

HABILITATION, NURSING SUPPORTED GROUP HOME

Service Description

HP16-00

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.

The focus of this residential service is to meet the needs of Division members that require continuous nursing intervention and/or nursing oversight. Nursing support is to be scheduled in this group home on a 24/7 basis. The need for this level of nursing intervention will be determined by an assessment by the Division's Health Care Services Manager or designee. Direct service staff that does not possess nursing credentials will have primary responsibility for carrying out habilitative outcomes that do not require nursing.

Service Requirements and Limitations

1. This service shall be provided to members in a residential setting that typically serves four (4) to six (6) members who require regular nursing intervention and/or oversight, each of whom has a twenty-four (24) hour planned and defined schedule of nursing responsibilities. In addition, all supplies and equipment in support of nursing intervention and/or oversight must be on hand at the setting.
2. This service is not appropriate for members who have only an unplanned intermittent need for nursing.
3. This service shall not be provided when the member is hospitalized.
4. The Qualified Vendor providing this service shall have applied for and been awarded the service of Room and Board, All Group Homes, and shall at all relevant times be providing the service of Room and Board, All Group Homes.
5. This service is authorized for the day. A day begins at 12:00 a.m. (midnight) and ends at 11:59 p.m. on the same calendar day. The Qualified Vendor shall only bill for a member who is present at 11:59 p.m.
6. The Qualified Vendor shall not be relieved of its obligation to continue to serve a member when the needs of that member change and a reasonable accommodation can be made by the Qualified Vendor (e.g., staff training, environmental modification).
 - 6.1 When the member's needs change, the Qualified Vendor shall send written notice by email or facsimile to the member's Support Coordinator promptly [within one (1) business day] of the occurrence of any change. The Qualified Vendor shall be obligated to initiate a cooperative planning process with the planning team to update

and revise the member's planning document. The Division's Health Care Services staff will be involved when the change in need is medical in nature.

7. Transportation of the members to school, day programs, and employment services shall be the responsibility of the residential habilitation provider. Other reasonable transportation within the community for the members is also the responsibility of the residential habilitation provider, including fees associated with transportation.
8. The Qualified Vendor shall meet the requirements of Arizona Administrative Code ("A.A.C.") Title 6, Chapter 6, Article 8.

Service Goals and Objectives

Service Goals

1. To provide a broad array of support services to promote the physical, emotional, and mental well-being of the member.
2. To enable the member to acquire knowledge and skills and participate in his/her community based on his/her own choices.
3. To provide training and supervision for the member to increase or maintain his/her self-help, socialization, and adaptive skills.
4. To develop positive relationships with others for the member.
5. To provide opportunities for the members to interact with others in the community including providing information regarding and facilitating access to community resources.
6. To assist the member in achieving and maintaining a quality of life that promotes the member's vision of the future and priorities.
7. To assure the health and safety of all residents, including during transportation.

Service Objectives

The Qualified Vendor shall ensure that the following objectives met:

1. In accordance with each member's planning document [e.g., Individual Support Plan ("ISP")], develop :
 - 1.1 Habilitation-related service outcomes for the member based on assessment data and input from the member and the member's representative(s) that will allow the member to achieve his/her vision for the future and priorities.

- 1.2 A specific teaching strategy for each habilitative outcome within twenty (20) business days after initiation of service for a new or a continuing placement and whenever a new outcome is identified for the member. The specific teaching strategy for each outcome shall identify the schedule for implementation, frequency of services, data collection methods, and the steps to be followed to teach the new skill.
- 1.3 Changes to specific outcome(s) and/or strategies, as agreed upon by the member's planning team, based upon the presence or absence of measurable progress by the member.
2. As identified in each member's planning document, provide a broad array of support services such as:
 - 2.1 Assistance and training related to personal and physical needs and routine daily living skills.
 - 2.2 Implementing strategies to address behavioral concerns about the member, developing behavior support programs, and coordinating with behavioral health programs to ensure proper review of medication treatment plans.
 - 2.3 Ensuring that the health needs of the member are being met, including providing follow-up as requested by the member's Primary Care Provider ("PCP") or medical specialist.
 - 2.4 Implementing all therapeutic recommendations for the member, including speech, occupational, physical therapy and assisting the member in following special diets, exercise routines, or other therapeutic programs.
 - 2.5 Mobility training, alternative, or adaptive communication training, as needed.
 - 2.6 General supervision to the member.
 - 2.7 Opportunities for training and/or practice for the member in basic life skills such as shopping, banking, money management, access and use of community resources, and community survival skills.
3. Develop, maintain, or enhance independent functioning skills for each member in sensorimotor areas, cognition, personal grooming, hygiene, dressing, eating, toileting, self-medication and first aid, recognizing symptoms of illness, and preventing accidents and illnesses.
4. Assist each member in developing methods of starting and maintaining friendships of his/her choice, as well as appropriate assertiveness, social skills, and problem solving abilities for use in daily interactions.

5. Provide opportunities for each member to participate in community activities and facilitate members' utilization of community resources.
6. Arrange and plan for transportation to support each member in all daily living activities, e.g., day treatment and training, employment situations, medical appointments, visits with family and friends, and other community activities. Promote, as appropriate, each member's acquisition of skills necessary to access community transportation resources.
7. Develop, at a minimum, a monthly on-site/community integrated schedule of daily activities for each member(s) and document member's direct input into the schedule. Daily activities and schedules are to be based on member choice, developmental level, planning document goals, and enrichment of life experiences. Allow for reasonable choice by members in activity participation and offer alternative activities. This schedule shall be available to members, member representatives, or others upon request.
8. Play an active role in ensuring that services for members are complementary with other involved entities, including day treatment and training providers, health care providers, and schools and are coordinated to meet the needs of the members served.
9. Ensure that needs which require nursing support are appropriately prescribed by a qualified and licensed physician and that all professional nursing tasks are provided in accordance with the Arizona Nurse Practice Act, including the required supervision of Licensed Practical Nurses ("LPNs"). The Nurse Practice Act is comprised of both statutes and rules [Arizona Revised Statutes ("A.R.S.") § 32-1602 *et seq.*; Arizona Administrative Code ("A.A.C.") Title 4, Chapter 19].

Service Utilization Information

1. Utilization and authorization for this service will be determined based on the member's need for this particular service. The service may be revised as needs change. The Qualified Vendor is expected to reach an agreement as to the full direct service (including nursing support) supporting the site based upon the collective needs of all the residents. This process shall be a collaborative one that includes input from the Qualified Vendor, Division's District Program Management, and the Division's Health Care Services.
2. Prior to initiation of this service and at least annually thereafter (and more frequently if required by the Division), a nursing support assessment shall be performed by the Division's Health Care Services. Initial authorization and/or continuation of this service may also depend on the Arizona Health Care Cost Containment System's ("AHCCCS") approval of the cost-effectiveness plan.
3. The Qualified Vendor shall ensure sufficient staff is provided for the health and safety of each resident.

4. The Qualified Vendor shall notify the Division of any and all members who are hospitalized within twenty-four (24) hours of admission. This includes members who are admitted to behavioral health facilities.

Rate Basis

1. Published. The published rate is based on one (1) day of direct service.
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.

Direct Service Staff Qualifications

1. Nonprofessional direct service staff shall:
 - 1.1 Meet all of the staff qualifications, training, and responsibilities specified in Arizona Administrative Code ("A.A.C.") Title 6, Chapter 6, Articles 8 and 15.
2. Professional direct service staff shall:
 - 2.1 Be licensed and trained in accordance with Arizona law and rules (e.g., Nurse Practice Act) to perform the skilled tasks and duties necessary to provide nursing support;
 - 2.2 Be supervised as required by Arizona law and rules (e.g., Nurse Practice Act); and
 - 2.3 Obtain and maintain necessary prescribing healthcare provider prescriptions and orders.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall maintain a copy of the member's planning document, including the risk assessment, on file and make it available to the member/member's representative and to the Division upon request.
2. The Qualified Vendor shall submit the teaching strategies that were developed for the member's habilitative outcomes to the member's Support Coordinator for planning team review no later than twenty (20) business days following the initiation of service for a new placement and whenever a new outcome has been identified for the member.
3. The Qualified Vendor shall submit monthly individualized progress reports on the member no later than the tenth (10th) business day following of 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 on file member attendance reports.
5. The Qualified Vendor shall maintain daily records on file as proof of the number of hours worked by each direct service staff providing direct services to members, e.g. staff time sheets, equivalent document, or data system that complies with A.R.S. § 41-132 .
6. The Qualified Vendor shall provide results of all health care appointments to the member's representative monthly.
7. The Qualified Vendor shall ensure a log of personal belongings of members served is maintained and continually updated, and made available to the Division, the member, and the member's representative upon request.
8. The Qualified Vendor shall maintain a ledger that accounts for the expenditure of all member funds used and submit a monthly accounting of expenditures to the member's representative payee.
9. The Qualified Vendor shall maintain documentation that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.