2023

EFFECTIVE DATE: June 30, 1994

REFERENCES: AMPM 1240-E, Division Medical Policy 1240-J, Division Medical
Policy 1620-B

PURPOSE

This policy outlines the requirements for and describes covered Habilitation Hourly Support, Habilitation Music, Habilitation Supported Living, and Day Services, for Division Members who are eligible for Arizona Long Term Care Services (ALTCS).

DEFINITIONS

1. "Community Residential Setting" means the same as in A.R.S. § 36-551.
2. "Competitive Integrated Employment" means work that is performed on a full-time or part-time basis for which an individual is:
 - a. Compensated at or above minimum wage and comparable

- to the customary rate paid by the employer to employees without disabilities performing similar duties and with similar training and experience;
- b. Receiving the same level of benefits provided to other employees without disabilities in similar positions;
 - c. At a location where the employee interacts with other individuals without disabilities; and
 - d. Presented opportunities for advancement similar to other employees without disabilities in similar positions.
3. “Day Services” means a service that engages Members in their communities to develop, or enhance skill development, for activities of daily living and employment while meeting their specialized sensorimotor, cognitive, communication, social interaction, and behavioral needs and foster the acquisition of skills explore their communities, to learn about their interests, to engage with others, and to gain skills needed for greater independence.
4. “Direct Care Worker” or “DCW” means an individual who assists

an elderly individual or an individual with a disability with activities necessary to allow them to reside in their Home.

These individuals, also known as Direct Support Professionals, must be employed/contracted by DCW Agencies or, in the case of Member-directed options, employed by an ALTCS Member in order to provide services to ALTCS Members.

5. “Direct Support Professional” or “DSP” means an individual who delivers direct support in Home and Community-Based Services with current training according to the training and/or certification or licensing requirements of the Home and Community-Based Service(s) they provide. DSPs support Members to develop independent skills and to be included in their communities. Some DSPs are required to complete DCW training. DSPs may include Developmental Home Providers and therapists who provide direct support.
6. “Habilitation” means a service encompassing the provision of training in independent living skills or special developmental skills, sensory-motor development, orientation and mobility and behavior intervention. Physical, occupational or speech

therapies may be provided as a part of or in conjunction with other Habilitation services.

7. "Independent Providers" means an individual who has a service agreement with the Division to provide Attendant Care (ATC), Homemaker (HSK), Respite (RSP), or Habilitation (HAH/HAI) and who is a DCW.
8. "Home and Community Based Services" or "HCBS" means Home and Community-Based Services, as specified in A.R.S. § 36-2931 and A.R.S. § 36-2939.
9. "Member" means a person enrolled with the Division of Developmental Disabilities.
10. "Home" means a residential dwelling in which the Member is currently living.
11. "Planning Document" means a written plan developed through an assessment of functional needs that reflects the services and supports, paid and unpaid, that are important for and important to the Member in meeting the identified needs and preferences

for the delivery of such services and supports.

12. "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.
13. "Responsible Person" means the parent or guardian of a minor with a developmental disability, the guardian of an adult with a developmental disability, or an adult with a developmental disability who is a client or an applicant for whom no guardian has been appointed as defined in A.R.S. §36.-551
14. "Support Coordinator" means the same as "Case Manager" under A.R.S. § 36-551.
15. "Teaching Strategy" means a specific plan for each individualized goal that identifies the schedule for implementation, frequency of services, data collection methods, and the steps to be

followed to teach the new skill.

POLICY

A. HABILITATION SERVICES

1. The Division shall contract with service providers to provide Habilitation and Day Services to Division Members.
2. The Division shall ensure Habilitation and Day Services Provider agencies are certified by the Division and registered as an AHCCCS provider prior to rendering services to Members.
3. The Division shall ensure Independent Providers providing Habilitation are certified by the Division and registered as an AHCCCS provider prior to rendering services to Members.
4. The Division shall cover Habilitation and Day Services when medically necessary and cost effective.
5. The Division shall assess for and authorize Habilitation and Day Services when a need for Habilitation and Day Services are identified by the Planning Team, as outlined in Division Medical Policy 1620-B.
6. The Division shall ensure that Members assessed for Habilitation and Day Services have individualized goals based on the Responsible Person's priorities and goals, identified in the

Planning Document to improve or learn new skills.

7. The Division shall not authorize Habilitation or Day services to:
 - a. Substitute for Respite;
 - b. Substitute for daycare or a Member's school program;
 - c. Be used in place of regular educational programs as provided under Public Law 108-446 IDEA Part B;
 - d. Be used to provide other related services that have been determined in the IEP to be educationally necessary; or
 - e. Take the place of the Member's existing natural supports.
8. The Division shall require the Qualified Vendor and Independent Providers to provide progress reports as outlined in the Division's Provider Manual Chapter 35.
9. The Division shall require the Qualified Vendor and Independent Providers to develop and implement Teaching Strategies for each individualized goal when a Member is assessed for Habilitation and Day services.
10. The Division shall require the Qualified Vendor and Independent Provider to provide the Teaching Strategies to the Support Coordinator.

B. HOURLY HABILITATION

1. The Support Coordinator shall assess for Habilitation Hourly using the HCBS Member Needs Assessment Tool (Form DDD-2039A) as outlined in Division Medical Policy 1620-B.
2. The Support Coordinator shall assess for Habilitation Hourly when the Member has individualized Habilitation goals in their Planning Document that require a paid service to support the Member to:
 - a. Develop or enhance the Member's self-help, socialization, and adaptive skills to live in their home or access their community;
 - b. Achieve a quality of life that promotes the Member's vision for the future;
 - c. Instruction to support the Member's participation in their chosen activities; or
 - d. Implement the home program strategies for the Member's therapy services.
3. The Division shall authorize Habilitation Hourly to be provided in

the:

- a. Member's Home;
 - b. Member's community; or
 - c. Setting where the expected skills will be applied.
4. The Division shall not authorize Habilitation, Hourly to be provided:
- a. In the Hospital;
 - b. During School or while being transported by the school;
 - c. During the time the Member is participating in employment services;
 - d. During the time the Member is attending employment or Day Services;
 - e. In a Qualified Vendor owned or leased service site;
 - f. In conjunction with a Community Residential Setting;
 - g. In conjunction with Habilitation, Supported Living; or

- h. In a Direct Service Provider's (DSP) residence when the residence is not the Member's Home.

C. HABILITATION, SUPPORTED LIVING

1. The Support Coordinator shall assess for Habilitation, Supported Living, using the HCBS Member Needs Assessment Tool (Form DDD-2039A) as outlined in Division Medical Policy 1620-B, when:
 - a. The Member is age 18 or above;
 - b. Existing community and natural support systems have been exhausted or are otherwise not available;
 - c. One or more Members reside or plan to reside together in a private residence that is leased or owned by the Responsible Person(s);
 - d. Members have chosen to reside together and combine their resources based on the collective need for habilitative and personal care DSP support;
 - e. Members have chosen to assume all responsibility for their residence;
 - f. Members have outcomes in their Planning Document that

require a service to:

- i. Develop skills for independent living in their Home, including adaptive and self-determination skills, while offering supervision and assistance to assure their health and safety; and
 - ii. Live as independently as possible and develop or enhance their independence in their Home, participation in their community, and relationships with others.
- g. Member can self-administer medication or direct the DSP in this task if the Member is physically unable to administer their medication.
2. The Division shall authorize Habilitation, Supported Living in a private residence that is leased or owned by the Responsible Person(s).
 3. The Division shall not authorize Habilitation, Supported Living to be provided:
 - a. In the Hospital;

- b. In conjunction with:
 - i. Respite;
 - ii. Community Residential Setting,
 - iii. Habilitation Hourly; or
 - iv. Attendant Care;

D. DAY SERVICES

1. The Support Coordinator shall consider the Member's ability to gain Competitive Integrated Employment as part of the Employment First Initiative prior to assessing for Day Treatment services, refer to Division Medical Policy 1240-J.
2. The Support Coordinator, after consideration of any employment and educational services, may assess for Day Service Child for Members age five through the age of 17 years old.
3. The Support Coordinator shall consider assessing for Day Service Adult when the Member:
 - a. Is age 16 or 17 and the Responsible Person requests Day Services Adult and the Planning Team has:

- i. Developed and documented the transition plan; and
 - ii. Obtained and documented the Responsible Person's consent in the Planning Document for the Member to attend a Day Services Adult program.
- b. Is age 18 years and older; or
- c. Has goals to:
- i. Participate in their community with the requisite socialization and adaptive skills they need to increase their potential for success;
 - ii. Strengthen relationships with family, friends, and community members, develop desired relationships, and enhance their socialization, community participation, and knowledge of community resources; and
 - iii. Make a progressive move to employment, to develop or enhance their skills and abilities related to employment.

4. The Support Coordinator shall authorize Day Services in a setting that is:
 - a. A community setting owned or leased by the Qualified Vendor;
 - b. Physically accessible and allows for movement between different areas;
 - c. Allows for privacy in addressing personal care needs and storing personal belongings; and
 - d. Allows for privacy for planning and discussing Member support needs, issues, and concerns.

5. The Support Coordinator shall not authorize Day Services in a setting that:
 - a. Does not meet the criteria outlined above;
 - b. In a Community Residential Setting;
 - c. A contracted Intermediate Care Facility or
 - d. A Level I or Level II behavioral health facility;

6. The Support Coordinator shall not assess for Day Services to

exceed:

a. For Day Services Adult:

i. Eight hours per day.

b. For Day Service Child:

i. Four hours per day for Day Services, Child for Members while school is in session; and

ii. Up to eight hours per day when school is not in session.

7. The Support Coordinator shall not assess for Day Services Adult or Day Services Child:

a. During the time the Member is attending school or while being transported by the school;


b. During the time the Member is participating in employment services; or

c. To Include wage-related activities that would entitle the member to wages.

E. HABILITATION, MUSIC

1. The Support Coordinator shall consider assessing for Habilitation, Music, when the Member has individualized goals in their Planning Document that require a service to support the Member with:
 - a. Engaging in practicing and managing emotional expression through the use of therapeutic musical techniques;
 - b. Supporting the Member and their family, caregivers, or DSPs, in accordance with their Planning Document, to incorporate learning opportunities throughout the existing daily routine.
2. The Division shall authorize Habilitation, Music to be provided in the following settings:
 - a. The Member's home;
 - b. The Member's community;
 - c. A setting owned or leased by the Qualified Vendor; and
 - d. Community Residential Setting.
3. The Division shall not authorize Habilitation, Music to be provided to the Member during:
 - a. A Hospitalization;

- b. The Member's Day Service program; or
 - c. The Member's school day or daycare.
4. The Division shall permit Habilitation, Music to be provided through telehealth.

Signature of Chief Medical Officer: 
[Anthony Dekker \(Nov 8, 2024 17:11 MST\)](#)
Anthony Dekker, D.O.