

HABILITATION, VENDOR SUPPORTED DEVELOPMENTAL HOME (CHILD AND ADULT)

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.

This service provides for the recruitment of developmental home providers; home studies; technical assistance, monitoring, support, and oversight of developmental home providers; and recommendation of licensing/re-licensing and/or certification of child and adult developmental home providers or child developmental certified home. For the purposes of this service specification developmental home provider includes both licensed developmental home providers or child developmental certified homes.

Service Requirements and Limitations

1. This service shall be provided to a Division member who resides in a licensed developmental home (child or adult) that is operated by a subcontractor to the Qualified Vendor.
 - 1.1 An owner or primary interest in a Qualified Vendor Agency may only act as a licensed Developmental Home Provider pursuant to a subcontract with another qualified vendor.
 - 1.2 A Qualified Vendor may not delegate, assign, or subcontract the following services: recruitment of developmental home providers; home studies; technical assistance, monitoring, support, and oversight of developmental home providers; and recommendation of licensing/re-licensing and/or certification of child and adult developmental homes unless the Division has provided its written consent to such delegation, assignment, or subcontract.
 - 1.3 The Qualified Vendor may not enter into agreements with family members of the owner or primary interest or any employee of the Qualified Vendor (or of the principals or employees of the Qualified Vendor, if the Qualified Vendor is a corporation or other entity) for the provision of Developmental Home services. For purposes of this section, "family members" means any relative as defined in the Division's Operations Policy Manual, Policy 3001 - Family Members as Paid Providers, regardless of whether the manual would permit those family members to be paid providers. If the Qualified Vendor has entered into such an agreement prior to September 1, 2014, the Qualified Vendor may continue to perform that agreement during the term of this Qualified Vendor Agreement notwithstanding the prior sentence.

- 1.4 The Qualified Vendor may not enter into an agreement with an applicant for Developmental Home services if the applicant is employed or subcontracted by the Qualified Vendor, contracts (for other Division services) with the Qualified Vendor or is the guardian of a member who will be receiving Developmental Home services in the applicant's home. If prior to September 1, 2014, the Qualified Vendor has entered into such an agreement, the Qualified Vendor may continue to perform that agreement during the term of this Qualified Vendor Agreement notwithstanding the prior sentence.
- 1.5 This relationship shall be documented in accordance with Division requirements (see Developmental Home Third Party Agreement in Section 9, Attachment F, of the Qualified Vendor Agreement).
2. This service shall not be provided when the member is hospitalized.
3. The Qualified Vendor shall ensure that the member who is authorized for this service receives services twenty-four (24) hours each day, including those times when the Developmental Home Provider is being relieved by the Qualified Vendor.
4. The Qualified Vendor is not relieved of its obligation to continue to serve a member if the needs of that member change and a reasonable accommodation can be identified by the planning team for the current home and coordinated by the Qualified Vendor (e.g., staff training, durable medical equipment).
 - 4.1 When the member's needs change, the Qualified Vendor shall send written notice to the member's Support Coordinator within one (1) business day of the occurrence of any change. The Qualified Vendor shall initiate a cooperative planning process with the planning team to update and revise the member's planning document.
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.
6. The Qualified Vendor shall ensure that licensing worker(s) and supervisor(s) of the Qualified Vendor shall be trained and able to perform their duties as outlined in the Developmental Home Services policy located in the Division's Provider Manual, including recommendations for initial licensing, renewal of licensing, monitoring, and administration of developmental homes or certified foster homes.
7. Licensing worker(s) and supervisor(s) shall have the minimum education and experience as listed in the Developmental Home Services policy located in the Division's Provider Manual.

8. Licensing workers may not be responsible for more than twenty (20) licensed homes for training, technical assistance, and monitoring.
9. The Qualified Vendor providing this service shall have applied for and been awarded the service of Room and Board, Vendor Supported Developmental Home (Child and Adult), and shall at all relevant times be providing the service of Room and Board, Vendor Supported Developmental Home.
10. The Qualified Vendor shall ensure that its developmental homes are licensed.
11. Licensing worker(s) and supervisor(s) of the Qualified Vendor shall be familiar with applicable laws and rules as required by the Developmental Home Services policy located in the Division's Provider Manual.
12. Transportation to employment, day treatment and training, medical appointments, visits with family and friends, when necessary school, and other community activities. shall be the responsibility of the Developmental Home Provider. Other reasonable transportation within the community is also the responsibility of the Developmental Home Provider, including fees associated with the transportation.
13. The Qualified Vendor is responsible for ensuring the Developmental Home provides the required Transportation.

Service Goals and Objectives

Service Goals

The Qualified Vendor shall ensure that the Developmental Home Provider(s):

1. Provide a broad array of support services to promote the physical, emotional, and mental well-being of the member, in a family home setting.
2. Assist the member to develop knowledge and skills in order to be as a member of his/her community based on his/her own choices.
3. Provide training and supervision for the member to increase or maintain his/her self-help, socialization, and adaptive skills to reside and participate successfully in his/her own community.
4. Assist the member to develop positive relationships.

5. Provide opportunities for the member to interact socially with the Developmental Home Provider, their own family, friends, and the community, including providing information regarding and facilitating access to community resources.
6. Assist the member in achieving and maintaining a quality of life that promotes the member's vision for the future and priorities.

Service Objectives

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

1. In accordance with the member's planning document, develop:
 - 1.1 Habilitation-related outcomes for the member based on assessment data and input from the member and the member's planning team which will allow the member to achieve his/her long-term 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 on the presence or absence of measurable progress by the member.
2. As identified in the member's planning document, ensures the Developmental Home Provider provides 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, assist in developing behavior intervention 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, and physical therapy and assisting members in following special diets,

- exercise routines, or other therapeutic programs recommended by licensed professional;
- 2.5 Mobility training, alternative, or adaptive communication training, as needed;
 - 2.6 Providing appropriate support and supervision to meet the member's individualized needs;
 - 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 safe community engagement skills.
 - 2.8 Assist the member in developing, maintaining, or enhancing independent functioning skills in sensorimotor areas, cognition, personal grooming, hygiene, dressing, eating, toileting, self- medication and first aid, recognizing symptoms of illness, and preventing accidents and illnesses.
 - 2.9 Assist the 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.
 - 2.10 Provide or arrange for transportation to support the member in all daily living activities, e.g., day treatment and training, employment situation, medical appointments, visits with family and friends, and other community activities. Promote, as appropriate, the member's acquisition of skills necessary to access community transportation resources.
 - 2.11 Play an active role in ensuring that services with other involved entities, including day treatment and training providers, health care providers, and schools, are coordinated to meet the needs of the member(s) served.

3. The Qualified Vendor shall:

- 3.1 Establish, support, and maintain developmental homes to meet the needs of individuals with developmental disabilities.
- 3.2 Assist the member's planning team in assessing the referred member for appropriate match with the Developmental Home Provider and participate as a team member in the development of the planning document.
- 3.3 Provide monthly in person consultation and supports to the Developmental Home Provider to support the needs of the individual placement; this may include but not be limited to programmatic support, and monthly developmental home provider support groups. Work cooperatively with all entities for continuity of services for the member.

All direct service providers must meet Arizona Health Care Cost Containment System (“AHCCCS”) registration/Department certification requirements.

- 3.4 Ensure there is a plan for respite for the Developmental Home Provider. The respite provider shall comply with the requirements of Arizona Administrative Code (A.A.C.) Title 6 Economic Security, Chapter 6 Department of Economic Security - Developmental Disabilities, Article 15. Standards for Certification of Home and Community-Based Service (HCBS) Providers.
4. Develop and implement strategies for recruitment, training, home studies, recommendation for licensing, re-licensing of homes and methods for monitoring and retention of homes that protect the physical, emotional, social and mental well-being of the member.
5. Provide or arrange for training to Developmental Home Providers as approved by the Division and as outlined in the Developmental Home Services policy located in the Division’s Provider Manual.
 - 5.1 In addition to the above, for Child Developmental Homes, the training curriculum shall meet the standards required by the Arizona Department of Child Safety (ADCS) for foster care licensure. The child welfare training must be delivered by an individual certified by the ADCS to provide this training.
6. Conduct new placement visits, home visits, annual renewal visit and document in Quick Connect as required in the Developmental Home Services policy located in the Division’s Provider Manual.

Service Utilization Information

1. The Qualified Vendor shall monitor each developmental home for compliance with all licensing and other legal requirements as listed in the Developmental Home Services policy located in the Division’s Provider Manual.
2. The Qualified Vendor shall assess the need for support to each developmental home based on the collective needs of the members living in the home.
 - 2.1 The Qualified Vendor shall provide the support services necessary to maintain the continuity of the living arrangement.
3. The Qualified Vendor shall notify the Division of any and all hospitalizations within twenty-four (24) hours of admission, including admission to a behavioral health facility.

Rate Basis

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

Direct Service Staff (Developmental Home Provider) and Agency Qualifications

1. Direct Service Staff (Developmental Home Provider) shall meet the following requirements:
 - 1.1 In addition to meeting the requirements of licensure, all direct service staff (Developmental Home Provider(s)) must meet all of the qualifications, training, and responsibilities required by law including those specified in A.A.C. R6-6-1001 and R6-6-1005 for child developmental homes and R6-6-1101 and R6-6-1105 for adult developmental homes and as listed in the Developmental Home Services policy located in the Division's Provider Manual.
2. The Qualified Vendor shall meet the following requirements:
 - 2.1 All requirements as listed in the Developmental Home Services policy located in the Division's Provider Manual.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall maintain a copy of the member's planning document on file, including the Risk Assessment; ensure that the licensed developmental home has a copy on file; and make the document available to the member/ member's representative and/or 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 ensure that its subcontracted Developmental Home Providers submit quarterly individualized progress reports on each member to the Division and the member/member's representative unless the member/member's representative has requested not to receive them. The quarter is based on the calendar year and the reports are due no later than the fifteenth (15) day following the end of the quarter. 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 provide results of all health care appointments and results to the member's representative as needed, no less than quarterly.
5. The Qualified Vendor shall ensure that a log of personal belongings of the member served is maintained and continually updated, and available to the Division, the member, and the member's representative upon request.
6. The Qualified Vendor shall submit to the member's representative a monthly accounting of expenditures per the member's individual spending plan.
7. The Qualified Vendor shall maintain a ledger and documentation (e.g., receipts) that accounts for the expenditures of all member funds used and submit a monthly accounting of expenditures to the member's representative payee.
8. The Qualified Vendor shall submit to the Division no later than the last day of the month a monthly census of each developmental home it oversees. The census shall be submitted as outlined in the Developmental Home Services policy located in the Division's Provider Manual.
9. The Qualified Vendor shall notify the member's Support Coordinator within forty-eight (48) hours of a member moving to another location.
10. The Qualified Vendor shall maintain and store all licensing documents. The licensing file will include training certificates, DES forms and documentation to verify licensing compliance as listed in the Developmental Home Services policy located in the Division's Provider Manual. The licensing file shall be made available to the Division upon request.
11. The Qualified Vendor shall maintain copies of all home inspections, monitoring reports, and corrective actions and make them available to the Division upon request.
12. The Qualified Vendor shall maintain records that identify all developmental home providers who have ended their relationship with the Qualified Vendor and whether there were outstanding corrective actions in place or any other ongoing care concern related to the subcontractor.
13. The Qualified Vendor shall maintain records that demonstrates full compliance with all programmatic and contractual requirements of the Department and the Division.