



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona



DDD Eligibility Application Webinar

1/6/2023



AzEIP Procedure 3.4.2.H

At the initial visit, the Service Coordinator (SC) explains to the family if the child is determined AzEIP eligible and the family has consented to use their public and/or private insurance, a referral will be made to the DDD to see if the child meets the eligibility requirements to receive additional supports through DDD.





AzEIP Policy 3.5.12

- Eligibility for the Arizona Early Intervention Program (AzEIP), Arizona State Schools for the Deaf and Blind (ASDB) and the Division of Developmental Disabilities (DDD) should be made at or near the same time and as quickly as possible during the Initial Planning Process (IPP).
 - The Service Coordinator and Multidisciplinary Evaluation Team (MET) coordinate with ASDB and/or DDD to determine eligibility for their respective agencies before the Initial IFSP Meeting (DDD determines DDD Eligibility)
 - The Service Coordinator is responsible for providing all needed records, including medical records and the evaluation report, if an evaluation was conducted which supports the DDD eligibility determination process.



When to Apply for DDD Eligibility

A complete DDD Eligibility Application Packet must be submitted within **2 days** of AzEIP Eligibility Determination and at any time a child is suspected of meeting DDD Eligibility Requirements. AzEIP Policy Manual 3.5.12.

Submit to: dddeuintakes@azdes.gov

AzEIP Policy 3.5.12 Continued

- Ongoing eligibility determination for AzEIP and other Service Providing Agencies must be assessed to ensure continued coordination amongst service providing agencies.



What is Needed in The DDD Eligibility Packet

Required documentation when submitting a DDD Eligibility Application Packet includes:

- AzEIP DDD Eligibility Application Cover Sheet (GCI-1154A)
- DDD Eligibility Application with appropriate guardian signature
- Current Developmental Evaluation Report and/or Medical Records
- AzEIP Consent to Bill Health Insurance form (GCI-1041A)
- Any additional records that will assist with DDD Eligibility Determination



Submit to: dddeuintakes@azdes.gov



DDD Eligibility Policy

Please refer to DDD Eligibility Policy Link.

[Determine Eligibility | Arizona Department of Economic Security](#)





Why Apply for DDD Eligibility

- In Arizona, early intervention services are provided at no cost to families. The Arizona Early Intervention Program (AzEIP) uses multiple funding sources. Individuals with Disabilities Education Act (IDEA), Part C services are funded by private health insurance, public health insurance, state and federal funds and Medicaid which for the State of Arizona is called Arizona Health Care Cost Containment System (AHCCCS).
- Using all possible funding sources helps maximize AzEIP resources to ensure the program is available for all infants and toddlers and their families at no charge.



Why Apply for DDD Eligibility Continued

- Depending on a child's specific diagnosis and/or developmental needs, the following state and federal funding sources may be available to cover the cost of Early Intervention Services, Arizona Schools for the Deaf and the Blind (ASDB)
- Division of Developmental Disabilities (DDD)
- Arizona Long Term Care System (ALTCS)
- If the child is found eligible for any/all of these programs, they may also have access to additional support beyond your child's IDEA Part C services.



DDD Eligibility Packet FAQ



**Commonly asked questions by AzEIP
Service Coordinators regarding
submission of a DDD Eligibility
Application Packet**





AzEIP Record Review & DDD Eligibility Application

Q: The child was made eligible for AzEIP based on an established AzEIP condition that is not an established condition by DDD. The team believes that the child has significant delays that would make the child eligible for DDD. What can I do?

A: Obtain and review medical records for DDD established conditions and risk factors identified by DDD as resulting in a child being eligible for DDD. If more information is needed, a child's present level of development may be assessed using a tool from the ADES/AzEIP Approved Screening, Evaluation and Assessment Instruments during the Child and Family Assessment portion of the Individualized Family Service Plan. Submit the DDD Eligibility Application Packet and the scored assessment tools along with an explanation of the team's concerns.



Family Document Submission

Q: The family did not submit the requested information to the DDD Eligibility Team within the required time period and the DDD Referral was closed. What should I do?

A: Review the requirements of the DDD Eligibility Application Packet with the family so they are prepared for a second submittal and understand they must respond timely to any requests from the DDD Eligibility Team to be determined DDD eligible. Submit a second DDD Eligibility Application Packet (including a newly signed DDD Eligibility Application form with a cover sheet).

Submit to: dddeuintakes@azdes.gov



When to Submit a Subsequent DDD Eligibility Application Packet

Q: How often should I submit a DDD Eligibility Application Packet if a child is not eligible when they are first determined eligible for AzEIP?

A: A new packet should be submitted when there is documentation to be submitted that indicates the child may be eligible for DDD:

Child's developmental levels indicate a 50% delay in one or more areas or two 25% delays

Medical Records have been received documenting a DDD established condition

Medical Records documenting risk factors for one of the 5 DDD established conditions

Submit to: dddeiuintakes@azdes.gov



Requirements for Medical Records

Q: If a family only has a portion of their child's Medical Records available listing their child's diagnosis, can I use it to submit it with the DDD Eligibility Application Packet?

A: The DDD Eligibility Team requires the physician's signature on the Medical Records for use in determining eligibility.



2nd Pass DDD Eligibility/DDD Eligibility Application Denial

Q: If a child's initial DDD Eligibility Application was denied because the packet was incomplete, documentation provided was insufficient, or information wasn't provided timely, what should I do?

A: Submit a new packet (including a newly signed DDD Eligibility Application form) with all information listed on the AzEIP DDD Eligibility Application Cover Sheet.





When a Family Receives a Denial Letter

Q: If a family receives a letter denying their child's eligibility for DDD, how can I support the family?

A: If a family receives a letter denying their child's eligibility for DDD and would like to file a request for an Administrative Review of the decision, you must do so within thirty (30) calendar days from the date of the Notice of Intended Action (NOIA) Letter. A request for an Administrative Review is the first step in the Administrative Review process. The request for an Administrative Review may be filed either orally or in writing with DDD's Office of Administrative Review:

Arizona Department of Economic Security

Division of Developmental Disabilities

Office of Administrative Review

4000 N Central Ave, 3rd Floor, Suite 301

Mail Drop 2HE5

Phoenix, Arizona 85012

(602) 771-8163 or 1 (855) 888-3106

DDDOfficeofCompliance@azdes.gov

<https://des.az.gov/services/disabilities/developmental-disabilities/request-administrative-review>



How to Resubmit a DDD Eligibility Application

Q: I submitted a DDD Eligibility Application Packet for a child and the child was determined not eligible. It is a week later, may I re-submit my original DDD Eligibility Application with an updated packet?

A: The entire packet is required to be submitted (with a newly signed DDD Eligibility Application form with a cover sheet) along with an explanation and any additional items documenting the team's concerns.

Submit to: dddeiuintakes@azdes.gov



Timeline to Make Corrections



Q: If the DDD Eligibility Team emails me that documentation is incomplete or missing, how much time do I have to submit the document before the referral is closed and a new DDD Eligibility Application Packet is needed to be submitted?

A: The typical timeline for submitting a response is 5 business days from the date the DDD Eligibility Team emails the Service Coordinator. If the timeline is missed, the DDD eligibility referral will be closed and a new referral will need to be submitted.

Submit to: dddeiuintakes@azdes.gov



Family Declines to Sign DDD Eligibility Application

Q: If a child is eligible for AzEIP and family has consented to bill their health insurance but after describing the purpose and benefits of applying for DDD Eligibility, a family declines to sign the DDD Eligibility Application, what is my next step?

A: Document discussion with family in Service Coordinator Contact Log including family reason for not signing. Make note in the I-TEAMS demographic box that the family declined to apply for DDD because of a specific reason and state the reason in detail. Email the DDD Eligibility Intake Mailbox that family does not wish to apply to DDD. The DDD Eligibility Team will close the DDD Referral.



Changes in Insurance After Submission of DDD Eligibility Application

Q: If a family has changed their mind and decided not to consent to use their health insurance and the DDD Eligibility Team is in the process of determining eligibility, what should I do?

A: Confirm with family they do not wish to use their health insurance, complete a new Consent to Bill Health Insurance form with the family and update I-TEAMS with the information. Email the DDD Eligibility Team to let them know the family no longer consents to bill their health insurance so they can close the DDD Eligibility Referral.



Notification of DDD Eligibility

Q: If I find out from the family or a DDD Support Coordinator that a child I submitted a DDD Eligibility Application Packet on has been determined DDD eligible but I haven't received notification from the DDD Eligibility Team, what should I do?

A: Double check to ensure the email address you provided on the AzEIP DDD Eligibility Application Cover Sheet was correct, the response from the DDD Eligibility Team is not in your spam folder, and that your Service Provider Agency Leadership has not received the notification. If still unable to locate the notification, email the DDD Eligibility Intake Mailbox.



AHCCCS Member ID

Q: If a child has AHCCCS but the family does not know the AHCCCS Member ID, can I have the family sign the Consent to Bill Health Insurance form and submit it without the number?

A: Service Providers can share the customer service number for the health plan with the family and assist them in calling to obtain the Member ID. Service Provider Agency billing departments often have access to the AHCCCS Online Portal to look up the child's AHCCCS Member ID as well. If a Service Coordinator is unable to identify the child's AHCCCS Member ID, they can email the DDD Eligibility Team for assistance after trying all other avenues.



HSA & DDD Eligibility Application Packet

Q: If a family consents to billing their High Deductible Medical Plan (HDMP) and declines to bill their Health Saving Account (HSA) can they apply for DDD?

A: Yes.





Submitting a DDD Eligibility Application Packet After Initial Eligibility

Q: If a child's family has changed their mind and is now willing to consent to use their health insurance, can I send over the child's original AzEIP Developmental Evaluation Report along with the other required documentations for DDD Eligibility determination?

A: The scores on the Developmental Evaluation Report (DER) are good for only one year. If the Development Evaluation Report is over one year old, Medical Records with a DDD established condition or risk factor and/or a new assessment with protocol scores should be sent in with the packet.

Submit to: dddeuintakes@azdes.gov



Obtaining DCS Signature on DDD Eligibility Application

Q: If I am not able to obtain the signature of a Department of Child Services (DCS) Case Manager on the DDD Eligibility Application what should I do?

A: Follow up as directed in the chart below.



Steps	Contact Person	Phone	Email
1	DCS Case Manager	DCS Directory	DCS Directory
2	DCS Supervisor	DCS Directory	DCS Directory
3	DCS General Inquiry	602-255-2500	GeneralInquiries@AZDCS.GOV
4	Billy Henderson, Health Program Manager II	602 771-6338	Billy.Henderson@azdcs.gov



DCS Court Minutes

Q: If I am unable to obtain Court Minutes documenting the educational parent, who should I contact?

A: Follow up as directed in the chart below.

Steps	Contact Person	Phone	Email
1	DCS Case Manager	DCS Directory	DCS Directory
2	DCS Supervisor	DCS Directory	DCS Directory
3	DCS General Inquiry	602-255-2500	GeneralInquiries@AZDCS.GOV
4	Billy Henderson, Health Program Manager II	602 771-6338	Billy.Henderson@azdcs.gov



The DDD Eligibility Application must be signed by a representative from DCS

The DDD Eligibility Application must be signed by a representative from DCS:

- DCS Case Manager
- DCS Supervisor
- Billy Henderson, Health Program Manager II-DDD Coordinator

A copy of current DCS Directories are shared within the AzEIP Google Drive and can be accessed through [this link](#).

If the DCS Case Manager is not able to be reached, please follow up with

- DCS Supervisor
- DCS General Inquiry Line
Phone: 602-255-2500
Email: GeneralInquiries@AZDCS.GOV
- Billy Henderson, Health Program Manager II-DDD Coordinator
Office Phone: 602 771-6338
Cell Phone: 520-610-1866
Email: Billy.Henderson@azdcs.gov



Continuation: The DDD Eligibility Application must be signed by a representative from DCS

If a child's Court Minutes are unable to be obtained after speaking to the child's DCS Case Manager and following up with Billy Henderson, the SC should:

Email the DDD Eligibility Team and cc Billy Henderson, letting the DDD Eligibility Team know that Court Minutes were not able to be obtained.

- DDD Eligibility Team will close (not deny) the child's DDD referral
 - Billy Henderson will follow up internally on Court Minutes
 - Continue to follow up with DCS Case Manager to obtain Court Minutes
 - Once Court Minutes are obtained,
 - Enter the new referral in I-TEAMS
 - Submit previous application with Court Minutes (this is the only time that a new application is not required)
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Child Moves During DDD Eligibility Determination

Q: If a child moves to a new address for a DDD Eligibility Application that was submitted, who do I contact?

A: Email the dddeiuintakes@azdes.gov as soon as possible or contact **DDD Customer Service Center** at 1-844-770-9500.





Child Exits Program During DDD Eligibility Determination

Q: If a child exits AzEIP due to loss of contact for a DDD Eligibility Application that was submitted, what is the responsibility of the AzEIP Service Coordinator?

A: Email the dddeiuintakes@azdes.gov as soon as possible that the child has exited so that the DDD Eligibility Team may close the referral.



Process of ALTCS during DDD Eligibility determination

Q: If there is an Arizona Long Term Care (ALTCS) Application open at time of submission of DDD Eligibility Application, what should the AzEIP Service Coordinator do?

A: Include on the AzEIP DDD Eligibility Application Cover Sheet that an ALTCS Application is in process.

Q: If a child is eligible for ALTCS does the DDD Eligibility Team need to be contacted?

A: Include the information on the AzEIP DDD Eligibility Application Cover Sheet that an ALTCS Application is in process.



Acronyms

AzEIP - Arizona Early Intervention Program

AHCCCS - Arizona Health Care Cost Containment System

ASDB - Arizona State Schools for the Deaf and Blind

ALTCS - Arizona Long Term Care

DER - Developmental Evaluation Referral

HSA - Health Saving Account

HDMP - High Deductible Medical Plan

DCS - Department of Child Safety





Thank you! This concludes the DDD Eligibility Application Webinar

