

1 **54 GROUP HOME REQUIREMENTS**

2  
3 REVISION DATE: XX/XX/2024, 2/7/2024

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5 EFFECTIVE DATE: July 19, 2023

6 REFERENCES: 42 § C.F.R. 441.300-441.310; A.R.S. § 13-3602; A.R.S. §  
7 36-401; A.R.S. §§ 36-501 et seq.; A.R.S. § 36-551; A.A.C. R9-10-2206;  
8 A.A.C. R9-10-101; A.A.C. R6-6-101; A.A.C. Title 6, Article 8; A.A.C. Title 6,  
9 Article 9; A.A.C. Title 6, Article 15; A.A.C. Title 6, Article 21; Qualified  
10 Vendor Agreement; Behavior Supports Manual Chapter 400; Behavior  
11 Supports Manual Chapter 500

12 **PURPOSE**

13  
14 The purpose of this ~~This~~ policy is to ~~outline~~ outline the requirements for  
15 Qualified Vendors when providing Group Home services for Division  
16 Members.

17 **DEFINITIONS**

- 18  
19 1. "Acuity" means a patient's Member's need for medical services,  
20 nursing services, or behavioral health services based on the  
21 patient's Member's medical condition or behavioral health issue.
- 22 2. "Acuity plan" means a method for establishing nursing personnel  
23 requirements by unit based on a patient's Member's acuity.
- 24 3. "Adult" means a person aged 18 years or above.

- 25  
26 4. "Behavior Plan" means a written plan of services and  
27 therapeutic interventions based on a complete assessment of a  
28 Member's developmental and health status, strengths and needs  
29 that are designed and periodically updated by the multispecialty,  
30 interdisciplinary team.
- 31 5. "Behavioral Health Professional" or "BHP" means  
32  
33 a. An individual licensed under A.R.S. § 32, Chapter 33,  
34 whose scope of practice allows the individual to:
- 35 i. Independently engage in the practice of behavioral  
36 health as specified in A.R.S. § 32-3251, or  
37 ii. Except for a licensed substance abuse technician,  
38 engage in the practice of behavioral health as  
39 specified in A.R.S. § 32-3251 under direct  
40 supervision as specified in A.A.C. R4-6-101.
- 41 b. A psychiatrist as specified in A.R.S. § 36-501.  
42  
43 c. A psychologist as specified in A.R.S. § 32-2061.  
44  
45 d. A physician.

- 46  
47 e. A behavior analyst as specified in A.R.S. § 32-2091.  
48  
49 f. A registered nurse practitioner licensed as an adult  
50 psychiatric and mental health nurse, or  
51 g. A registered nurse:  
52 i. A psychiatric-mental health nursing certification, or  
53 ii. One year of experience providing behavioral health  
54 services.  
55  
56  
57 6. "Behavioral-Supported Group Home" or "BSGH" means a  
58 time-limited service, designed for Members who have been  
59 deemed to need intensive behavioral support that supports the  
60 Member's choice to live in and access opportunities in their  
61 communities through services offered in their Group Home.  
62 7. "Business Hours" means the office hours that state offices are  
63 kept open for transaction of business from 8:00 a.m. to 5:00  
64 p.m., from Monday through Friday, excluding holidays, furlough  
65 closure; or otherwise required by law, as per A.R.S. § 38-401.  
66 8. "Child" means a person under the age of 18.

- 67  
68 9. "Clinical Oversight" means monitoring provided by an  
69 independently licensed BHP, by virtue of education, training and  
70 experience, is capable of assessing the behavioral health history  
71 of a Member to determine the most appropriate treatment plan.
- 72 10. "Clinical Oversight Meeting" means a professional staffing that  
73 occurs at least monthly, for the purposes of monitoring the  
74 Member's progress and the Qualified Vendor's compliance with  
75 Division policy and BSGH service specifications.
- 76 11. "Court-Ordered Evaluation" or "COE" means an evaluation  
77 ordered by the court as per A.A.C. R9-21-101.
- 78 12. "Court-Ordered Treatment" or "COT" means treatment ordered  
79 by the court as per A.A.C. R9-21-101.
- 80 13. "Direct Support Professional" or "DSP" means a person who  
81 delivers direct support in Home and Community-Based Services  
82 with current training according to the training and/or certification  
83 or licensing requirements of the Home and Community-Based  
84 Service(s) they provide. DSPs support Members to develop  
85 independent skills and be included in their communities. DSPs

86 may include Developmental Home Providers and therapists who  
87 provide direct support.

88 14. "Emergency Receiving Home" means a Division Group Home or  
89 Nursing Supported Group Home (NSGH) developed using the  
90 Vendor Call process to create vacant capacity to be used for  
91 Members with an emergency need for Group Home services.

92 15. "Functional Behavior Assessment" or "FBA" means a  
93 comprehensive assessment consisting of different observations  
94 of the member in one or more settings, with one or more  
95 caregivers; and includes a comprehensive review of historical  
96 documents (e.g., Planning Documents, evaluations, progress  
97 reports, Individualized Education Program, data collection),  
98 indirect and direct assessment, and recommendations for  
99 treatment.

100 16. "Group Home" or "Home" for the purposes of this policy means  
101 ~~the same as defined in A.R.S. § 36-551~~ a community residential  
102 setting for not more than six persons with developmental  
103 disabilities that is operated by a service provider under contract  
104 with the department and that provides room and board and daily

105 habilitation and other assessed medically necessary services and  
106 supports to meet the needs of each person. Does not include an  
107 adult developmental home, a child developmental home, a  
108 behavioral-supported group home, a nursing-supported group  
109 home or an intermediate care facility for individuals with  
110 intellectual disabilities.

111 17. "Home and Community-Based Services Settings Final Rule"  
112 means the requirements set forth by 42 C.F.R. §§  
113 441.300-441.310 for HCBS settings to ensure individuals have  
114 full access to the benefits of community living and the  
115 opportunity to receive services in the most integrated setting  
116 appropriate.

117 18. ~~"Member" means the same as "client" as defined in A.R.S. §~~  
118 ~~36-551~~ a person receiving developmental disabilities services  
119 from the Division.

120 19. "Nesting" means a period of independent caregiving, usually 24  
121 to 48 hours for the Member while they are in the Developmental  
122 Home, Nursing Supported Group Home, or Intermediate Care

- 123 Facility and the parent or caregiver has the oversight of a nurse  
124 ~~medical staff~~ during that time period.
- 125 20. "Nursing-Supported Group Home" or "NSGH" means ~~the same as~~  
126 ~~defined in A.R.S. § 36-401~~ a health care institution that is a  
127 community residential setting as defined in section 36-551 for  
128 not more than six persons with developmental disabilities, that is  
129 operated by a service provider under contract with the  
130 Department of Economic Security (DES) and that provides room  
131 and board, daily habilitation and continuous nursing support and  
132 intervention.
- 133 21. "Order of Protection" means any injunction or other court order  
134 that is issued to prevent ~~for the purpose of preventing~~ violent or  
135 threatening acts or harassment against, contact, or  
136 communication with, or physical proximity to another person.
- 137 22. "Person-Centered" means an approach to planning designed to  
138 assist the Member to plan their life and supports. This model  
139 enables individuals to increase their personal self-determination  
140 and improve their own independence.

- 141  
142       23. “Planning Document” means a written plan developed through  
143       an assessment of functional needs that reflects the services and  
144       supports, paid and unpaid, that are important for and important  
145       to the Member in meeting the identified needs and preferences  
146       for the delivery of such services and supports.
- 147       24. “Planning Team” means a defined group of individuals comprised  
148       of the Member, the Responsible Person if other than the Member,  
149       and, with the Responsible Person’s consent, any individuals  
150       important in the member’s life, including extended family  
151       members, friends, service providers, community resource  
152       providers, representatives from religious/spiritual organizations,  
153       and agents from other service systems.
- 154       25. “Predictable Staffing” means a consistent schedule of direct  
155       support professionals that meets the needs of the Member(s)  
156       and the Member(s) know and expect to be working with them.
- 157       26. “Program Review Committee” or “PRC” means the assembly of  
158       designated individuals that review and approve Behavior Plans  
159       meeting the criteria outlined in Article 9 prior to implementation.



- 160  
161 27. "Qualified Vendor" means any person or entity that has a  
162 Qualified Vendor Agreement with the Division of Developmental  
163 Disabilities.
- 164 28. "Residential Services" means ~~the same as Community~~  
165 ~~Residential Setting defined in A.R.S. § 36-551 (15)~~ means a  
166 residential setting in which persons with developmental  
167 disabilities live and are provided with appropriate supervision by  
168 the service provider responsible for operating the residential  
169 setting. ~~except this~~ This policy does not apply to state-operated  
170 services.
- 171 29. "Responsible Person" means the parent or guardian of a minor  
172 with a developmental disability, the guardian of an adult with a  
173 developmental disability or an adult with a developmental  
174 disability who is a Member or an applicant for whom no guardian  
175 has been appointed as per A.R.S. § 36-551 (39).

176 **POLICY**

177 **A. REQUIREMENTS FOR ALL GROUP HOMES**  
178

- 179  
180 1. The Qualified Vendor shall provide a safe, stable, and  
181 individualized environment that is Person-Centered with:
- 182 a. With Predictable staffing;  
183  
184 b. With Daily routines;  
185  
186 c. That Promotes independence, autonomy, Member choice  
187 and control as much as possible while assuring Member  
188 health and safety; and
- 189 d. That Offers and supports social and leisure activities based  
190 on what the Member likes to do, supports relationships  
191 that are important to the Member by enabling frequent  
192 contact with people who care about the Member, and  
193 supports Members with integrating into their communities.
- 194 2. Qualified Vendors shall only accept Member referrals for  
195 Residential Services from the Division.
- 196 3. Qualified Vendors operating standard Group Homes, Emergency  
197 Receiving Homes, and Nursing Supported Group Homes in which  
198 a Member resides shall ensure:

- 199  
200           a.     An approved Behavior Plan is in place for Members within  
201                     90 days of move-in and approved annually as outlined in  
202                     the Division’s Behavior Support Policy Manual and A.A.C.  
203                     R6-6-904 ~~within 90 days of move-in and approved~~  
204                     ~~annually~~; and
- 205           b.     Have staff who ~~that~~ are trained and monitored to  
206                     implement a Member’s Behavior Plan as written.
- 207           4.     Qualified Vendors shall ensure all Group Homes operated by the  
208                     Qualified Vendor in which Members reside are:
- 209                     a.     Licensed by the Arizona Department of Health Services  
210                             (ADHS) and approved by the Division;
- 211                     b.     Assigned a site code by the Division for each Group Home;  
212                             and
- 213                     c.     Meet the requirements of the Home and Community Based  
214                             Services Final Rule. ~~and~~

- 215  
216 5. Qualified Vendors shall develop and implement processes to  
217 prevent the lapse of licenses of Group Homes, BSGHS, and  
218 NSGHs operated by the Qualified Vendor.
- 219 6. Qualified Vendors shall not permit allow adult and child Members  
220 to live in the same Group Home operated by the Qualified  
221 Vendor, unless all of the following criteria are met if:
- 222 a. The child is transition aged (16-17);  
223  
224 b. Approved by the Responsible Person(s) of the child and  
225 adult;
- 226 c. Documented in the Planning Document of both the child  
227 and adult; and
- 228 d. Approved by the Network Residential Manager or designee.
- 229  
230 7. Staff of all Group Homes operated by the Qualified Vendor shall  
231 accompany and provide support to Members until admitted as  
232 inpatient to a hospital.

- 233  
234 8. The Qualified Vendor providing Group Home services shall  
235 ensure Members are accompanied by Group Home staff during  
236 emergency transport if available.
- 237 9. Qualified Vendors shall participate in discharge planning and all  
238 staffings with the hospital or crisis facility while a Member is  
239 inpatient.
- 240 10. Qualified Vendors shall participate in transition meetings for  
241 Members who are moving into or from a Group Home.
- 242 11. The Qualified Vendor shall accept the Member back to the Group  
243 Home as determined by the Planning Team upon discharge from  
244 the hospital or crisis facility.
- 245 12. The Qualified Vendor shall not delay the Member's return to the  
246 Group home upon discharge from the hospital or crisis facility.
- 247 13. Qualified Vendors shall assist with the petition for a Court  
248 Ordered Evaluation (COE) or a Court Ordered Treatment (COT)  
249 upon witnessing an event that impacts the safety of the Member  
250 or others, when necessary in accordance with A.A.C. R9-21-101  
251 and A.R.S. § 36-520.

- 252  
253 14. Qualified Vendors shall continue to provide support to the  
254 Member until the petition is accepted by the court and the  
255 Member is admitted to a facility for COE or COT.
- 256 15. ~~If the petition for COE or COT is not accepted by the court, the~~  
257 The Qualified Vendor shall transport the Member back to the  
258 Group Home when the petition for COE or COT is not accepted  
259 by the court.
- 260 16. The Qualified Vendor operating a Group Home in which Members  
261 reside shall notify the Division's Statewide Residential Network  
262 team within 24 hours if a Member:
- 263 a. Is unable to return to the Group Home due to the Member  
264 having been served with an Order of Protection; or
- 265 b. Requires emergency relocation to an alternative Group  
266 Home.
- 267 17. Qualified Vendors who have service authorizations for Members  
268 served with an Order of Protection shall continue to serve those  
269 Members as allowed for in 6 A.A.C. 6 Article 21.

- 270  
271 18. Qualified Vendors shall maintain an after business hours contact  
272 and provide the after business hours contact information to the  
273 Division.
- 274 19. The Qualified Vendor operating a Group Home where ~~in which~~  
275 Members reside shall not restrict a Member's ability to access  
276 their community and common areas within the Group Home and  
277 any restrictions must be approved as outlined in the Division's  
278 Behavioral Support Manual. ~~environment unless the restriction is~~  
279 ~~approved in the Member's Behavior Plan.~~
- 280 20. Qualified Vendors operating a Group Home where ~~in which~~  
281 Members reside shall maintain at least three days worth of food  
282 ~~meals and snacks~~ based on:
- 283 a. The menu for each Group Home; and
  - 284 b. Special dietary needs.
- 285  
286 21. Qualified Vendors operating a Group Home where ~~in which~~  
287 Members reside shall participate in Member meetings as outlined  
288 in Provider Manual Chapter 2.  
289

- 290  
291           21. Qualified Vendors providing Group Home services shall obtain  
292           and maintain the following records of Members who reside in the  
293           Group Home:
- 294           a. Vital information documentation:
- 295           i. The name, address, and telephone numbers of the  
296           health care provider for each Member;
- 297           ii. The name and telephone numbers of the health plan  
298           and insurance carrier for each resident and the  
299           process for authorization of health care for each  
300           Member;
- 301           iii. Guardianship status for each Member, if applicable;
- 302           iv. The name and telephone number of the Responsible  
303           Person;
- 304           v. The person to be contacted in case of emergency for  
305           each Member;
- 306           vi. Member funds ledger;
- 307           vii. Member's Group Home attendance records;
- 308  
309  
310



- 311  
312           viii. Member’s behavioral health documentation:
- 313  
314           (a) ~~Pre-move~~ An approved Behavior Plan;
- 315  
316           (b) ~~Post-move Behavior Plan~~; and
- 317  
318           (c) Data collected from behavioral observations.
- 319                           ~~from the last 30 days.~~
- 320           b. Documentation of individualized needs:
- 321  
322           i. Completed Pre-service Provider Orientation
- 323                           (DDD-097A) form;
- 324           ii. Nutritional needs or special diets with parameters;
- 325  
326           iii. Special fluid intake needs;
- 327  
328           iv. Prescriptions for dietary needs or holistic medication;
- 329  
330           v. Seizure activity information:
- 331                           (a) Type and characteristics;
- 332                           (b) Frequency and duration;
- 333  
334                           (c) Instructions for staff response; and
- 335  
336

- 337  
338 (d) Records of seizure activity.
- 339  
340 vi. Adaptive equipment, protective devices, and facility  
341 adaptations ;
- 342  
343 vii. Required medical monitoring, including blood glucose  
344 testing, blood pressure checks, and lab work;  
345  
346 viii. Reference to the Behavior Plan or Planning  
347 Document if health care related issues are  
348 addressed;
- 349  
350 ix. Special instructions for carrying, lifting, positioning,  
351 bathing, feeding, or other aspects of personal care;
- 352  
353 x. Any known allergy to food, medication, bite or  
354 stings, or pollen and steps to be taken when an  
355 allergic reaction occurs; and  
356
- 352 xi. Other individualized healthcare routines.
- 353  
354 c. Complete medical history:
- 355  
356 i. Physical examination;

- 357  
358           ii.    Immunization records;
- 359  
360           iii.   Tuberculosis screening;
- 361  
362           iv.    Hepatitis B screening;
- 363  
364           v.     Type of developmental disability;
- 365  
366           vi.    Medication history;
- 367  
368           vii.   History of allergies;
- 369  
370           viii.   Dental history;
- 371  
372           ix.    Seizure history;
- 373  
374           x.     Developmental history; and
- 375  
376           xi.    Family medical history.
- 377  
378           d.    Medications:
- 379  
380           i.     Copies of prescriptions or documentation of any
- 381                    verbal or written medical orders from a medical
- 382                    practitioner;

- 383  
384           ii.     Copies of the medication list provided upon discharge  
385                     from an inpatient or skilled nursing facility;
- 386           iii.     A current medication log for each Member with the  
387                     following information:
- 388                     (a)    List of all prescription and nonprescription  
389                                medications administered to a Member by or  
390                                under the supervision of a direct care staff;
- 391                     (b)    The name of the Member who received the  
392                                medication;
- 393                     (c)    The name of the medication;
- 394                     (d)    The medication dosage;
- 395                     (e)    The date and time of administration;
- 396                     (f)    The route of administration;
- 397                     (g)    Special instructions for administration of the  
398                                medication; and  
399  
400  
401  
402

403  
404 (h) Signature and initials of the direct care staff  
405 who administered or supervised the  
406 administration of the medication.

407 22. The Qualified Vendor shall maintain a 12 month period of  
408 Member records in the Group Home where the Member is  
409 residing.

410 23. The Qualified Vendor providing Group Home service shall verify  
411 that the Member's medication log matches with the Member's:

- 412 a. Current prescriptions;  
413  
414 b. Current medical orders; and  
415  
416 c. Discharge instructions upon discharge from a hospital or  
417 facility.

418 24. The Qualified Vendor providing Group Home service shall notify  
419 the Member's prescribing practitioner if any discrepancies are  
420 identified between prescriptions, medical orders, discharge  
421 instructions, or the medication log.

422 25. The Qualified Vendor providing Group Home service shall update  
423 the Member's medication log upon changes to the prescriptions  
424 or non-prescription orders from a medical practitioner.

425 26. The Qualified Vendor shall maintain records, for current Group  
426 Home residents in the Group Home, for a minimum of 12  
427 months.

428 **B. BEHAVIORAL-SUPPORTED GROUP HOME (BSGH) ADDITIONAL**  
429 **REQUIREMENTS**

430 1. Qualified Vendors operating a BSGH shall:

431 a. Accept any Member referred by the Division; and

432 b. Provide BSGH service for the referred Member.

433 2. The Qualified Vendor providing BSGH services shall, within 45  
434 days of the Member's move-in to the BSGH, submit a Behavior  
435 Plan to:  
436  
437  
438

439 a. The Division's Behavioral Health Administration; and

440 b. The Program Review Committee (PRC).  
441

- 442  
443 3. The Qualified Vendor providing BSGH services shall provide a  
444 minimum of ten hours of Clinical Oversight each week per BSGH  
445 setting, with a minimum of 50% of the hours provided onsite in  
446 the BSGH.
- 447 4. The Qualified Vendor providing BSGH service shall submit the  
448 Behavioral-Supported Group Home Oversight Meeting Agenda  
449 (Form DDD-2206A) form to the Division two business days prior  
450 to the Clinical Oversight Meeting.
- 451 5. The Qualified Vendor providing BSGH service shall participate in  
452 Clinical Oversight Meetings.
- 453 6. The Qualified Vendor providing BSGH service shall ensure the  
454 following staff attend Clinical Oversight Meetings at a minimum:
- 455 a. The Behavioral Health Professional (BHP) employed by the  
456 Qualified Vendor; and
- 457 b. A Qualified Vendor representative.

- 458  
459           7.    The Qualified Vendor providing BSGH service shall require the  
460                   following when a Member transitions from the BSGH to a new  
461                   setting:
- 462                   a.    Current leadership, house supervisor, and BHP to tour the  
463                   potential receiving setting at the request of the  
464                   Responsible Person.
- 465                   b.    The receiving Qualified Vendor and Planning Team, with  
466                   input from both the BSGH and Division’s clinician, shall  
467                   develop a transition plan that outlines ~~includes the~~  
468                   ~~following, but is not limited to:~~
- 469                   i.    Member visit(s) to the new setting;
- 470                   ii.   The Member being observed by the receiving setting  
471                   staff and DSPs;
- 472                   iii.   Training of staff and DSPs at the new setting by the  
473                   BSGH; and
- 474                   iv.   Documenting the required training of staff and DSPs  
475                   at the new setting on the Behavior Plan.  
476



- 477  
478 v. Training of Employment Services or Day Services  
479 Program staff, as applicable.
- 480 vi. Using the Residential Pre-Move Checklist (Form  
481 DDD-0223A) for developing the transition plan.
- 482 c. BSGH clinical staff, with the Responsible Person's  
483 agreement, shall provide Clinical Oversight and support to  
484 the Member and the receiving Qualified Vendor for up to  
485 two months after the Member moves in as determined by  
486 the transition plan.
- 487 d. The BSGH clinical staff shall:
- 488 i. Participate in all transition and post transition  
489 meetings (~~i.e. medication reviews, Planning~~  
490 ~~Document, etc.~~) while providing the agreed upon  
491 Clinical Oversight as outlined in the transition plan;  
492
- 493 ii. Document all transition activities as outlined in the  
494 Member's transition plan; and

495  
496                   iii.     Provide documentation on transition activities during  
497                                   all transition and post transition meetings.

498                   e.     The existing Qualified Vendor shall consult with the new  
499                                   Qualified Vendor to update the Member's Behavior Plan.

500 **C.     ~~EMERGENCY RECEIVING HOME~~ ADDITIONAL REQUIREMENTS**  
501 **FOR EMERGENCY RECEIVING HOMES**

502                   1.     ~~The Division shall may change the designation of the Emergency~~  
503                                   ~~Receiving Home to a standard Group Home when, if the Division~~  
504                                   ~~deems it necessary.~~

505                   2.     The Qualified Vendor providing Emergency Receiving Home  
506                                   services shall accept any emergency Member referrals from the  
507                                   Division.

508                   3.     The Qualified Vendor shall ensure all Emergency Receiving  
509                                   Homes operated by the Qualified Vendor where ~~in which~~  
510                                   Members reside:

511                   a.     Have sufficient staff immediately available to support the  
512                                   Member; and

- 513  
514           b. All DSPs have Prevention & Support training.
- 515  
516           4. Qualified Vendors providing Emergency Receiving Home services  
517           shall adhere to the requirements in Section (A) of this policy.
- 518           5. The Qualified Vendor shall ensure all Emergency Receiving  
519           Homes operated by the Qualified Vendor where ~~in which~~  
520           Members reside are fully furnished, including bedrooms.

521 **D. ~~NURSING-SUPPORTED-GROUP-HOMES (NSGHs)~~ ADDITIONAL**  
522 **REQUIREMENTS FOR NURSING SUPPORTED GROUP HOMES**  
523 **(NSGHs)**

- 524           1. Qualified Vendors operating an NSGH where ~~in which~~ Members  
525           reside shall submit a monthly of the NSGH no later than the last  
526           day of the reporting month.
- 527           2. The Qualified Vendor shall specify in the monthly census:
- 528           a. Member information:
- 529           i. Member's first and last name;
- 530           ii. Sex;
- 531  
532  
533

- 534  
535           iii. Client ID;
- 536  
537           iv. Date of Birth (DOB);
- 538  
539           v. Age;
- 540  
541           vi. If there is an Enhanced Staffing Ratio (ESR) and what  
542                 that ESR is.
- 543           b. Site information:
- 544                 i. Qualified Vendor name;
- 545                 ii. Site Name;
- 546                 iii. Site Code;
- 547                 iv. Street Address, including city and zip code;
- 548                 v. Maximum Capacity for the home;
- 549                 vi. Total Occupancy;
- 550                 vii. DDD Occupancy;
- 551                 viii. Non-DDD Occupancy;
- 552                 ix. Vacancy;
- 553
- 554
- 555
- 556
- 557
- 558
- 559
- 560
- 561

- 562  
563                   x. Child; or
- 564  
565                   xi. Adult
- 566  
567           3. The Qualified Vendor operating an NSGH shall submit the census  
568           through secure email to DDDResidentialunit@azdes.gov.; and
- 569           4. The Qualified Vendor operating an NSGH shall notify the Division  
570           of all Member moves, including internal moves or external  
571           moves, within two business days.
- 572           5. The Qualified Vendor operating an NSGH where ~~in which~~  
573           Members reside may provide Nesting when requested by the  
574           Division's Health Care Services Unit ~~Department~~.
- 575           6. Qualified Vendors who operate an NSGH ~~and provide Nesting~~  
576           shall develop, implement, and submit Nesting policies and  
577           checklists to the Division's Network and Health Care Services  
578           Unit at [dddprovidernetworksupport@azdes.gov](mailto:dddprovidernetworksupport@azdes.gov) for review and  
579           approval by the ~~Division's Network and Health Care Services~~ Unit  
580           prior to providing Nesting ~~Department~~.

581  
582 7. Qualified Vendors who operate an NSGH shall ensure that the  
583 types and amount of nurses and other direct care workers as  
584 required by the Acuity Plan are present in the NSGH.

585 **E. SUPPLEMENTAL INFORMATION**

- 586 1. The Division can remove ~~may change~~ the designation of the  
587 Emergency Receiving Home to a standard Group Home when, ~~if~~  
588 the Division deems it necessary.
- 589 2. The Division does not guarantee to authorize specific quantities  
590 of goods or services or to refer Members as may be identified or  
591 specified herein.
- 592 3. The Division will use the Residential Pre-Move Checklist (Form  
593 DDD-0223A) for developing the transition plan.