

**1240-C - COMMUNITY TRANSITION SERVICE**

EFFECTIVE DATES: 02/01/11, 03/02/20

APPROVAL DATES: 07/01/12, 10/01/13, 12/05/19

**I. PURPOSE**

This Policy applies to ALTCS E/PD, DES/DDD (DDD) Contractors, and Fee-For-Service Tribal ALTCS; excluding Federal Emergency Services (FES). (For FES, refer to AMPM Chapter 1100). This Policy establishes requirements for the community transition service.

**II. DEFINITIONS**

**ALTCS LONG TERM CARE INSTITUTIONAL SETTING** For the purposes of this Policy, behavioral health inpatient facility, institution for mental disease, inpatient residential treatment center (available to Title XIX members under 21 years of age), nursing facility, including religious non-medical health care institution, Intermediate Care Facility (ICF) for persons with Intellectual Disabilities.

**ALTERNATIVE HOME AND COMMUNITY BASED SERVICES (HCBS) SETTING** A living arrangement where a member may reside and receive HCBS. The setting shall be approved by the director, and either (1) licensed or certified by a regulatory agency of the state, or (2) operated by the IHS, an Indian tribe or tribal organization, or an urban Indian organization, and has met all the applicable standards for state licensure, regardless of whether it has actually obtained the license. The possible types of settings include:

1. For a person with a developmental disability:
  - a. Community residential settings,
  - b. Group homes,
  - c. State-operated group homes,
  - d. Group foster homes,
  - e. Adult behavioral health therapeutic homes,
  - f. Behavioral health residential facilities,
  - g. Behavioral health respite homes, and
  - h. Substance abuse transitional facilities.
2. For a person who is Elderly and Physically Disabled (E/PD):
  - a. Adult foster care homes,
  - b. Assisted living homes or assisted living centers, units only,
  - c. Adult behavioral health therapeutic homes,
  - d. Behavioral health residential facilities,
  - e. Behavioral health respite homes, and
  - f. Substance abuse transitional facilities.

**COMMUNITY TRANSITION  
SERVICE PROVIDER**

A provider that facilitates the purchase and delivery of the allowable pre-determined goods and services needed to support the member to transition into the community as authorized by the case manager.

**HOME**

A residential dwelling that is owned, rented, leased, or occupied by a member, at no cost to the member, including a house, a mobile home, an apartment, or other similar shelter as specified in A.A.C. R9-28-101. A home is not a facility, a setting, or an institution, or a portion of any of these that is licensed or certified by a regulatory agency of the state as a:

1. Health care institution under A.R.S. §36-401;
2. Residential care institution under A.R.S. §36-401;
3. Community residential setting under A.R.S. §36-551; or
4. Behavioral health facility under 9 A.A.C. 20, Articles 1, 4, 5, and 6.

**III. POLICY**

The Community Transition Service is a funding source to assist ALTCS members to reintegrate into the community by providing goods and services to move from an ALTCS Long Term Care (LTC) institutional setting to their own Home. Members moving from an ALTCS LTC Institutional Setting to an Alternative HCBS Setting are not eligible for this service.

**REQUIREMENTS FOR THE COMMUNITY TRANSITION SERVICE INCLUDE THE FOLLOWING:**

1. The member has been in an LTC Institutional Setting a minimum of 60 consecutive days regardless of ALTCS enrollment.
2. The member is within 30 days of being discharged into the community.
3. The LTC Institutional Setting discharge plan identifies needs and assistance for which the member has no other source or support to initiate reintegration.
4. Community Transition Service is not intended to supplant items or supports otherwise provided by the Contractor or other community resources.
5. The member's needs shall be met in a timely manner and cannot be delayed in anticipation of receiving services from other sources, for example, when coordinating with other community sources for the provision of this service.
6. Disbursement of funds shall meet the following criteria:
  - a. Funds are limited to a one time authorization of up to \$2,000 per member, per five year period. The \$2,000 includes all applicable administration fees. The five year timeframe is applicable regardless of changes in Managed Care Contractors or if the member transfers between FFS and Managed Care. It is the responsibility of the relinquishing Contractor or Tribal ALTCS programs for FFS members to notify the receiving Contractor or the receiving Tribal ALTCS program regarding use of

- this service via the ALTCS Enrollment Transition Information (ETI) Form (see AMPM Policy 1620, Exhibit 1620-9),
- b. Funds are available 30 days prior to the planned discharge date and remain available for 90 days from the date of discharge from an ALTCS LTC Institutional Setting. Exceptions may be allowable to this timeframe for partially expended funds and will be determined on a case by case basis. The Contractor shall contact its designated Operations and Compliance Officer for discussion and direction when an exception occurs. For FFS members, the Tribal ALTCS programs shall contact the AHCCCS Tribal ALTCS Unit for discussion and direction when an exception occurs. If the 120 day authorization period expires and there has been no expenditure of funds, the Contractor or Tribal ALTCS program shall terminate the authorization. The service may be reauthorized at a later date if all other requirements of this Policy are met, and
  - c. Funds shall not be dispersed directly to the member. The ALTCS case manager assists the member and significant others with prioritization of needs and authorizes the Community Transition Service Provider to facilitate the purchase of identified goods and services. The Community Transition Service Provider shall retain receipts of all purchases for a minimum of 10 years.
7. Components of the Community Transition Service include but are not limited to: Security deposits that are required to obtain a lease on an apartment or Home (refunded deposits are the property of the Contractor or DFSM/Tribal ALTCS Unit),
- a. Essential furnishings, whether new or gently used as appropriate for items such as bed, bedding, towels, table, chairs, window coverings, eating utensils, food preparation items, small electrical appliances,
  - b. Moving expenses required to occupy Home or apartment, and
  - c. Set up fees or deposits for utility or service access (e.g. telephone, electricity, heating). Refunded deposits are the property of the Contractor or DFSM/Tribal ALTCS Unit.
8. The Community Transition Service excludes the following:
- a. Cash payments to members or significant others,
  - b. Rent,
  - c. Leisure/recreational devices (e.g. purchase of television or cable access, internet access, stereo),
  - d. Aesthetics/decorative items (e.g. picture frames and rugs),
  - e. Remodeling improvements to any Home or apartment (Home modifications may be considered under that service as specified in AMPM Policy 1240-I, or
  - f. Grocery supplies including but not limited to food, personal hygiene, cleaning products.