

1000 RESPONSIBILITIES OF THE MEMBER/RESPONSIBLE PERSON WHEN ELIGIBLE FOR THE DIVISION

REVISION DATE: 7/3/2015

EFFECTIVE DATE: July 31, 1993

Responsibilities of the member/responsible person include but are not limited to:

- A. Applying/re-applying for Arizona Long Term Care System (ALTCS);
- B. Being available to meet for the required Individual Service Plan/Individualized Family Service Plan (ISP/IFSP) Planning Meeting and reviews;
- C. Providing documentation for eligibility redetermination;
- D. Reporting issues with providers of service including potential/suspected fraud and abuse;
- E. Reporting changes of address;
- F. Reporting major changes in member/family circumstances which may affect the provision of services;
- G. Signing appropriate consents;
- H. Providing appropriate receipts for Assistance to Families or Community Supported Living expenditures;
- I. Providing appropriate documentation to obtain requested assistance from the Division;
- J. Providing other documentation as requested by the Division (e.g., any changes in insurance policies with the effective date, third party liability information, burial insurance policies); and,
- K. Complying with residential billing and cost of care requirements.