

To: Service Providing Agencies and their Service Coordinators

Date: April 04, 2024

Subject: AzEIP Cover Sheet for DDD Application for Eligibility Determination ([GCI-1154A](#))

This bulletin is meant to:

- Alert Service Providing Agencies (SPAs) to the revised AzEIP Cover Sheet for DDD Application for Eligibility Determination
- Review steps and timelines for submittal of a complete DDD Application for Eligibility Determination Packet

AzEIP Cover Sheet for DDD Application for Eligibility Determination

- AzEIP Cover Sheet for DDD Application for Eligibility Determination (GCI-1154A) is:
 - Now available in the [DES Documents Center](#); all previous versions are obsolete and should no longer be used
 - A mandatory form used by the SPA and DDD Eligibility Team to communicate about a referral submitted to the DDD Eligibility Team
- The AzEIP Cover Sheet for DDD Application for Eligibility Determination:
 - Assists the Service Coordinator (SC) in identifying all necessary information that must be submitted to the DDD Eligibility Team
 - Is the means to notify the DDD Eligibility Team when a family has declined to apply for DDD
 - Alerts the DDD Eligibility Team if the child has an Arizona Long Term Care System (ALTCS) Application in process
 - Is utilized by the DDD Eligibility Team to notify the SPA of the results of the application
- Updates to the AzEIP Cover Sheet for DDD Application for Eligibility Determination include:
 - Section headers
 - Drop down selections for various fields
 - Identification of a child/family's enrollment in Address Confidentiality Program (ACP)
 - Additional fields for Department of Child Safety (DCS) contact information
 - Section to provide additional information about the referral not captured on the form (examples are included in the instructions that are at the end of the Cover Sheet)
 - Changes in the section to be completed by the DDD Eligibility Specialist which will provide additional information about the DDD eligibility determination
 - Detailed instructions for completion of the Cover Sheet are available at the end of the Cover Sheet

Steps and Timelines for AzEIP Cover Sheet for DDD Application for Eligibility Determination Submittal

Service Providing Agency Steps and Timelines

- At the initial visit with the family, the SC shares about DDD, including the referral and eligibility process.
- As soon as the child is determined AzEIP eligible, the SC completes the DDD application process if the family:
 - Has consented to use insurance, or
 - Does not have insurance
- The SC reviews the DDD referral and eligibility process steps with the family* and identifies if the family will consent to apply for DDD.
- The SC notifies the DDD Eligibility Team within two (2) business days of the child being determined AzEIP eligible through the submission of the AzEIP Cover Sheet for DDD Application for Eligibility Determination of the family's decision on whether or not they wish to apply for DDD Eligibility.
- If the family declines to apply for DDD Eligibility, the SC:
 - Completes numbers 1-17 on the AzEIP Cover Sheet for DDD Application for Eligibility Determination
 - Emails the Cover Sheet to the DDD Eligibility Team at DDDEIUIntakes@azdes.gov
 - Documents the family's decision in the I-TEAMS Child Demographics "Comment" box
- If the family consents to apply for DDD Eligibility, the SC:
 - Obtains the family's* informed written consent on the DDD Application for Eligibility Determination ([DDD-0525A](#))
 - Notifies the family that the DDD Eligibility Team will be contacting them for proof of residency, if their child meets DDD Eligibility criteria
 - Emails the DDD Eligibility Application Packet with the following to the DDD Eligibility Team at DDDEIUIntakes@azdes.gov and cc's their supervisor:
 - AzEIP Cover Sheet for DDD Application for Eligibility Determination (GCI-1154-A)
 - DDD Application for Eligibility Determination ([DDD-0525A](#))
 - Signed and required supporting documentation
 - Ensures that a request for DDD Eligibility is pushed in I-TEAMS by confirming that the "Date DDD Eligibility Requested" is entered and saved in the I-TEAMS Eligibility page
 - Fully documents all steps of the process in their contact log

DDD Eligibility Team Steps and Timelines:

- Once the DDD Eligibility Team has received the DDD Eligibility Application Packet and I-TEAMS has pushed the referral to Focus, the DDD Eligibility Team will review the submitted packet to ensure all required documentation is included and meets requirements
- If the DDD Eligibility Team identifies that the submitted DDD Eligibility Application Packet is incomplete, the:
 - DDD Eligibility Team notifies the SC and supervisor of the items identified as missing or incomplete
 - SC submits the missing or incomplete documentation within five (5) business days of notification
- Once the DDD Eligibility Team identifies that the submitted DDD Eligibility Application Packet is complete, the DDD Eligibility Team will:
 - Notify the sender(s) of the assigned DDD Eligibility Specialist (DDD ES) within two (2) business days of receipt
 - Determine DDD eligibility within thirty (30) business days from the submission of a complete packet
 - Determine DDD eligibility within ten (10) business days from the date of assignment of the DDD ES for children with an open ALTCS Referral
 - If documentation is required to meet DDD's residency requirements:
 - The DDD ES will contact the family requesting the documentation
 - If the family is emailed, the DDD ES will cc the SC and their supervisor
 - AZEIP recommends for the SC to contact the family and assist them if needed
 - The DDD ES will complete the bottom portion of the AZEIP Cover Sheet for DDD Application for Eligibility Determination and return to the sender and cc the supervisor

Additional Service Providing Agency Steps:

- The SC documents the DDD eligibility decision in their contact log and uploads the completed AZEIP Cover Sheet for DDD Application for Eligibility Determination to the child's record
- While the DDD eligibility determination is in progress, the AZEIP SC **should notify** the DDD ES of any family updates (including but not limited to):
 - Changes in child/family demographics information
 - Changes in child's AZEIP status
 - Changes in child's SC assignment
 - Department of Child Safety Case Manager contact information
 - New records that become available

- If the SC has not been notified of a child's DDD eligibility determination thirty (30) business days after the assignment of the DDD ES, they may email or contact the ES to request a status update
- SCs should continually review their caseloads to identify children who may now meet DDD eligibility criteria such as when child's skill assessment or medical records potentially support DDD eligibility and/or:
 - Initial DDD Eligibility Application was incomplete
 - Child was previously determined not eligible for DDD
 - The family previously declined to consent to
 - Use their health insurance
 - Apply for DDD
 - DDD's residency requirements were not met

*If the child is in the care of the Department of Child Safety (DCS), refer to the [DDD Eligibility Application for Children with DCS TA Bulletin - 1/6/2023](#)