

## **HABILITATION, CONSULTATION**

### **Service Description**

A service that provides professional information and advice to assist in planning, developing, implementing and evaluating individual and service programs and in providing coordination with the professional community. **H001-AB**

Services provide a variety of interventions designed to maximize the functioning of persons with developmental disabilities. Services may include, but are not limited to: habilitative therapies, special developmental skills, behavior intervention and sensorimotor development. **HP16-00**

This is a consultative service that is intended to complete an assessment and develop an intervention plan that assists a member to remain in his/her home or the home of their family/caregivers and to participate in community activities by strengthening the skills of the member and his/her family/caregivers.

### **Service Requirements and Limitations**

1. This service may be provided in the following settings:
  - 1.1 The member's home,
  - 1.2 At the member's activity sites,
  - 1.3 A community setting chosen by the member or member's representative,
  - 1.4 To the member living in a group home,
  - 1.5 To the member living in a state-supported or a vendor-supported developmental home (child or adult),
  - 1.6 To the member residing in a Skilled Nursing Facility,
  - 1.7 To the member residing in an Intermediate Care Facility (ICF),
  - 1.8 To the member residing in a Level I or a Level II behavioral health facility.
2. This service shall not be provided when the member is hospitalized for an acute medical need.
3. The assessment shall be completed no later than forty (40) business days following the acceptance of the member's service authorization.

4. The intervention plan shall be completed no later than ten (10) business days following the submittal of the assessment report.
5. The plan for this service must include:
  - 5.1 Respect for the member's preferences, favorite activities, and his/her lifestyle choices, etc;
  - 5.2 The development of useful techniques and facilitating the use of these techniques by caregivers for the member's benefit; and
  - 5.3 The development and facilitation of techniques, as appropriate, for increasing the member's social skills and ability to interact with others.
6. 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 the member's managing challenging behaviors through a 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 others 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, a Board Certified Behavior Analyst ("B.C.B.A.") under the supervision of a licensed Behavior Analyst (preferred) or a licensed Psychologist, or a behavioral health agency licensed by the Arizona Department of Health Services ("A.D.H.S.)/Office of Behavioral Health Licensure ("O.B.H.L.").
2. The development of the intervention plan shall be conducted by a licensed Psychologist, a licensed Behavior Analyst, a B.C.B.A. under the supervision of a licensed Behavior Analyst (preferred) or a licensed Psychologist, or a behavioral health agency licensed by the A.D.H.S./O.B.H.L.
  - 2.1 All interventions shall be based on the principles of learning alternative behaviors.
  - 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 B.C.B.A. under the supervision of a licensed Behavior Analyst (preferred) or a licensed

Psychologist, or a behavioral health agency licensed by the A.D.H.S./O.B.H.L., or a Board Certified Associate Behavior Analyst (“B.C.A.B.A”) under the supervision of a licensed Behavior Analyst (preferred) or a licensed Psychologist.

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. Published. The published rate is based on one (1) hour direct service time.
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, *RateBook*, and/or other provider resources made available by the Division.

### **Consultant Staff Qualifications**

1. A Psychologist shall possess a current license 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. The licensed psychologist shall have a minimum of three (3) years’ experience treating and or evaluating individuals with Autism and/or Intellectual Disability.
2. A Behavior Analyst shall possess a current license issued by the Arizona Board of Psychologist Examiners and meet all requirements set forth in A.R.S. § 32-2091.01 through 32-2091.14, as amended;
3. A B.C.B.A. shall possess a current certification issued by the Behavior Analyst Certification Board as a Board Certified Behavior Analyst, and shall practice under the general supervision of a licensed psychologist or a licensed Behavior Analyst who possesses a current license issued by the Arizona Board of Psychologist Examiners;
4. A B.C.A.B.A. shall possess a current certification issued by the Behavior Analyst Certification Board as a Board Certified Associate Behavior Analyst, and shall practice under the general supervision of a licensed psychologist or a licensed Behavior Analyst who possesses a current license issued by the Arizona Board of Psychologist Examiners; or
5. A behavioral health agency shall be licensed by the A.D.H.S/O.B.H.L. and meet the requirements for the provision of services as defined by A.A.C. Title 9, Chapter 20.

## **Recordkeeping and Reporting Requirements**

1. The Qualified Vendor shall provide the assessment report to the member's Support Coordinator, the member/member's representative, and service providers no later than ten (10) business days following the completion of the assessment.
2. The Qualified Vendor shall provide the intervention plan to the member's Support Coordinator, the member/member's representative, and service providers no later than ten (10) business days following the submittal of the assessment report.
3. Following the submittal of the initial intervention plan, The Qualified Vendor shall submit monthly individualized progress reports on the member no later than the tenth (10<sup>th</sup>) business day following the close of the month 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 members.
  - 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. § 41-132) 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.