

HABILITATION, CONSULTATION

Service Description

HP0031

Habilitation Consultation is a focused, consultative service that is intended to complete an assessment and develop an intervention plan. The plan identifies strategies to strengthen the skills of the member and his/her family/caregivers. This service assists a member to remain in his/her home or the home of their family/caregivers and to participate in community activities by providing a variety of behavioral interventions.

Service Requirements and Limitations

1. This service may be provided in the following settings:
 - 1.1 The member's own home or family home, or
 - 1.2 A group home, or
 - 1.3 A state-supported or a vendor-supported developmental home (child or adult), or
 - 1.4 A community setting chosen by the member and his/her Planning Team, or
 - 1.5 An Intermediate Care Facility, or
 - 1.6 A Skilled Nursing Facility.
2. This service may be provided for observation and assessment purposes only in:
 - 2.1 The member's school, during school provided transportation to and from school, and the hospital.
3. This service shall not be provided when the member is hospitalized for acute medical needs.
4. The plan for this service must include:
 - 4.1 Respect for the member's preferences, favorite activities, and his/her lifestyle choices, etc.;
 - 4.2 The development of useful techniques and facilitating the use of these techniques by caregivers for the member's benefit; and
 - 4.3 The development and facilitation of techniques, as appropriate, for increasing the member's social skills and ability to interact with others.

5. The Qualified Vendor shall ensure that the consultant staff is fully able to complete an assessment, implement the applicable intervention plan for the member and follow the protocols for managing and reporting incidents to the Division.

Service Goals and Objectives

Service Goals:

1. To provide an improved quality of life for the member by assisting the member in his/her environment by the teaching of alternative methods of responding to stressors and other sources of challenging behavior.
2. To develop and maintain the member's self-help, socialization and adaptive skills.
3. To assist planning teams and family members/caregivers in managing the member's challenging behaviors through thorough understanding of the purpose and function of a behavior.
4. To develop an intervention plan for the member derived from the assessment.
5. To facilitate implementation of the intervention plan strategies for the member.

Service Objectives:

The Qualified Vendor shall ensure that the following objectives are met:

1. Conduct an assessment of the member's challenging behavior or area of skill deficit.
2. Develop with the planning team and family members/caregivers an intervention plan.
3. Model the implementation of the intervention plan for the member, family members/caregivers, and/or service providers, including the teaching of alternative or replacement behavior.
4. Train the member, family members/caregivers, and/or service providers in the implementation of the intervention plan and monitor their usage of the plan. The intervention plan should include specific activities for the family or other caregivers to use between visits by the consultant. The intervention plan should be written in language understandable to the family and or caregivers.

5. Assist the planning team in acquiring the needed approvals of the intervention plan by the applicable Human Rights Committee and Program Review Committee pursuant to the Division's administrative rules [Arizona Administrative Code ("A.A.C.") R6-6-903 and subsequent amendments] and Division policy, including any subsequent revisions.
6. Review data with the planning team and other people important to the member as to the success of the intervention plan.
7. Provide follow-up consultation to ensure proper implementation of the intervention plan and revise the plan as needed.

Service Utilization Information

1. The assessment shall be conducted by a licensed Psychologist, a licensed Behavior Analyst, or a Board Certified Behavior Analyst ("BCBA") under the supervision of a licensed Behavior Analyst.
2. The development of the intervention plan shall be conducted by a licensed Psychologist, a licensed Behavior Analyst, or a BCBA under the supervision of a licensed Behavior Analyst.
 - 2.1 All interventions shall be developed using evidence based practice(s).
 - 2.2 All interventions shall respect the rights and dignity of the member and his/her family members/caregivers.
 - 2.3 All interventions shall be based as much as possible on positive behavior supports and the member's ability to self-manage when supported.
3. The training of the member, family members/caregivers, and/or direct service staff in the implementation of the intervention plan, monitoring their usage of the plan, and revision of the plan shall be conducted by a licensed Psychologist, a licensed Behavior Analyst, a BCBA under the supervision of a licensed Behavior Analyst, or a Bachelor's-Level Service Provider (Assistant).
4. All services shall be delivered in strict compliance with the provisions of Title 6, Chapter 6, Article 9 pertaining to "Managing Inappropriate Behaviors" of the A.A.C. and Chapter 1600 of the Division's Policies and Procedures Manual, including subsequent amendments/revisions.

Rate Basis

1. The published rate(s) for this service is available on the Division's website in the Rate Book.

2. Throughout the term of the contract, the appropriate billing codes, billing units, and associated billing rules are subject to change. All billing codes and billing units, and associated billing rules will be included in the Division's Policies and Procedures Manual, Billing Manual, published Rate Book, and/or other provider resources made available by the Division.

Consultant Staff Qualifications

1. If a Doctoral-level service provider, have at a minimum:
 - 1.1 A current license to practice psychology in the state of Arizona issued by the Arizona Board of Psychologist Examiners and meet all requirements set forth in Arizona Revised Statutes ("A.R.S."), Title 32, Chapter 19.1 et seq., as amended; or
 - 1.2 A current license as a Behavior Analyst from the Arizona Board of Psychologist Examiners.
2. If a Master's-level service provider, have at a minimum:
 - 2.1 A current license as a Behavior Analyst from the Arizona Board of Psychologist Examiners; or
 - 2.2 If unlicensed, must receive supervision from a Behavior Analyst who is licensed by the Arizona Board of Psychologist Examiners, as outlined by A.R.S. 32- 2091, and have:
 - 2.2.1 A Master's degree in behavior analysis, psychology, special education, or a related field, and
 - 2.2.2 Fifteen (15) hours of graduate level coursework in behavior analysis, and
 - 2.2.3 Six (6) months of full-time, supervised experience (internship/practicum) in behavior analysis under the supervision [minimum equivalent one (1) hour per week] of a board certified behavior analyst (i.e., implementing, developing, revising behavior support plans); or
 - 2.2.4 Current certification as a Board Certified Behavior Analyst (BCBA).
3. If a Bachelor's-level service provider (Assistant), must receive supervision from a Behavior Analyst who holds a current and active license recognized by the State of Arizona Board of Psychologist Examiners or licensed psychologist and have at a minimum:
 - 3.1 A Bachelor's degree in psychology, behavior analysis, social work, education, special education, child development, or counseling and two (2) years of full-time experience in behavioral therapy, behavioral modification, or behavioral analysis

(i.e., implementing positive behavior support plans); or

3.2 A Bachelor's degree in an alternative discipline and five (5) years of full-time experience in behavioral therapy, behavioral modification, or behavioral analysis (i.e., implementing positive behavior support plans); or

3.3 Current certification as a Board Certified Assistant Behavior Analyst (BCaBA).

Record keeping and Reporting Requirements

1. The assessment and intervention plan shall be completed no later than forty-five (45) business days following the acceptance of the member's service authorization.
2. The Qualified Vendor shall provide the assessment report and the intervention plan to the member's Support Coordinator, the member/member's representative, and service providers no later than seven (7) business days upon completion.
3. Following the submittal of the initial intervention plan, the Qualified Vendor shall submit quarterly individualized progress reports regarding the member no later than the tenth (10th) business day following the close of the quarter to the Division and the member/member's representative unless the member/member's representative has requested not to receive them. The Qualified Vendor shall refer to the Division's Provider Manual for guidance on report due dates and minimum content of the reports.
4. The Qualified Vendor shall maintain daily records on file as proof of the number of hours worked by its consultant staff providing direct service to the member.
 - 4.1 Each time sheet, equivalent document, or data system must contain the original signature or other independent verification (that complies with A.R.S. § 18-442) of the member/member's representative after service delivery confirming the hours worked. Proof of hours worked must be signed or verified by the member's representative before the Qualified Vendor submits the claim for payment.
5. The Qualified Vendor shall maintain on file documentation of required licensures and certification for each consultant providing this service.
6. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.