

SERVICE CONDITIONS

1. Obtain AUTHORIZATION PRIOR to doing any services by calling AZA United. Staff may not exceed the hours authorized.
2. When working with a new person, staff must receive orientation to the specific needs of the individual to whom you will be providing services. Prior to doing service, review and update the Person Served Information Form and discuss with the individual or the child's parent/guardian for updates. Keep a copy with you when you work with the person.
3. Provide first aid and appropriate attention to injury and illness, and then contact AZA United when an incident report is appropriate.
4. Maintain current First Aid and CPR certification and other training as required.
5. Notify the parent/guardian as much in advance as possible (at least 48 hours) to cancel any previously arranged services. If you are unable to reach the parent/guardian prior to a scheduled shift, contact AZA United immediately.
6. In general, services are to occur in the home of the person you are serving on a one-to-one basis. Variations may occur and must receive prior approval. Services provided to more than 1 person at the same time are subject to a group rate and require a "Time Sheet for Multiple Clients." Services should not be provided in the home of the direct support staff, unless prior authorization and inspections have been approved in writing by AZA United.
7. If approval is given by AZA United, occasionally staff may provide transportation as a part of the service being provided. If transportation is provided the following must be in place: A.) The individual(s) must be securely fastened in restraints that are age and weight appropriate, as required by State law. B.) The vehicle in which transportation is provided must have valid license plates. C.) The vehicle shall be constructed for the transportation of persons. All seats shall be fastened to the body of the vehicle and individuals properly seated when the vehicle is in operation. The vehicle must have seat belts installed and operational for safe passenger utilization. D.) Persons providing transportation must be a minimum of eighteen years of age, possess and maintain a valid Arizona operator's license, and have proof of Arizona required insurance and auto registration on file at AZA United prior to transporting. E) Persons providing transportation must be an active employee in good standing with AZA United and have an approved, current Driving Waiver on file.
8. AZA United runs two payroll cycles per month: the first 15 days, and the remaining days in the month. For the first cycle (the 1st to the 15th of the month), time sheets are due by 5:00 pm on the 20th. For the second cycle (the 16th to the end of the month), they are due by 5:00 pm on the 5th of the following month. If the due date falls on a Saturday or Sunday, time sheets must be submitted by 5:00 pm on Friday. Progress Reports are due at the end of each month. Time sheets can be dropped off at the office or mailed in. Faxes are acceptable to meet the deadline, but originals must also be submitted soon after. It is recommended that employees contact AZA United before these deadlines to confirm that any faxed or mailed time sheets were successfully received.
9. Services are intended only for the person listed on the time sheet.
10. Hours recorded on the time sheet should only reflect actual contact hours during which services were provided (e.g., hours during which staff are sleeping or not providing care/supervision are NOT considered work hours).

RESPIRE (RSP) Service Description

This service provides short term (or intermittent) care and supervision to provide relief to primary caregivers of the person served. Responsibilities include: 1.) Provide supervision of the individual; 2.) Provide for the social, emotional, and physical needs of the individual; 3.) Under certain circumstances, ensure that the individual receives medication as prescribed (please note this does not mean to administer medications); 4.) Ensure provision of food to meet daily dietary needs, including a therapeutic diet if prescribed; 5.) Be consistent with the child's Individual Support Plan (ISP), as requested by the individual or individual's parent or guardian. Respite shifts should not exceed 12.75 hours in a 24-hour period. Contact AZA United for more information.

ATTENDANT CARE (ANC/AFC) Service Description

This service is intended to assist an individual to attain or maintain safe and sanitary living conditions and/or maintain personal cleanliness and activities of daily living. This service is intended to serve the person in their own home. Attendant Care is a combination of both Personal Care and Housekeeping – Chore/Homemaker Services. Attendant Care also includes carrying out and recording all tasks in conjunction with the Individual Service Plan (ISP) and submitting a Service Task Checklist monthly to AZA United.

HABILITATION (HAH) Service Description

This service provides a variety of interventions such as habilitative therapies, special developmental skills, behavior intervention and sensorimotor development designed to maximize the functioning of persons with developmental disabilities. Service goals include to enable individuals to acquire knowledge and skills, to increase or maintain self sufficiency, to provide training/assistance in essential activities required to meet personal, physical and social needs, to maintain health and safety, to provide services in a manner which supports and enhances independence, self esteem, mutual respect, value and dignity. Generally speaking this service is to occur in the home or natural community locations of the person served (not in the home of the habilitator without prior authorization in writing from AZA United). Record data on functional outcomes and objectives each day habilitation takes place. Submit Data & Progress Reports monthly to AZA United.