

1240-C COMMUNITY TRANSITION SERVICE

EFFECTIVE DATES: 02/01/11, XX/XX/XX¹

APPROVAL DATES: 07/01/12, 10/01/13, 12/05/19²

I. PURPOSE

This Policy applies to ALTCS E/PD, DES/DDD (DDD), Fee-For-Service (FFS) Programs including: Tribal ALTCS Program, excluding Federal Emergency Services (FES). (For FES, see AMPM Chapter 1100). This Policy establishes requirements for the community transition service.³

II. DEFINITIONS⁴

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.⁵

¹ Policy Effective Date will be date Published to the AMPM Web Page

² Date presented at AHCCCS Policy Committee Meeting

³ The purpose was added to align with all Policies found in the Manual to provide general overview and applicability

⁴ Definition section is being added to align for consistency with other Policies found within the manual

⁵ Moved from below

**ALTERNATIVE HOME AND
COMMUNITY BASED
SERVICES (HCBS)
SETTING⁶**

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.⁷

⁶ Definition added to align with body of Policy

⁷ Moved from below

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 6.⁸

III. POLICY

~~AHCCCS covers the Community Transition Service (CTS) for ALTCS members.⁹The Community Transition Service is a fund a funding source to assist ALTCS institutionalized members to reintegrate into the community by providing financial assistance goods and services to move from an ALTCS Long Term Care (LTC) institutional setting to their own Hhome or apartment¹⁰. Members moving from an ALTCS LTC Institutional Ssetting to an aA alternative HCBS residential sSetting 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.¹¹~~

~~For purposes of this Policy the following definitions apply:~~

~~**ALTCS — LTC Institutional Setting** means any one of the following settings¹²behavioral 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).¹³~~

~~**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.¹⁴~~

~~**Contractor** means ALTCS Managed Care or ALTCS Tribal Contractor.¹⁵~~

~~AMOUNT, DURATION AND SCOPE~~

~~THE COMMUNITY TRANSITION SERVICE IS PROVIDED ON A ONE UNIT PER SERVICE BASIS.¹⁶~~

⁸ Added definition to align with AMPM 1240-G

⁹ Deleted it is stated in the purpose

¹⁰ Removed; not necessary

¹¹ Deleted; is stated further below under “Funds”

¹² Moved to the definition section

¹³ Moved to the definition section

¹⁴ Moved to the definition section

¹⁵ Moved to the definition section

REQUIREMENTS FOR THE COMMUNITY TRANSITION SERVICE INCLUDE THE FOLLOWING:

1. The member has been in an ~~ALTCS~~¹⁷-LTC Institutional Setting a minimum of 60 consecutive days regardless of ALTCS enrollment.
- ~~1.~~ The member is within 30 days of being discharged into the community, ~~and~~
- ~~2.~~
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.
- ~~2.~~ The member's needs ~~must~~ ~~shall~~ 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.
- ~~5.~~ This service is limited to a one time usage per five years per member.¹⁸
- ~~3.~~ Disbursement of
- ~~4.~~~~6.~~ Funds ~~are~~ shall meet the following criteria¹⁹:
 - ~~a.~~ Funds are limited to a one time authorization (see exception letter b below) 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 ~~fee for service~~ FFS and Managed Care. It is the responsibility of the ~~transferring~~ ~~relinquishing~~²⁰ Contractor or Tribal ALTCS programs for FFS members to notify the receiving Contractor or the receiving Tribal ALTCS program²¹ regarding use of this service via the ALTCS Enrollment Transition Information (ETI) Form (see: AMPM Chapter 1600 Policy 1620, Exhibit 1620-9).
 - ~~b.a.~~
 - ~~e.~~ 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~~ ~~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 ~~should~~ ~~shall~~ contact ~~the~~ ~~its~~ ~~designated~~ ~~AHCCCS~~ Operations and Compliance Officer assigned to its plan for discussion and direction when an exception occurs. For FFS members, the Tribal ALTCS programs shall contact the AHCCCS Tribal

¹⁶ Moving to be included in the FFS billing manual

¹⁷ POST APC CHANGE- REMOVED SPECIFICS OF ALTCS FOR LTC

¹⁸ Removed included under Funds section

¹⁹ Added for clarity

²⁰ Updated to relinquishing to align with other policies

²¹ Included Tribal ALTCS program in this section

ALTCS Unit for discussion and direction when an exception occurs.²² If the 120 day authorization period expires and there has been no expenditure of funds, the Contractor or Tribal ALTCS program²³ ~~must shall~~ terminate the authorization. The service may be reauthorized at a later date if all other requirements of this Policy are met, ~~and~~.

~~d.b.~~

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 Service²⁴ 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.²⁵

~~5.-7.~~ 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 ~~h~~Home (refunded deposits are the property of the Contractor or DFSM/Tribal ALTCS Unit²⁶).

~~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.

~~e.~~ Moving expenses required to occupy Home or apartment, ~~and~~.

~~d.c.~~

~~e.d.~~ 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 Unit²⁷).

)

8. The Community Transition Service excludes the following:

~~a.~~ Cash payments to members or significant others.

~~b.a.~~

~~e.~~ Rent.

~~d.b.~~

~~e.~~ Leisure/recreational devices (e.g. purchase of television or cable access, internet access, stereo).

~~f.c.~~

~~g.~~ Aesthetics/decorative items (e.g. picture frames and rugs).

~~h.d.~~

²² Added language for Tribal ALTCS program

²³ Added for Tribal ALTCS program

²⁴ Updated with service to align with Definition

²⁵ Added requirement for record retention for 10 years based on Contract language

²⁶ Included DFSM/ Tribal ALTCS Unit

²⁷ Included for DFSM/Tribal ALTCS Unit

- ~~i.~~—Remodeling improvements to any Home or apartment (Home modifications may be considered under that service as ~~described-specified~~ in ~~section-AMPM Policy~~ 1240-I ~~of this Chapter~~), or
- ~~j.~~-e.
- ~~k.~~—Grocery supplies (including but not limited to food, personal hygiene, cleaning products).
- ~~l.~~-f.

OPEN UNTIL 02/06/20