



**1313 TRAINING UNDER AGENCY WITH CHOICE**

EFFECTIVE DATE: 03/01/2013

**A. MEMBER ASSESSMENT AND TRAINING**

**Description**

The case manager will assist the member to assess his/her own training needs as they relate to directing his/her own care. These training needs will be determined by using the “What are my Training Needs” Form (available in the Agency with Choice Member Manual). There is no mandatory member training for AWC participation. Training is available to assist the member, if needed, to succeed in directing his/her own care. The training will be provided by an AHCCCS registered provider and arranged by the Contractor. Training requires prior authorization from the case manager.

**Amount, Duration and Scope**

Member training on the following topics will be available for members who select the Agency with Choice member-directed option if they feel that it is necessary to support them to fulfill their roles and responsibilities as co-employer.

1. Recruiting and Selecting the DCW(s)
2. Dismissing the DCW(s)
3. Training the DCW(s)
4. Managing the DCW(s)
5. Supervising the DCW(s)

A unit of training equals 15 minutes. Refer to Exhibit 1300-1 for information regarding service codes.

**B. DIRECT CARE WORKER TRAINING**

**Description**

All DCWs must meet standard training requirements of AHCCCS (outlined in Chapter 1240-A of this Manual), Contractors and the provider agency, even those employed under the AWC option. In addition to the required training, a member may identify and request additional training for the DCW to meet their unique needs. Additional training



is not mandatory. The training will be provided by an AHCCCS registered provider and arranged by the Contractor. Training requires prior authorization from the case manager.

**Amount, Duration and Scope**

Additional DCW training requested by the member must meet the following conditions:

1. The training must be outside the scope of training required by the following entities
  - a. AHCCCS as outlined in Chapter 1240-A of this Manual
  - b. Contractors
  - c. Provider agencies
2. The training must be individualized for the member and not a standardized training already available
3. An AHCCCS-registered provider must provide the training. The member may not provide the training
4. The training must be goal driven and support the implementation of the Service Plan
5. The training cannot be used for professional development for the DCW, such as training for licenses or certifications
6. The training cannot exceed a total of 16 units (four hours) of training for each DCW per the member benefit year
7. A unit of training equals 15 minutes. Refer to Exhibit 1300-1 for information regarding service codes.