

ROOM AND BOARD, ALL GROUP HOMES

Service Description

H004-AV

A 24-hour day service that provides for a safe and healthy living environment that meets the physical needs of an individual.

Service Requirements and Limitations

1. This service may be provided in an Arizona Department of Health Services (“ADHS”) licensed DDD group home upon authorization by the Division.
2. This service assumes that the Division member will be afforded, at a minimum:
 - 2.1 Personal sleeping accommodations;
 - 2.2 The provision of all daily nutrition and three (3) healthy meals and snacks as appropriate;
 - 2.3 The provision of household supplies;
 - 2.4 Physical and private accommodations for members to perform daily personal hygiene;
 - 2.5 The provision of basic personal hygiene supplies;
 - 2.6 Sufficient provision of storage space for the member’s personal use and safekeeping of his/her personal belongings;
 - 2.7 Physical accommodations sufficient to afford a comfortable and safe environment for all activities of daily living in a home; and
 - 2.8 Privacy.
3. The Qualified Vendor providing this service shall also provide the service of Habilitation, Group Home. The Qualified Vendor shall apply for and have been awarded the service of Habilitation, Group Home.

Service Goals and Objectives

Service Goal

To provide a residential environment that is dignified and “home-like,” ensures a safe and healthy living arrangement, and meets the physical and emotional needs of the member.

Service Objectives

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

1. Involvement of the member and/or the member's representative in furnishings/decor of the home and personal space, and any necessary modifications to optimize independence and personal preferences. This shall also allow for reasonable and safe accommodation of the member's personal belongings.
2. A safe and healthy living environment which meets the physical and emotional needs of the member, is culturally appropriate, and is available to the member on a twenty-four (24) hour basis.
 - 2.1 An ongoing secondary use of the physical residence (e.g., day program, non-emergency respite center) is not appropriate unless (a) all residents or guardians of residents consent to such use, (b) the residence is zoned for the type of secondary use and has all of the requisite licensures and certifications, and (c) has been approved by the Division's District Program Manager or designee.
3. The nutritional maintenance for members served by planning, preparing, and providing nutritionally-balanced meals and snacks in accordance with the member's needs and in conjunction with the member's preference. Planning and preparation shall be consistent with generally accepted dietary standards and guidelines for healthy Americans. Menus shall be planned and posted on a weekly basis with member participation. Menu planning will ensure that members receive three (3) nutritious meals per day and appropriate snacks in accordance with the United States Department of Agriculture ("USDA") dietary guidelines located at <http://www.cnpp.usda.gov/dietaryguidelines.htm>.
4. The provision of room and board services to members in residential settings where habilitation services are being providing in an ADHS licensed DDD group home (i.e., group homes, nursing supported group homes, and community protection and treatment group homes).
5. The Qualified Vendor is paid for the room and board service with the following exceptions:
 - 5.1 When habilitation services are provided to members who are Native American and for whom their Tribe or Bureau of Indian Affairs has agreed to pay for the room and board services.
 - 5.2 When cost share agreements are made by the Division with a behavioral health entity to pay for room and board services as part of "wrap around" services for a member.
 - 5.3 For members who are receiving services under some other source of funding.
6. Ensure that residential responsibilities are explained to members prior to service delivery. Member responsibilities and staff responsibilities shall be identified as applicable to residential group home living. The Division uses the "lodging" standard that Americans

expect when they stay at a motel: clean linens; bed; storage; safety; privacy; gentle accommodations such as telephone, television, radio, alarm clocks; and hygiene supplies.

Service Utilization Information

1. This service is provided to members who have been authorized to receive habilitation services provided in an ADHS licensed DDD group home.
2. This service is authorized for the day.
3. If a member is absent from the Qualified Vendor's facility, the Qualified Vendor may bill the Division for this member. However, the Qualified Vendor shall not bill the Division for vacancies. An absence exists when the member is not at the Qualified Vendor's facility but is expected to return. A vacancy exists when the member is no longer a resident of the Qualified Vendor's home.

Rate Basis

1. Published. The published rate is based on one (1) day of the average cost of room and board.
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

Direct service staff shall have the ability to carry out residential staff responsibilities on behalf of the Qualified Vendor.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall maintain documentation to show that all residents of the home were provided with information regarding residential responsibilities of the Qualified Vendor and the member prior to service delivery.
2. The Qualified Vendor shall maintain weekly menus and have them available upon request from the Division.
3. The Qualified Vendor shall maintain data that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.