



**1240-E HABILITATION SERVICES**

REVISION DATES: 10/01/17, 10/01/14, 06/01/14, 10/01/13, 03/01/13, 07/01/12, 10/01/07,  
03/01/07, 03/01/06, 10/01/01

INITIAL

EFFECTIVE DATE: 02/14/1996

**Description**

AHCCCS covers habilitation services for Arizona Long Term Care System (ALTCS) members through its Managed Care Contractors or the FFS program. The service known as “Day Treatment and Training”, also known as developmentally disabled daycare, is included under the habilitation services. Services are designed to assist individuals in acquiring, retaining and improving the self-help, socialization and adaptive skills necessary to reside successfully in Home and Community Based (HCB) settings. The services the provision of training in independent living skills or special developmental skills, orientation and mobility training, sensory-motor development, supported employment and intensive behavioral intervention for individuals with a diagnosis of autism when specific criteria are satisfied. Physical therapy, occupational therapy, and speech therapy may be provided in conjunction with habilitation therapies as described in this section.

**Amount, Duration and Scope**

Habilitation services may be provided in two ways: 15 minute increments or a per diem rate.

Habilitation provider agencies must be certified by Arizona Department of Economic Security/Division of Developmental Disabilities and registered as an AHCCCS provider prior to rendering services. Services may be provided to ALTCS members who reside in their own home or an HCB alternative residential setting. The number and frequency of services is determined through the cost effectiveness study conducted by the case manager and specified in the member’s service plan. Members may not receive habilitation services while residing in a Behavioral Health Residential Facility. A person who assists an elderly person or an individual with a disability with activities necessary to allow them to reside in their own home (including habilitation services) must be employed by a provider agency, or in the case of member-directed options (as outlined in Chapter 1300 of this policy), by ALTCS members in order to provide such services to ALTCS Members. The provider agency or ALTCS member, in the case of member-directed options, establishes terms of employment.



No later than 10/01/2018, provider agencies must develop policies and procedures for, and begin conducting background checks of Direct Care Workers (DCWs) that comply with the following standards:

- a. At the time of hire and every three years thereafter conduct a nationwide criminal background check that accounts for criminal convictions in Arizona-
- b. At the time of hire and every year thereafter, conduct a search of the Arizona Adult Protective Services registry.
- c. Prohibit a DCW from providing services to ALTCS members if the background check results contains:
  - i. -Convictions for any of the offenses listed in A.R.S. §41-1758.03(B) or (C), or
  - ii. Any substantiated report of abuse, neglect or exploitation of vulnerable adults listed on the Adult Protective Services registry pursuant to A.R.S. §46-459.
- d. Upon hire and annually thereafter, obtain a notarized attestation from the DCW that he/she is not:
  - i. Subject to registration as a sex offender in Arizona or any other jurisdiction
  - ii. Awaiting trial on or has been convicted of committing or attempting, soliciting, facilitating or conspiring to commit any criminal offense listed in A.R.S. §41-1758.03(B) or (C), or any similar offense in another state or jurisdiction.
- e. Require DCWs to report immediately to the agency if a law enforcement entity has charged the DCW with any crime listed in A.R.S. § 1758.03(B) or (C).
- f. Require DCWs to report immediately to the agency if Adult Protective Services has alleged that the DCW abused, neglected or exploited a vulnerable adult.
- g. Agencies may choose to allow exceptions to the background requirements for DCWs providing services to family members only. If the agency allows a DCW to provide services under this exception, the agency shall:
  - i. Notify the ALTCS member in writing that the DCW does not meet the background check standards and therefore otherwise would not normally be allowed to provide services, and



- ii. Obtain consent from the ALTCS member to allow the DCW to provide services despite the findings of the background check.
- h. Agencies are prohibited from allowing exceptions to the Adult Protective Services for DCWs providing services to family members only.

Effective 10/01/2018 provider agencies required to comply with Fingerprint Clearance Card requirements outlined in A.R.S. Title 41, Chapter 12, Article 3.1, may use a DCW's Fingerprint Clearance Card as evidence of complying with the criminal background check required by this Policy; however, the agency must still comply with the obligation to check the Arizona Adult Protective Services Registry. DCWs are prohibited from providing services to ALTCS members if the DCW is precluded from receiving a Fingerprint Clearance Card or has a substantiated report of abuse, neglect or exploitation of vulnerable adults listed on the Adult Protective Services registry pursuant to A.R.S. §46-459.

Other Home and Community Based Services (HCBS) may be provided in conjunction with habilitation. Habilitation providers may carry out activities designed by a therapist as part of the daily routine. AHCCCS encourages the therapist to train primary caregivers (paid and unpaid) to carry out the therapy activities within the normal routine of the member.