

1. The following table was changed to a list format for ease of readability. The headings are as follows:

Action Steps.

Start Date.

Responsible Persons.

Percent Complete.

Comments.

Projected Date Completed.

Actual Date Completed.

Return to text.

Department of Economic Security. DIVISION OF DEVELOPMENTAL DISABILITIES

Assistant Director: Dr. Laura Love

Project Title: Implementation Plan for Arizona Training Program in Coolidge State Operated Group Home Closures

Project Leader: Leah Gibbs, Director of Residential Services

Project Start Date: November 11, 2015

Project Summary: Implementation plan to relocate 21 residents living in five State Operated Group Homes (“SOGHs”) located on the grounds of the Arizona Training Program in Coolidge (“ATPC”) because the Department that the preliminary assessment determined the setting meets two criteria of the presumption that a setting is institutional in nature. The group homes are co located on the grounds of the ICF/ID and have the effect of isolating individuals receiving Medicaid long term services and supports (LTSS) from the broader community of individuals not receiving Medicaid LTSS. Additionally, the Department has decided to close the SOGHs on the grounds of ATPC in order to comply with the requirements of the Centers for Medicare and Medicaid Services (“CMS”) Home and Community Based Services (“HCBS”) Rules.

Timeframe to Complete: 2 to 5 Years

NOTE: The Implementation Plan will be revised as necessary and changes will be noted as a strikethrough and explained in the Comments section.

Transition Work plan

One

Action Steps. Develop communication plans

Start Date. 11/10/15

Responsible Persons. Director of Residential Services

Percent. 100%

Comments.1. Meet to develop communication plans for staff, public fiduciaries, and members/guardians.

Bullet. Drafted invitation for guardians

Bullet. Drafted content for resource packet

Sub Bullet. Notice for guardians

Sub Bullet. Fact sheets for service options

Sub Bullet. Residential Transfer Checklist

Sub Bullet. Geomap of existing residential settings

Sub Bullet. Next Steps for Guardians

Bullet. FAQ sheet for staff, Director’s Office, Public Information Officer, Division staff, Hab Tech Supervisors and ATPC Support Coordinators, Guardian meetings

Projected Date of Completion: 11/16/15

Actual Date of Completion: 11/24/15

2. Submitted to AD for approval.

Projected Date of Completion: 11/16/15

Actual Date of Completion: 12/11/15

Two

Action Steps. Contact Southwest Catholic Health Network Corporation DBA Mercy Care Plan (“MCP”)

Start Date. 11/20/2015

Responsible Persons. ALTCS Administrator, QIDP Supervisor

Percent. 100%

Comments. 1. Inform MCP of the intent to close ATPC SOGH; share talking points; inform them of the requirement to assign a Nursing Case Manager to be available to attend Person Centered Plans, if needed.

Projected Date of Completion: 11/16/2015

Actual Date of Completion: 11/16/2015

2. Reach back out to MCP to update regarding planning process.

Projected Date of Completion: 11/24/15

Actual Date of Completion: 2/10/2018

Three

Action Steps. Meet with A T P C S O G H staff

Start Date. 11/10/15

Responsible Persons. Assistant Director, Director of Residential Services and Deputy Superintendent.

Percent Complete. 100%

Comments. 1. Determine meeting participants. Projected Date Completed. November 20, 2015. Actual Date Completed. December 11, 2015. January 18, 2018. December 11, 2015. January 18, 2018.

2. Schedule meeting with ATPC SOGHs staff. **Projected completion.** 11/30/2015. Actual Completion. 12/10/2015

3. Meet with HR regarding how to communicate future employment with staff vs. possible Reduction in Force, “RIF”. Projected completion. December 1st to eight. June first 2018. Actual Completion. December 10, 2015

4. Meet with supervisors and available staff prior to the individual and small group guardian meetings. Employee letters were disseminated during these meetings. Projected completion. December eighth, 2017, January 18, 2018.

Four

Action Steps. Meet with Fiduciaries: There are 2 public fiduciaries and 1 private fiduciary.

Start Date. November, ten, 2015.

Responsible Persons. Assistant Director and Director of Residential Services

Percent Complete. 100%

Comments:

1. Determine meeting participants. Projected completion. November 20, 2015. Actual Completion. November 19, 2015 and December 11, 2015.

2. Schedule meeting with all three Fiduciaries at ATPC. Projected completion. 11/30/15. Actual Completion. Done verbally and February 2, 2018, December 14, 2015.

3. Send invitation letter for meeting with Fiduciaries. **Projected completion.** Send 10 days prior to meeting. Actual Completion. December, 18, 2018 and February 10, 2018.

4. Meet with Fiduciaries and provide resource packet. Projected completion. December, 8, 2017 to December 17, 2017. Actual Completion. Ongoing

5. Follow up discussions, as requested. Projected completion. Jan. 2016 until completion of Person Centered Planning meetings. On going.

Five.

Action Steps. 5. Meet with guardians

Start Date. November 10, 2015

Responsible Persons. Assistant Director

Percent Complete. 100%

Comments.

1. Determine meeting participants. Projected completion. November 20, 2015. Actual Completion. November 19, 2015

2. Schedule meeting with all guardians at various location. Projected completion. November 30, 2015. Actual Completion. December 11, 2015 and January 19, 2018

3. Send invitation letter for meeting with guardians. Projected completion. Send 10 days prior to meeting. Actual Completion. Done verbally and February, 2, 2018.

4. Meet with guardians and provide resource packet. Projected completion. December 8, 2017. Actual Completion. December 14 and December 12, 2018. February 10, 2018

5. Follow up discussions, as requested. Jan. 2016 until completion of Person Centered Planning meetings.

Six.

Action Steps. Develop staff profiles

Start Date. November 10, 2015

Responsible Persons. Deputy Superintendent

Percent Complete. 100%

Comments.

Develop staff profiles:

1. Staff's name
2. Staff's title
3. State hire date
4. Adjusted hire date
5. Status: covered or uncovered
6. Years of state service

32 staff affected, including:

1. 5 supervisors
2. 1 unit manager
3. 1 secretary
4. 25 Habilitation Technicians

Projected completion. December, 15 2015. Subject to potential change based on current status of staffing

Actual Completion. December 1, 2015

Staff vacancy in GHs

1. Nine vacant Hab Tech positions. Projected completion. March 15, 2018.

Seven.

Action Steps. Develop member profiles

Start Date. November 11, 2015

Responsible Persons. Deputy Superintendent and Members' Support Coordinators.

Percent Complete. 100%

Comments.

Develop member profiles, which includes demographics and packet of information:

1. Member's most recent ISP
2. Annual physical
3. Positive Behavioral Program
4. Annual nursing assessment
5. Most current psychiatric report

Projected completion. 12/15/15. Subject to potential change based on current needs of the members.

Actual Completion. December 15, 2015.

Eight.

Action Steps. Enter into Interagency Service Agreement with the Sonoran University Center of Excellence in Developmental Disabilities (“UCEDD”) through the AZ Board

Start Date. January 4, 2016

Responsible Persons. Specialty Contract Manager

Percent Complete. 100%

Comments.

1. Review previous Request for Qualified Vendor Agreement Section 7 Service Specification for content and develop SOW. Projected completion. January 22, 2016. Actual Completion. January 22, 2016

2. Negotiate rate with U of A and consider limiting indirect costs and complete contract. Projected completion. March 4, 2016. Actual Completion. March 4, 2016.

3. ISA Executed. Projected completion. August 30, 2017. Actual Completion. August 30, 2017.

NOTE: Duties of contractor Facilitate Person Centered Planning meetings and draft plan based on teams’ input.

Nine.

Action Steps. Conduct Training for Facilitators and ATPC staff on Person Centered Planning.

Start Date. January 18, 2018

Responsible Persons. UCEDD Project Manager

Percent Complete. 100%

Comments.

1. Conduct Training focused for the facilitators. Projected completion. January 18, 2018. Actual Completion. January 18, 2018.

2. Conduct Training focused for the ATPC staff. Projected completion. January 19, 2018. Actual Completion. January 19, 2018.

Ten

Action Steps. Conduct Informational Sessions for Guardians and Direct Care Staff

Start Date. February 20, 2018.

Responsible Persons. UCEDD Project Manager and Director of Residential Services

Percent Complete. 100%

Comments. Provide informational sessions at ATPC for Guardians and Direct Care Staff at ATPC on Saturday, February 10, 2018 at 10:00 AM and 2:00 PM

Projected completion. February 10, 2018. Actual Completion. February 10, 2018

Eleven

Action Steps. Conduct Person Centered Plan (“PCP”) meetings with each member and team and complete a Service Plan

Start Date. March 1, 2018

Responsible Persons. Support Coordinator schedule meetings and PCP Facilitator conduct meetings

Percent Complete. 20%

Comments.

The PCP meeting will include discussion identifying the following:

1. Where the member wants to live;
 2. What type of setting the member wants to live in;
 3. How the member wants to spend their day; and
 4. Additional support services required or needed during and following transition (i.e., nursing visits, day treatment or employment)
- During the PCP Meeting, the Support Coordinator will also complete the Service Plan for the member. This will trigger the member’s appeal rights if there is a disagreement.

The following will be invited to attend the PCP meeting:

1. Member
2. Guardian/Families
3. PCP Facilitator
4. Support Coordinator
5. Group Home Supervisor
6. Other Group Home staff (work area, ATPC Nurse Manager, lead)
7. MCP Nursing Case Manager, if needed.
8. Leadership of Transition Team
9. Others selected by the member

Projected Date Completed. May 31, 2018

Actual Date Completed. Blank

Twelve

Action Steps. Provide appeal rights and due process, if necessary

Start Date. Within 14 days of the first request that is denied

Responsible Persons. Support Coordinator

Percent Complete. Blank

Comments. If the member's guardian requests a placement at the PCP Meeting that DDD determines is not medically necessary or cost effective, DDD will issue a Notice of Action ("NOA") advising the member's guardian of the member's appeal rights. Appeal process will occur if the member's guardian appeals the decision in the NOA.

NOTE: This step could significantly change the timelines in this action plan.

Projected Date Completed. Pending appeal request and hearing request

Actual Date Completed. Blank

Thirteen

Action Steps. Complete PCP for each member

Start Date. Upon completion of first PCP Meeting, April 15, 2018

Responsible Persons. PCP Facilitator

Percent Complete. Blank

Comments.

1. After the meeting, PCP Facilitator will type up a draft of the Plan based on the discussion at the PCP Meeting. Projected completion. April 1, 2018 As completed. Actual Completion. Blank

2. PCP Facilitator to send draft to every participant for review. Actual Completion. TBD

3. Follow up meetings are scheduled, as requested. Actual Completion. May 31, 2018. Actual Completion. Blank

4. Once the team approves the PCP draft, the PCP will be finalized. May 31, 2018. Actual Completion. Blank

Fourteen

Action Steps. Develop individualized transition plan for each member

Start Date. Upon approval of draft of PCP by team, June 1, 2018.

Responsible Persons. Director of Residential Services, Network Manager and Support Coordinator.

Percent Complete. Blank

Comments.

1. Based on PCP and agreed upon future living arrangement (e.g., group home, adult developmental home, in home with supports), individualized transition plan will outline steps needed to complete the member's transition. The following will be documented on a spreadsheet:

1. Future living arrangement selected

2. Location of setting

3. Additional services needed

4. Discuss the best method of visits between the member, new vendor, and existing staff in order to ensure a smooth and safe transition (these visits could take several months)

2. For members choosing to move with a group;

1. Appropriate groupings will be determined based on their compatibility (e.g., desire to live together, same geographical area, guardian's preferences, history, common interests)

2. This information will be identified on the spreadsheet.

Projected Date Completed. July 1, 2018

Actual Date Completed. Blank

Fifteen

Action Steps. Identify availability of behavioral health, physical health and long term care services based on the desired geographic areas.

Start Date. August 1, 2018

Responsible Persons. Network Manager and Support Coordinator

Percent Complete. Blank

Comments.

Regional Behavioral Health Authority, Division Subcontracted Acute Health Plan staff and Support Coordinator will provide information to the member's guardian regarding availability of medically necessary services that are needed for the member in the desired geographical area.

Projected Date Completed. August 1, 2018

Actual Date Completed. Blank.

Sixteen

Action Steps. For member's choosing placement in a group home or developmental home with existing capacity, explain vendor call process. (EXISTING CAPACITY)

Start Date. August 15, 2018

Responsible Persons. Support Coordinator and Network Coordinator

Percent Complete. Blank

Comments.

Explain to the member's guardian the vendor call process and the guardian's roles and responsibilities in selecting a vendor.

Review important features of the home to meet the member's needs (e.g., location, accessibility needs)

NOTE: This discussion may take place at the PCP meeting or during a follow up special meeting at the guardian's request.

Projected Date Completed. August 15, 2018

Actual Date Completed. Blank

Seventeen

Action Steps. Issue vendor calls, (EXISTING CAPACITY)

Start Date. September 1, 2018

Responsible Persons. Network Manager – Residential Coordinator

Percent Complete. Blank

Comments.

The vendor call identifies the individualized needs of the member and is issued for capacity in an existing residential setting (i.e., group home, developmental home)

Projected Date Completed. September, 1 2018

Actual Date Completed. Blank

Eighteen

Action Steps. Provide vendor call responses, (EXISTING CAPACITY)

Start Date. September 20, 2018

Responsible Persons. Network Manager and Residential Coordinator

Percent Complete. Blank

Comments.

1. Vendor call responses will be provided to the guardian for review to determine which vendor(s) they want to meet.
2. Provide vendor call responses to the guardian via their preferred method (e.g., email, U.S. mail, in person)

Projected Date Completed. October 1, 2018

Actual Date Completed. Blank

Nineteen

Action Steps. Research the vendors who responded (EXISTING CAPACITY)

Start Date. August 15, 2018

Responsible Persons. Guardians, Network Manager and Residential Coordinator

Percent Complete. Blank

Comments.

1. The guardian reviews vendor responses
2. The guardian's research may include contacting the potential vendor(s), visiting homes, requesting previous monitoring reports, speaking with guardians of other members served by the potential vendor (with appropriate approval)
3. Guardian will choose a potential vendor

NOTE: The Network Manager, Residential Coordinator will be available to provide support during this process.

NOTE: Once the member/guardian and the potential vendor mutually agree to the placement in the vendor's group home or developmental home, go to Row 29.

Projected Date Completed. November 1, 2018

Actual Date Completed. Blank

Twenty

Action Steps. For member's choosing to live in the family home with in home supports, explain vendor call process for the in home service(s). (IN HOME WITH SUPPORTS)

Start Date. August 15, 2018

Responsible Persons. Support Coordinator and Network HCBS Coordinator

Percent Complete. Blank

Comments.

Explain to the member's guardian the vendor call process and the guardian's roles and responsibilities in selecting a vendor.

Review important characteristics/abilities of the in home service providers to meet the member's needs (e.g., lifting ability, know basic sign language, ability to work weekends)

NOTE: this discussion may take place at the PCP meeting or during a follow up special meeting at the guardian's request.

Projected Date Completed. August 20, 2018

Actual Date Completed. Blank

Twenty one

Action Steps. Issue vendor calls. (IN HOME WITH SUPPORTS)

Start Date. September 1, 2018

Responsible Persons. Support Coordinator

Percent Complete. Blank

Comments. The vendor call identifies the individualized needs of the member and is for hourly Home and Community Based Services identified in the Service Plan (e.g., attendant care, habilitation, nursing, respite, homemaker)

Projected Date Completed. September 5, 2018

Actual Date Completed. Blank.

Twenty two

Action Steps. Provide vendor call responses, (IN HOMES WITH SUPPORTS)

Start Date. September 20, 2018

Responsible Persons. Support Coordinator

Percent Complete. Blank

Comments.

1. Vendor call responses will be provided to the guardians for review to determine which vendors they want to meet.

2. Provide vendor call responses to the guardian via their preferred method (e.g., email, U.S. mail, in person)

NOTE: Once the member/guardian and the potential vendor(s) mutually agree to provide the services in the family home, go to Row 29.

Projected Date Completed. December 1, 2018

Actual Date Completed. Blank

Twenty three

Action Steps. For member's choosing placement in an expansion group home, explain the vendor call process to guardians of the members who compose the "grouping". (GROUPINGS)

Start Date. August 15, 2018

Responsible Persons. Director of Residential Services

Percent Complete. Blank

Comments.

Explain to the member's guardian the vendor call process and the guardian's roles and responsibilities in selecting a vendor. Review important features of the home to meet the members' collective needs (e.g., location, accessibility needs)

NOTE: Meetings will be conducted with guardians for each grouping. There may be multiple groupings so there may be multiple meetings.

Projected Date Completed. August 20, 2018

Actual Date Completed. Blank

Twenty four

Action Steps. Provide vendor call responses. (GROUPINGS)

Start Date. October 20, 2018

Responsible Persons. Director of Residential Services, Network Manager and Residential Coordinator

Percent Complete. Blank

Comments.

1. DDD schedules meetings with the guardians of members in groupings and guardian selected potential vendors.

2. Each potential vendor will conduct a presentation. The potential vendors will discuss their qualifications and the reasons why the members' guardians should consider them to open and operate the expansion group home for the members.

3. The members' guardians will discuss the potential vendors and come to a consensus on which vendor they recommend awarding the expansion group home.

NOTE: This typically occurs on a later date allowing the guardians the opportunity to learn more about the potential vendors. Guardians and members may also chose to visit an existing group home operated and managed by the vendor to support the informed decision making process.

Projected Date Completed. November 14, 2018

Actual Date Completed. Blank

Twenty five

Action Steps. Provide vendor call responses. (GROUPINGS)

Start Date. September 20, 2018

Responsible Persons. Network Manager – Residential Coordinator

Percent Complete. Blank

Comments.

1. Vendor call responses will be provided to the guardians for review to determine which vendors they want to meet.

2. Provide vendor call responses to the guardian via their preferred method (e.g., email, U.S. mail, in person)

Projected Date Completed. November 14, 2018

Actual Date Completed. Blank

Twenty six

Action Steps. Conduct group home vendor presentation (GROUPINGS)

Start Date. October 20, 2018

Responsible Persons. Director of Residential Services, Network Manager – Residential Coordinator

Percent Complete. Blank

Comments.

1. DDD schedules meetings with the guardians of members in groupings and guardian selected potential vendors.

2. Each potential vendor will conduct a presentation. The potential vendors will discuss their qualifications and the reasons why the members' guardians should consider them to open and operate the expansion group home for the members.

3. The members' guardians will discuss the potential vendors and come to a consensus on which vendor they recommend awarding the expansion group home.

NOTE: This typically occurs on a later date allowing the guardians the opportunity to learn more about the potential vendors. Guardians and members may also chose to visit an existing group home operated and managed by the vendor to support the informed decision making process.

Projected Date Completed. November 14, 2018

Actual Date Completed. Blank

Twenty seven

Action Steps. Guardians recommends a vendor to the Division and the expansion process begins. (GROUPINGS)

Start Date. November 20, 2018

Responsible Persons. Network Manager – Residential Coordinator, Statewide Group Home Monitoring Supervisor, Department of Health Services – DD Licensing Unit, Awarded Vendor

Percent Complete. Blank

Comments.

1. The Division verifies the recommended vendor is in good standing (e.g., current in insurance, certification, and licensing).
2. Awarded vendor works with the guardians to obtain a home that meets the requirements outlined in the vendor call. The home may require modifications (e.g., ramps, Plexiglas, alarms, rails)
3. Awarded vendor will hire and train staff.
4. Awarded vendor will cooperate with transition visits with members, former caregivers, and future caregivers.

Projected Date Completed. March 20, 2019

Actual Date Completed. Blank

Twenty eight

Action Steps. Awarded vendor buy or lease home, (GROUPINGS)

Start Date. November 15, 2018

Responsible Persons. Awarded Vendor

Percent Complete. Blank

Comments.

Awarded vendor will implement any necessary modifications to the group home based on the vendor call.

Projected Date Completed. June 1, 2019

Actual Date Completed. Blank

Twenty nine

Action Steps. Arizona Department of Health Services (“ADHS”) inspect and license the group home. (GROUPINGS)

Start Date. April 15, 2019

Responsible Persons. Awarded Vendor

Percent Complete. Blank

Comments.

1. Awarded vendor will request an inspection by ADHS in order to license the home.
2. ADHS will confirm with DDD contracts that the home has been approved and what modifications are required by the vendor call, if any.
3. ADHS will conduct the inspection, verify modifications, and issue a DDD group home license to the awarded vendor.

Projected Date Completed. June 1, 2019

Actual Date Completed. Blank

Thirty

Action Steps. Conduct a readiness review. (GROUPINGS)

Start Date. June 5, 2019

Responsible Persons. Statewide Monitors

Percent Complete. Blank

Comments.

D D D conducts a programmatic readiness review with the awarded vendor to ensure the home is ready for members prior to any member relocating to the home.

Projected Date Completed. June 10, 2019

Actual Date Completed. Blank

Thirty one

Action Steps. Register the group home with AHCCCS. (GROUPINGS)

Start Date. June 5, 2019

Responsible Persons. Awarded vendor and HCBS Certification Manager

Percent Complete. Blank

Comments.

1. Awarded vendor will complete all necessary DDD Office of Licensing, Certification and Regulation (OLCR) forms.
2. OLCR will forward complete forms to AHCCCS for registration number.
3. Awarded vendor will contact the contract management specialist in order to obtain a site code for the group home.
4. AHCCCS will assign a registration number to the group home.

Projected Date Completed. July 5, 2019

Actual Date Completed. Blank

Thirty two

Action Steps. For member's choosing to remain at ATPC and transition to an ICF

Start Date. March 1, 2018

Responsible Persons. Support Coordinator and Gardian

Percent Complete. Blank

Comments.

1. Explain the need for the I C F to be medically necessary for the member.
2. Explain the differences between the I C F and H C B S residential settings
 - 2.1. Need for member to benefit from Active Treatment
 - 2.2. Share of Cost determination by A H C C C S
 - 2.3. Stipends and Allowances to support the member

Projected Date Completed. May 31, 2018

Actual Date Completed. Blank

Thirty three

Action Steps. Begin design for renovating 40 Oasis Court

Start Date. June 1, 2018

Responsible Persons. Office of Facilities Management, Director of Residential Services and Contractor

Percent Complete. Blank

Comments.

1. Award a contractor to complete design to renovate 40 Oasis Court to accommodate members.
2. Ensure design meets all Life Safety Code requirements
3. Ensure design meets Americans with Disabilities Act requirements.

Projected Date Completed. August 1, 2018

Actual Date Completed. Blank.

Thirty four

Action Steps. Conduct Renovation of 40 Oasis Court for female residents

Start Date. August 1, 2018

Responsible Persons. Office of Facilities Management and Contractor

Percent Complete. Blank

Comments.

1. Complete any necessary abatement testing and remediation
2. Complete renovations as designed and approved

Projected Date Completed. February 1, 2019

Actual Date Completed. Blank

Thirty five.

Action Steps. Conduct Comprehensive Functional Assessments for members as they transition into the home

Start Date. February 15, 2019

Responsible Persons. Home Supervisor, Nurse, Direct Care Workers, Qualified Intellectual Disability Professional Psychologist, B C B A Therapists

Percent Complete. Blank

Comments.

1. During first 30 days of residing in the ICF, complete assessments
2. Interdisciplinary team develops goals and objectives
3. Develop Active Treatment Plan
4. Develop teaching strategies for goals and objectives
5. Implement Active Treatment Plan
6. Invite Arizona Department of Health Services to survey and certify the home
7. Continue to transition members into certified facility, not to exceed 11 residents

Projected Date Completed. August 1, 2019

Actual Date Completed. Blank

Thirty six

Action Steps. Begin Design for renovating 101

Start Date. December 1, 2018

Responsible Persons. Office of Facilities Management, Director of Residential Services, Contractor

Percent Complete. Blank

Comments.

1. Award a contractor to complete design to renovate 40 Oasis Court to accommodate members.
2. Ensure design meets all Life Safety Code requirements
3. Ensure design meets Americans with Disabilities Act requirements.

Projected Date Completed. February 15, 2019

Actual Date Completed. Blank

Thirty seven

Action Steps. Conduct renovation of 101 for male residents

Start Date. March 1, 2019

Responsible Persons. Office of Facilities Management and Contractor

Percent Complete. Blank

Comments.

1. Complete any necessary abatement testing and remediation
2. Complete renovations as designed and approved

Projected Date Completed. September 1, 2019

Actual Date Completed. Blank

Thirty eight

Action Steps. Conduct Comprehensive Functional Assessments for members as they transition into the home

Start Date. September 15, 2019

Responsible Persons. Home Supervisor, Nurse, Direct Care Workers, Qualified Intellectual Disability Professional, Psychologist, B C B A Therapists

Percent Complete. Blank

Comments.

1. During first 30 days of residing in the ICF, complete assessments
2. Interdisciplinary team develops goals and objectives
3. Develop Active Treatment Plan
4. Develop teaching strategies for goals and objectives
5. Implement Active Treatment Plan
6. Invite Arizona Department of Health Services to survey and certify the home
7. Continue to transition member

Projected Date Completed. December 31, 2019

Actual Date Completed. Blank

Thirty nine

Action Steps. Member visits home

Start Date. July 5, 2018. Upon acquisition of the home and staff.

Responsible Persons. Awarded vendor, Support Coordinator, S O G H Supervisor.

Percent Complete. Blank

Comments.

1. Visits will occur based on the individualized transition plans.
 - 1.1. Members may visit the new home or day activity location.
 - a. Initially, visits may occur in short durations and build over time.
 - b. Visits may include community outings as well.
 2. Awarded vendor staff may visit the member where they currently live and where they spend their day in order to get to know the member and establish a relationship.
 2. Visits to group homes may occur over several months to ensure a safe and successful transition.
 3. Individuals involved in coordinating visits may include:
 - 3.1. Guardian/Families
 - 3.2. Support Coordinator
 - 3.3. Group Home Supervisor
 - 3.4. Other group home staff (work area, nurse, lead)
 - 3.5. Leadership of Transition Team
 - 3.6. Others selected by the member.

Projected Date Completed. November 30, 2019

Actual Date Completed. Blank

Forty

Action Steps. Schedule a pre placement meeting.

Start Date. August 5, 2018

Responsible Persons. Current Support Coordinator & Receiving Support Coordinator

Percent Complete. Blank

Comments.

1. The current Support Coordinator will schedule preplacement meeting.
The following individuals should be invited to the preplacement meeting:
 1. Member
 2. Guardian/Families
 3. Support Coordinator
 4. State Operated Group Home Supervisor
 5. Other Group Home staff (work area, ATPC Nurse Manager, lead)
 6. MCP Nursing Case Manager, if needed.
 7. Leadership of Transition Team
 8. Awarded vendor
 9. Others selected by the member
2. At the time of the preplacement meeting the Planning team will:
 1. Review transfer checklist
 2. Identify action items and who is responsible for each item

Projected Date Completed. November 30, 2019

Actual Date Completed. Blank

Forty one**Action Steps.** Coordinate moves**Start Date.** September 5, 2018**Responsible Persons.** Awarded vendor, Current Support Coordinator, State Operated Group Home Supervisor**Percent Complete.** Blank**Comments.**

1. The member will move when all steps in the individualized transition plan is completed.
2. Any Durable Medical Equipment will be moved by health plans.
3. The awarded vendor coordinates the move of the member and their personal belongings.

Projected Date Completed. November 30, 2019

Actual Date Completed. Blank

Forty two**Action Steps.** Authorize necessary nursing visits.**Start Date.** September 5, 2018**Responsible Persons.** Health Care Services (“HCS”) Community Nurse ATPC Case Manager Nurse**Percent Complete.** Blank**Comments.**

1. HCS Community Nurse will coordinate with the ATPC case manager nurse to assess the need for nursing visits.
2. Nursing visits will be authorized by the HCS Community Nurse during the transition period, as appropriate for each member.

Projected Date Completed. November 30, 2019

Actual Date Completed. Blank

Forty three**Action Steps.** Sonoran UCEDD conducts intentent monitoring for post moves**Start Date.** September 5, 2018**Responsible Persons.** Contracted facilitators**Percent Complete.** Blank**Comments.**

1. Conduct up to three visits for each member between 30 days and not to exceed 6 months from the member’s transition to their new home.
2. Report findings to Director of Residential Service and Support Coordinator
3. Address any identified concerns as a result of the monitoring

Projected Date Completed. June 30, 2020

Actual Date Completed. Blank.

Forty four**Action Steps.** Complete all address change notifications**Start Date.** September 5, 2018**Responsible Persons.** Receiving Support Coordinator**Percent Complete.** Blank**Comments.**

1. Notifications include but are not limited to the following:

1a. ALTCS Member Change Report,

1b. Social Security

1c. Post Office

2. See “Transfer Checklist” for guidance.

Projected Date Completed. November 30, 2019

Actual Date Completed. Blank

Forty five**Action Steps.** Monitoring visits after move**Start Date.** Upon Move**Responsible Persons.** Previous and Receiving Support Coordinator. HCS Community Nurse and ATPC Case Manager Nurse**Percent Complete.** Blank**Comments.**

1. The previous and receiving Support Coordinator will visit the member the day after the member moves (including weekends).
2. The receiving Support Coordinator will visit the member weekly for the first 30 days in order to verify the member’s needs are being met.
3. The HCS Community Nurse and ATPC Case Manager Nurse will visit the member 30 days after the move, or sooner if necessary.
4. The HCS Community Nurse will request and review weekly nursing notes from the visiting nurse, as appropriate.
5. Additional monitoring visits will be completed as determined by the Director of Residential Services. Projected Date Completed.

Based on the date of move.

Actual Date Completed. Blank.

Forty six

Action Steps. Conduct a 30 day placement meeting.

Start Date. October 1, 2018

Responsible Persons. Receiving Support Coordinator & Previous Support Coordinator (optional)

Percent Complete. Blank.

Comments.

1. The receiving Support Coordinator will schedule 30 day placement meeting.
2. The following individuals should be invited to the 30 day placement meeting:
 - 2a. Member
 - 2b. Guardian/Families
 - 2c. Support Coordinator
 - 2d. State Operated Group Home Supervisor, optional
 - 2e. ATPC Group Home staff (work area, ATPC Nurse Manager, lead), optional
 - 2f. Awarded vendor manager
 - 2g. Awarded vendor direct care staff
 - 2h. MCP Nursing Case Manager, if needed.
 - 2i. Leadership of Transition Team
 - 2j. Others selected by the member
3. At the time of the 30 day placement meeting the Planning team will:
 - 3a. Discuss how the member is adjusting to their new home
 - 3b. Update the Individual Support Plan (“ISP”) or complete Annual ISP, if due.
 - 3c. Review and update outcomes
 - 3d. Identify additional services, if needed
 - 3e. Identify and assign new action items, if needed
4. Any concerns identified in the planning meeting will be reported by the Receiving Support Coordinator to the Director of Residential Coordinator who will determine the course of action.

Projected Date Completed. January 31, 2020

Actual Date Completed. Blank.

Forty seven

Action Steps. 60 day and 90 day post placement meetings.

Start Date. From date of 30 day placement meeting

Responsible Persons. Receiving Support Coordinator

Percent Complete. Blank

Comments.

1. The receiving Support Coordinator will schedule 60 day and 90 day meetings.

2. The following individuals should be invited to the 60 day and 90 day meeting:

2a Member

2b Guardian/Families

2c Support Coordinator

2d Awarded vendor manager

2e Awarded vendor direct care staff

2f MCP Nursing Case Manager, if needed.

2g Leadership of Transition Team, if needed.

2h Others selected by the member

2. At the time of the 60 day and 90 day, meeting the Planning team will discuss how the member is adjusting to their new home.

3. Any concerns identified in the planning meeting will be reported by the Receiving Support Coordinator to the Director of Residential coordinator who will determine the course of action.

Projected Date Completed. Blank

Actual Date Completed. Blank

End of Material.