1240-C COMMUNITY TRANSITION SERVICE

REVISION DATE: 10/01/13, 07/01/12

INITIAL

EFFECTIVE DATE: 02/1/2011

Description

AHCCCS covers the Community Transition Service (CTS) for ALTCS members. The Community Transition Service is a fund to assist ALTCS institutionalized members to reintegrate into the community by providing financial assistance to move from an ALTCS Long Term Care (LTC) institutional setting to their own home or apartment. Members moving from an ALTCS LTC institutional setting to an alternative residential setting such as assisted living facilities or group homes are not eligible for this service. This service is limited to a one time usage per five years per member.

Definitions

For purposes of this Policy the following definitions apply:

1. **ALTCS LTC Institutional Setting** - means any one of the following settings: 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 for persons with Intellectual Disabilities (ICF).

2. **Community Transition Service Provider** - means an AHCCCS registered provider that facilitates the purchase and delivery of pre-determined goods and services as authorized by the case manager. The provider must retain receipts of all purchases for a minimum of five years.

3. **Contractor** – means ALTCS Managed Care or ALTCS Tribal Contractor.

Amount, Duration and Scope

The Community Transition Service is provided on a one unit per service basis.

1. Requirements for the Community Transition Service include the following:
   a. The member has been in an ALTCS LTC institutional setting a minimum of 60 consecutive days regardless of ALTCS enrollment
b. The member is within 30 days of being discharged into the community, and

c. The LTC institutional setting discharge plan identifies needs and assistance for which the member has no other source or support to initiate reintegration. It is not intended to supplant items or supports otherwise provided by the Contractor or other community resources. The member’s needs must be met in a timely manner and cannot be delayed in anticipation of receiving services from other sources, for example, even when coordinating with other community sources for the provision of this service.

2. Funds are:

a. Limited to a one time authorization (see exception letter b below) of up to $2,000 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 fee-for-service and managed care. It is the responsibility of the transferring Contractor to notify the receiving Contractor regarding use of this service via the ALTCS Enrollment Transition Information (ETI) Form, Chapter 1600, Policy 1620, Exhibit 1620-9.

b. 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 to this timeframe for partially expended funds will be determined on a case by case basis. The Contractor should contact the AHCCCS Operations and Compliance Officer assigned to its plan 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 must terminate the authorization. The service may be reauthorized at a later date if all other requirements of this Policy are met.

c. Not dispersed directly to the member. The ALTCS case manager assists the member and significant others with prioritization of needs and authorizes the Community Transition Provider to facilitate the purchase of identified goods and services.

3. Components of the Community Transition Service include but are not limited to:

a. Security deposits that are required to obtain a lease on an apartment or home (refunded deposits are the property of the Contractor).
b. 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.

c. Moving expenses required to occupy home or apartment.

d. Set up fees or deposits for utility or service access (e.g. telephone, electricity, heating). (Refunded deposits are the property of the Contractor)

4. 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 described in section 1240 of this Chapter)

f. Grocery supplies (including but not limited to food, personal hygiene, cleaning products).