

#### Welcome to training for: Why Assess for Special Assistance for Individuals Living with a Serious Mental Illness?

You were automatically muted upon entry. Please only join by phone or computer. Please use the chat feature for questions or raise your hand.

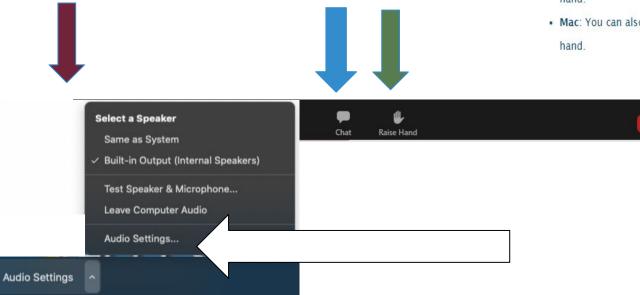


Thank you.



#### Zoom Webinar Controls

#### Navigating your bar on the bottom...

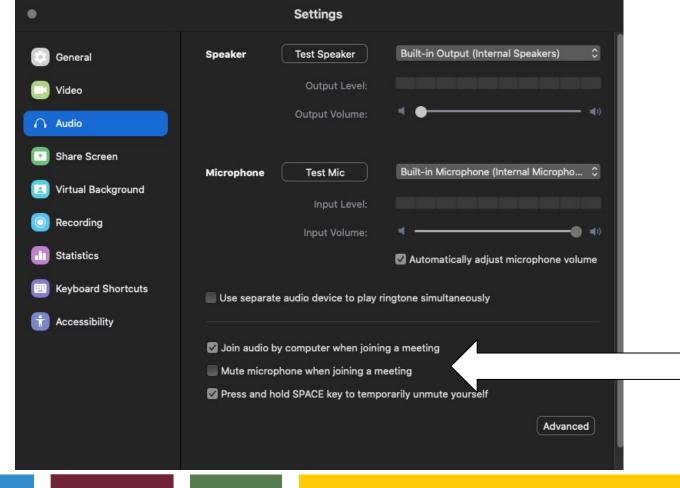


- Windows: You can also use the Alt+Y keyboard shortcut to raise or lower your hand.
- Mac: You can also use the Option+Y keyboard shortcut to raise or lower your hand.

Leave



# Audio Settings





#### Welcome!

What to expect during the training:

- Information regarding the assessment, criteria and functions of Special Assistance for members designated with a Serious Mental Illness (SMI),
- Real-time answers to Special Assistance questions in the chat, and
- Links to relative sources.

What to expect after the training:

- Concluding with Q&A session,
- Each participant will receive this presentation following the training,
- Contact information for the OHR for questions on other topics, and
- Each participant will receive a survey link.







#### Why Assess for Special Assistance for Individuals Living with a Serious Mental Illness?

Presented by: The Office of Human Rights (OHR) & The Office of Individual and Family Affairs (OIFA) AHCCCS/Division of Community Advocacy and Intergovernmental Relations (DCAIR) January 26, 2023



## Agenda

- Overview: The Division of Community Advocacy and Intergovernmental Relations (DCAIR)
- Overview: The Office of Human Rights (OHR)
- Why Assess for Special Assistance for Individuals Living with a Serious Mental Illness (SMI)
- Overview: The Office of Individual and Family Affairs (OIFA)
- Advocacy Resources
- Upcoming AHCCCS Forums and Training



#### AHCCCS Acronyms Guide





#### **Overview**

Division of Community Advocacy and Intergovernmental Relations (DCAIR)

> Alex Demyan DCAIR Deputy Assistant Director



#### **DCAIR Departments**

The Division of Community Advocacy and Intergovernmental Relations (DCAIR) is an AHCCCS division that houses functions that interface with our members, family members and other stakeholders. These areas are very important as they ensure the voice of the community is heard.

Office of Individual and Family Affairs (OIFA)

Peer and Family Support, and Member Engagement Office of Human Rights (OHR)

Advocacy for persons with a Serious Mental Illness Federal Relations and Communications (FRAC)

Waiver, State Plan, Tribal Relations, and Communications



## DCAIR Community Involvement

DCAIR routinely engages with our communities to educate, inform, and solicit feedback from members, families, providers, and stakeholders. We also facilitate or participate in workgroups & committees to address health care needs including:

- Behavioral Health Planning Council
- Arizona Council of Human Service Providers

See the <u>AHCCCS Community</u> <u>Events Calendar</u> for more public events. OIFA Advisory Council

The State Medicaid Advisory Committee





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# **Overview** The Office of Human Rights (OHR) Denard Stewart, OHR Advocate



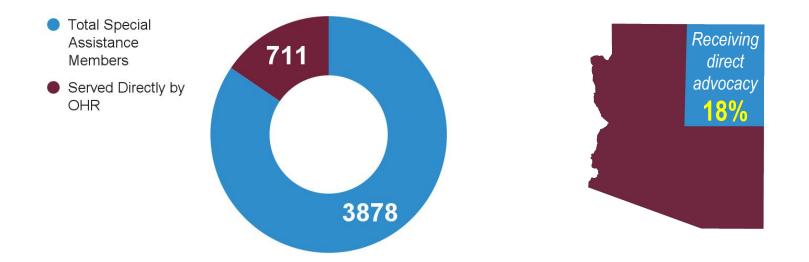
## The Office of Human Rights

#### **Mission Statement**

The OHR Provides advocacy to individuals living with a SMI to help them understand, protect and exercise their rights, facilitate self-advocacy through education, and obtain access to behavioral health services in the public behavioral health system in Arizona.



#### Special Assistance Data as of January 1, 2023







#### **Special Assistance**

Andrea Sitter, OHR Advocate



#### **Special Assistance**



The support provided to a member designated with a SMI who is determined as unable to articulate treatment preferences and/or participate effectively in:

- The development of the Individual Service Plan (ISP),
- Inpatient Treatment, and Discharge Plan (ITDP), and
- Grievance and/or appeal processes.

This is due to cognitive or intellectual impairment and/or medical condition.



#### **Special Assistance Criteria**

- The person has an SMI designation,
- The person has a court appointed guardian, or
- The person is unable to do any of the following:
  - Communicate preferences for services,
  - Participate effectively in service planning (ISP) or inpatient treatment and discharge (ITDP) planning, or
  - Participate effectively in the appeal, grievance, and/or investigation processes.



Read more about Special Assistance criteria in the <u>AMPM 320-R</u>.



#### **Special Assistance Criteria**

The description of the member's limitations must be linked to a behavioral health diagnosis resulting in one or more of the following categories:

- 1. Cognitive barrier/limitation (significantly diminished capacity),
- 2. Language barrier (an inability to communicate that extends beyond what an interpreter/translator can address),
- 3. Medical issue (including, but not limited to, severe psychiatric symptoms that affect communication/cognition),
- 4. Intellectual capacity (significantly diminished capacity), or
- 5. Guardianship: Members who are under a general (not limited) guardianship have been found to be "incapacitated" and automatically meet criteria.

Read more about Special Assistance criteria in the <u>AMPM 320-R</u>.



#### What the Criteria is Not

- Per AMPM 320-R, criteria shall not include an individual who:
  - Needs things explained in more basic terms,
  - Is able but not willing to participate in treatment, service planning, ITDP, the appeal, grievance or investigation processes,\*
  - Can speak and advocate for themselves but interpersonal issues make coordination of care and treatment planning challenging,
  - Needs more regular and effective engagement from the treatment team, or
  - Has a special need, (e.g., unable to read or write, needs an interpreter).

\*It is important to distinguish **unable** from **unwilling** while determining if a person meets criteria for Special Assistance. Resources on Special Assistance criteria are available on our <u>website</u>.

Read more about Special Assistance criteria in the <u>AMPM 320-R</u>.



#### Who Can Assess for Special Assistance

The following may determine an individual to be in need of Special Assistance per the Arizona Administrative Code and AMPM 320-R:



- Qualified Clinician
- Case Manager
- Clinical Team
- Regional Behavioral Health Agreement (RBHA) and Tribal Regional Behavioral Health Authority (TRBHA)
- Program Director of a subcontracted provider
- AHCCCS Deputy Director
- Administrative Hearing Officer



#### When to Assess for Special Assistance

At a minimum, and ongoing basis, this shall occur at the following stages:

- Assessment and annual updates,
- Development of, or update to the service plan
- Admission to a psychiatric inpatient facility,
- Development of or update to an ITDP, and
- Initiation of the grievance or investigation processes:
  - Filing of an appeal, and
  - Existence of circumstances and/or other contributing factors which may be a basis for a grievance, an investigation, or an appeal.





#### **Required Assessments and Notifications**



- All members with a SMI designation must be assessed for Special Assistance.
- When an individual is identified as meeting criteria for Special Assistance, notification to the OHR is required.
- Notifications are submitted via the <u>AHCCCS Quality</u> <u>Management/OHR Special Assistance Portal</u> and are required within five business days of an individual meeting Special Assistance criteria.



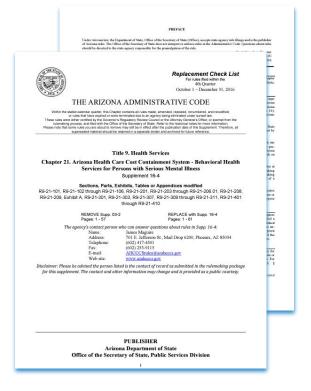


## Why Assess for Special Assistance? Autumn Ross, OHR Advocate



#### Required by the Arizona Administrative Code

- In the public behavioral health system in Arizona, individuals living with an SMI have specific rights, including civil rights and other legal rights, in accordance with the Arizona Administrative Code for the <u>Rights for Individuals Living with a Serious</u> <u>Mental Illness</u>.
- Assessing for Special Assistance is a right and requirement as specified in R9-21-301-C.1.A from the Arizona Administrative Code.





## **Required by AHCCCS Policy**

- The <u>AHCCCS Medical Policy Manual</u> (AMPM) provides information to Contractors and Providers regarding services that are covered within the AHCCCS program.
- <u>AMPM 320-R</u> is where to find the policy on Special Assistance for members living with a SMI.

HOME AHCCCS INFO MEMBERS/APPLICANTS PLANS/PROVIDERS Home / Plans & Providers / Contractor Guides & Manuals / AMPM / This Pej	The second	UD PREVENTION CRISIS?	
Oversight of Health Plans     AHCCCS Medical Policy Manual (AMPM)     Governmental Oversight			
CANTS PLANS/PROVIDERS AMERICAN INDIANS RESOURCES FRAU	D PREVENTION CRISIS?	OVID-19 pandemic, AHCCCS has OVID-19) which is updated the CMS-approved flexibilities	
view AMPM Policies, select Policy from the AMPM Table of Contents below,		nual (AMPM). In these instances	
hapter 100 - Manual Overview		•	
hapter 200 - Behavioral Health Practice Tools		smprehensive Health Plan (CHP).	
hapter 300 - Medical Policy for Covered Services	<ul> <li>sing services that are covered within</li> </ul>		
Chapter 400 - Medical Policy for Maternal and Child Health		anuels [AHCCCS Contractors'	
hapter 600 - Provider Qualifications and Provider Requirements		•	
Chapter 700 - School Based Claiming Program/Direct Services Claiming	will serve to provide Tribal allows stakeholders to review and		
		not be less than two weeks. The	
hapter 1100 - Federal Emergency Services (FES) Program		•	
hapter 1200 - ALTCS Services and Setting for Members who are Elder: nd/or Have Developmental Disabilities	ly and/or Have Physical Disabilitie	25 sund in the various ACOM and uals page at the following link:	
Chapter 1300 - Member Directed Options		• •	
Appendices		•	
MPM Revision Memos			



#### **Improves Resiliency**

Assessing to identifying members who meet criteria for Special Assistance ensures the person has the support necessary for:



- Communicating preferences for services,
- Participating effectively in ISP or ITDP planning,
- Participating effectively in the appeal, grievance, investigation processes,
- Promoting the use of the <u>Nine Guiding Principles</u>,
- Advancing the Rights of individuals living with a SMI, and
- Navigating Arizona's integrated behavioral health delivery system.



# The Role of Meeting the Special Assistance Needs Dijana Hastings, Data and Policy Manager



# Designated Representative & Health Care Decision Maker



**Health Care Decision Maker (HCDM)** - An individual who is authorized to make health care treatment decisions and is sometimes filled by guardians. Refer to <u>AHCCCS Contract and Policy</u> <u>Dictionary</u>.



**Designated Representative (DR)** - An individual, parent, guardian, relative, advocate, friend, or other individual, designated orally or in writing by a member or guardian who, upon the request of the member, assists the member in protecting the member's rights and voicing the member's service needs. Refer to <u>the Arizona Administrative Code</u>. A DR may also be referred to as a "natural support" or Advocate.

HCDM, also known as guardians, differ from the DR due to their legal authority to make treatment decisions. The DR serves as a "loud speaker" to echo the member's voice until such time they no longer meet criteria.



## The Role of the Person Meeting Needs

The role relies heavily on ongoing involvement with the member and clinical team to support informed choice, protection of rights and development of self-advocacy, to the greatest extent possible and shall align with the member's decisions. The role includes:

- Ongoing Involvement
- Knowing the resources
- Collaboration with a focus on the team approach
- Participating and advocating during team meetings
- Attending inpatient discharge planning meetings
- Assisting with grievances and appeals when necessary
- Aid in Maintaining regular contact with the clinical team





#### When an OHR Advocate is Assigned

The OHR determines who will meet the needs upon receiving a Special Assistant notification and will assign an OHR Advocate to fulfill the advocacy role on the members' behalf, if no one is identified. The OHR will provide the following to members assigned:



- Direct advocacy
- Education and resources
- Ongoing communication and involvement
- Preparation and participation
- Follow-up on implementation of services





## The Benefits of Advocacy, Education and Support



## The Benefits: Advocacy, Education and Support

- Supports individualized services
- Promotes person-centered and continuity of care
- Ensures appropriate referrals
- Fosters the team approach
- Advances an individual's right to receive behavioral health services
- Educates members and the community about rights and violations
- Closes communication gaps
- Reduces stigma
- Encourages voice and choice



Some treatment planning decisions are made on behalf of members if they have a Health Care Decision Maker (HCDM), as previous defined and in the <u>AHCCCS Contract and Policy Dictionary</u>



## Reassessment Process and Results for Special Assistance

Re-assessment is to be completed on an ongoing basis, but minimally at the following stages:

- Development and review of the ISP,
- Admit or discharge to/from an inpatient psychiatric setting,
- ITDP, and
- Investigation, grievance or appeal process.

A person who meets criteria for Special Assistance at one time may no longer need the extra support upon a re-assessment.



Successful transitions to self-advocacy



Successful transitions to self-advocacy for those served by a Natural Support



#### **OHR Formal Action in 2022**

This graph represents the tandem support OHR provided to advance self-advocacy and skills to navigate the behavioral health delivery system.

Action Initiated by OHR	Total 2022
SMI Grievances	212
Potential Quality of Care (QOC)/referrals	5
SMI Appeals	80
Letters Noting Concerns (LNC)	72



Additional Actions by the Office of Human Rights



## Advocate of the Day



OHR operates a single statewide phone line during business hours to provide technical assistance to anyone living with a Serious Mental Illness. Technical assistance could include:



- Providing education and resources for behavioral health services in Arizona,
- Helping a person understand their rights as an individual living with a Serious Mental Illness,
- Helping an individual to understand their treatment options, and
- Educating about the grievance and/or appeal process.

#### 1-800-421-2124





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## **Overview** The Office of Individual and Family Affairs (OIFA)

#### Jamie Green OIFA Health Care Advocacy Coordinator



#### **OIFA** Mission

The Office of Individual and Family Affairs promotes recovery, resiliency, and wellness for individuals whose lives have been impacted by mental health and/or substance use challenges.





## Office of Individual and Family Affairs (OIFA)

The AHCCCS Office of Individual and Family Affairs (OIFA) takes pride in helping members and family members in the public health care system. OIFA is dedicated to three core areas:



Our actions, initiatives, and successes drive us toward our core goals.



### Member Voice and Education Events



View the calendar of events at: <u>https://www.azahcccs.gov/shared/AHCCCScalendar.html</u>



# Advocacy Resources Denard Stewart, OHR Advocate



		Your Rights Wi	hile You Are Inpatie	nt	Self-Adv
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## Self-Advocacy Tools

- Provides education on SMI rights in policy and code.
- Advances voice and choice.
- Facilitates collaboration and advocacy which begins with each and everyone of us!

For more self-advocacy tools, visit the OHR and **OIFA Empowerment Tools** 



### Sources for Feedback

AHCCCS/DCAIR facilitates community forums, listening sessions and trainings to educate and solicit community feedback. We do so in many different ways such as public comments on policy, Q&A with the community, calls received by the Advocate of the Day (AOD), other departments at AHCCCS such as the Office of Individual and Family Affairs (OIFA), in addition to trainings like this.





### **Community Education**

DCAIR has hosted six community education sessions in 2022 on a variety of topics which has resulted in providing education and engagement with over 1700 attendees in the following trainings:

- SMI Rights for Individuals Living with a Serious Mental Illness,
- Court-ordered Evaluation and Court-ordered Treatment for Individuals Living with a Serious Mental Illness,
- The Individual Service Plan and Why it Matters for Individuals Living with a Serious Mental Illness,
- Inpatient Treatment and Discharge Planning for Individuals with a Serious Mental Illness,
- The Grievance and Appeals Process for Individuals Living with a Serious Mental Illness, and
- The Power of Collaboration and Advocacy for Individuals Living with a Serious Mental Illness.

The feedback and questions we receive inspires additional training, updates to our website and the development of one-pagers to share with the community.

Previous OHR trainings are available here.





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# AHCCCS Website <u>www.azahcccs.gov</u>



### Navigating the AHCCCS Website



Arizona Health Care Cost Containment System (AHCCCS) is Arizona's Medicaid agency that offers health care programs to serve Arizona residents. Individuals must meet certain income and other requirements to obtain services.

#### Notice of Non-Discrimination (Aviso De No Discriminación) 📆

Español Diné Bizaad Tiếng Việt 繁體中文 العربية Tagalog 한국어 Deutsch Srpsko-hrvatski 日本語 Français Русский





Hello there! I am AVA, your AHCCCS

Virtual Assistant. How can I help you

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A listing of current AHCCCS News & Updates.



A list of upcoming events at AHCCCS

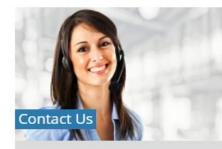


A list of resources to assist you with getting the help you need

#### Health-e-Arizona PLUS

#### Apply Now

Apply for AHCCCS Benefits at Health-e-Arizona Plus



A list of contacts at AHCCCS



View demonstration projects, notices, meeting/hearing dates and provide comments



#### **Oversight of Health Plans**

Administrative Actions Contracted Health Plan Audited Financial Statements Change in Ownership Activities Operational Reviews Quality and Performance Improvement Request to Lift Enrollment CAP System Of Care

#### Governmental Oversight

Federal and State Requirements Legislative Sessions Waiver State Plans Budget Proposals County Acute Care Contributions

#### Health Plan Report Card

#### Reports

Dashboards Reports to CMS Reports to the Legislature Population Reports Enrollment Reports by Health Plan Financial Reports Behavioral Health Reports

#### Solicitations & Contracts

Solicitations, Contracts & Purchasing Open Solicitations Closed Solicitations Contract Amendments Medicare D-SNP Agreements Bidders Library Vendor Registration

#### **Public Health**

COVID-19 Information Monkeypox Virus and Vaccination Information

#### Guides - Manuals - Policies

#### Training

Fee-for-Service Provider Training MCO Provider Training

#### Grants

Federal Funding Accountability and Transparency Act Current Grants

### Electronic Data Interchange (EDI)

EDI Technical Documents EDI Testing EDI Change Notices

Community Partners (HEAplus)

Pharmacy

#### About Us

Acronyms AHCCCS Programs Awards & Studies COVID-19 Information Description of AHCCCS Programs Director's Biography News & Press Releases Strategic Plan

#### Initiatives

AHCCCS Whole Person Care Initiative (WPCI) AHCCCS Complete Care Care Coordination & Integration Payment Modernization Health Information Technology (HIT) Private Sector Partners Targeted Investments Electronic Visit Verification Accessing Behavioral Health Services in Schools AHCCCS Works Community Engagement Program Emergency Triage, Treat and Transport (ET3)

#### **Public Notices**

#### **Program Planning**

#### Healthcare Advocacy

- Mental Health First Aid
- Office of Human Rights
- Office of Individual and Family Affairs
- Resources for Foster/Kinship/Adoptive Families

#### Committees and Workgroups

#### Transparency







## Learn about AHCCCS' Medicaid Program on YouTube!





### Watch our Playlist:

Meet Arizona's Innovative Medicaid Program



### Health Plans, ACC-RBHA and TRBHA Contacts

Health Plans, ACC-RBHA or TRBHA	Customer Service	Webpage
Banner – University Family Care LTC	1-833-318-4146	Banner UFC
Mercy Care LTC	1-800-624-3879	Mercy Care LTC
Care1st Arizona	1-866-560-4042	Care1st Arizona
Mercy Care RBHA	1-800-564-5465	Mercy Care RBHA
AHCCCS American Indian HP	1-800-654-8713	American Indians-AIHP
United Healthcare LTC	1-800-293-3740	UHC LTC
Arizona Complete Health	1-888-788-4408	AZ Complete Health
Gila River TRBHA	1-520-562-3321	Gila River TRBHA
Pascua Yaqui TRBHA	1-520-879-6060	Pascua Yaqui TRBHA
Navajo Nation TRBHA	1-928 871-6000	Navajo Nation TRBHA
White Mountain Apache TRBHA	1-928-338-4811	White Mountain Apache TRBHA



### **Resources: Rule and Statutes**

Arizona Administrative Code: <u>Rights for Members Living with a Serious</u> <u>Mental Illness-Arizona Administrative Code</u> (R9-21)

Arizona Revised Statutes:

<u>Court Ordered Evaluation and Treatment-</u> <u>A.R.S. Articles 4 & 5, 520-544</u>

Confidential Records-A.R.S. 36-509

Guardianship of Incapacitated Adults- Title 14, Chapter 5, Article 3





### **Resources: Policies and Manuals**

**AHCCCS Medical Policy Manual (AMPM)** 

Discharge Planning - AMPM 1020/Utilization Management Special Assistance for Members with a SMI - AMPM 320-R

Behavioral Health Covered Services- AMPM 310-B

Medical Records and Communication - AMPM 940

Case Manager Requirements - AMPM 570

AHCCCS Contractor Operations Manual (ACOM) <u>SMI Appeals-ACOM 444</u> <u>SMI Grievance and Investigations-ACOM 446</u> <u>SMI Grievance/Appeal Form</u>



### Additional Advocacy Resources

AHCCCS OHR Web page

AHCCCS OIFA Web page

**AHCCCS Related Acronyms** 

**AHCCCS Contract and Policy Dictionary** 

**AHCCCS Community Events Calendar** 







# **Upcoming Forums and Trainings**



## Upcoming AHCCCS Advocacy Training

Register for upcoming trainings by clicking on the name of the course.



2/28	Rights for Individuals Living with a Serious Mental Illness
3/29	Case Management Responsibilities When Providing Service to an Individual Living with a Serious Mental Illness
4/19	The Individualized Service Plan and Why it Matters for Individual Living with a Serious Mental Illness
5/23	The Role of the Office of Human Rights for Individuals Living with a Serious Mental Illness
6/21	The Grievance and Appeals Process for Individuals Living with a Serious Mental Illness
7/19	Covered Behavioral Health Services for Individuals Living with a Serious Mental Illness



### **Upcoming Forums and Events**

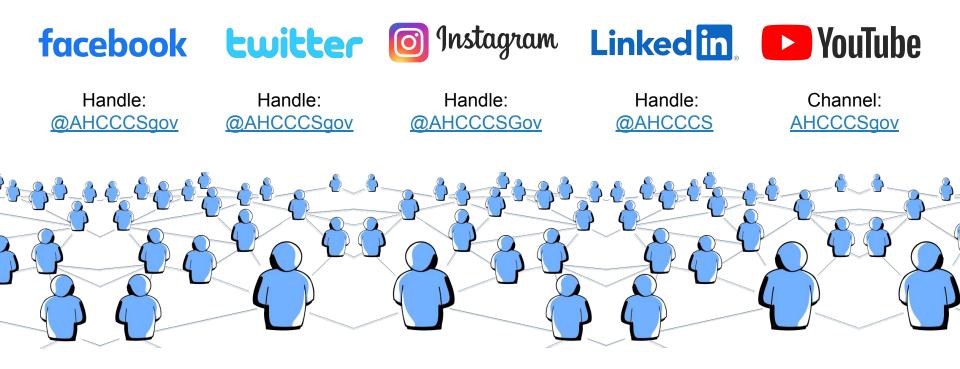
Housing and Health Opportunities (H2O) Waiver Forum (January): Tues., 1/31, 11:00 a.m. - noon <u>Register in Advance</u>

> Hot Topics (February): Mon., 2/13, 11:00 a.m. - 11:30 a.m. <u>Register in Advance</u>

Wed., 2/22, 3:00 p.m. - 4:00 p.m. <u>Register in Advance</u>



### Follow & Support AHCCCS on Social Media





# Questions?



# Thank You.

