

## **What is Habilitation?**

*This service provides a variety of interventions such as special developmental skills, behavior intervention and sensory motor development, designed to maximize the functioning of consumers.*

### **The goals of this service are to:**

- A. Enable individuals to acquire knowledge and skills.**
- B. Increase or maintain self-sufficiency of eligible individuals.**
- C. Provide training/assistance in essential activities required to meet personal and physical needs.**
- D. Maintain the health and safety of eligible individuals.**
- E. Provide services in a manner that supports and enhances independence, self-esteem, mutual respect, value and dignity.**

## Habilitation Billing and your Paperwork

**Complete and accurate Habilitation data and summaries are to be submitted with your end of the month timesheets as required by State. Goals that are turned in after end of the month billing are considered late. All paperwork should be filled out in *black* or *blue ink* only. Goals may be submitted by dropping them off at the office, faxing them; 480-940-8822, or by mailing them; 17018 South 26<sup>th</sup> St. Phoenix, AZ 85048 before 1:00pm. It is the staff's responsibility to call the office to confirm that all paperwork was received.**

Habilitation paperwork is required by the state for any individual that you bill habilitation for. It is part of your responsibilities and job description as a staff that provides this service to fill out paperwork and submit it on time.

By not following these guidelines for Habilitation and Habilitation billing you are out of compliance with both Arizona State (DDD) and TRANSITIONS policies regarding Habilitation paperwork. TRANSITIONS is required by the State to turn these in as they directly correlate with consumer hours received annually as well as our companies compliance with the State. Failure to comply with these guidelines can lead to disciplinary action including but not limited to temporary suspension from your HAH duties.

- Data must be filled out for every session of HAH you bill for. If you bill 2 hours of HAH on April 21<sup>st</sup>, 2012 then, on your data sheets there should be data filled in for the 21<sup>st</sup> and justifiable to the 2 hours that were billed. Billing 2 hours of HAH and only filling out one goal is not justifiable.
- Generally, habilitation is not billed for more than 2-3 hours consecutively. If billing three hours consecutively it must be well documented.
- If an individual's goal states that it should be worked on "3 times daily" then the goal should be worked on 3 times a day. If a goal states 5 days a week, then 5 days of every week should be filled out on your habilitation paperwork.
- The hours allotted to a client are specifically to work on the goals and for the duration of those goals as agreed upon in the consumer's Individual Service Plan.
- You cannot bill habilitation for working on goals other than the goals written on your goal sheets. If a consumer has mastered a goal or is not able to make improvement the guardian can request A Change in the ISP to work on a new goal or discontinue a goal.
- If you cannot make copies of your HAH paperwork it is your responsibility to obtain copies at the beginning of the billing period. Please do not wait until the end of the period to ask for blank HAH sheets. If you do not have copies, they should be requested at the beginning of the billing period to ensure accurate data.

## Summaries:

Summaries are required for each goal that was worked on at the end of the month. Summaries should contain factual information about your consumer's progress on his or her goal and correspond with the data you filled out in the tracking boxes. Summaries should be a few sentences outlining areas of the goal that the consumer succeeded in and/or struggled with and what kind of assistance was required. Summaries written simply as "did good", "really likes this", or "does not like to do this" do not give factual information to gather how the consumer is benefiting from learning through Habilitation services. By not filling in your data and summaries correctly and submitting them on time, it could affect your consumers in a negative way or may give the appearance that the habilitation hours you have billed may be fraudulent and need further review. Please remember that your paperwork justifies what you have billed, that you worked on these goals with your consumer, and should pertain to the consumer's goals and his or her progress.

### **When Habilitation goals for your consumer(s) change or will be changing:**

If you know that your consumer will be having an upcoming annual meeting (ISP) or has had one and their goals may have changed, please do not stop filling out and submitting HAH paperwork at the end of the month with your timesheets.

Goals, data, and summaries must be filled out any time that Habilitation is billed. Please continue to use your old goals until you have received the consumer's new goals. If you have received your consumer's new goals please DO NOT continue to submit old goals.

### **\*Process for updating goals:**

1.) Coordinator has 15 business days from annual meeting to deliver to agency. If the ISP does not arrive in that time frame it is requested until we receive it. 2.) Goals are updated by the Home Community Base Administrator within 10 business days of receiving the updated ISP. 3.) Goals are updated in the order in which they are received. 4.) This is the standard estimated time for goals to be updated. The process can and may take longer if delivery of the new ISP is delayed. Again, you will be notified and will receive the updated goals when they have been completed. Continue to use your old goals until you receive the new ones.

**If you have any questions regarding Habilitation paperwork or if you require further training and/or assistance please contact the Home Community Base Administrator.**