

Purpose of Job Aid

Support service coordinators in submitting complete and timely Division of Developmental Disabilities (DDD) eligibility application packets.

Service Coordinator Responsibilities

The service coordinator (SC) is responsible for coordinating supports and services for children and ensure you are compliant with AzEIP's System of Payments.

- Children who are eligible for DDD may be eligible for additional supports and services.
- DDD is a funding source for early intervention services.
 - Supporting families in applying for DDD is an important way to ensure that AzEIP is the Payor of Last Resort.

The service coordinator is responsible for explaining to the family about:

- DDD supports and services.
- DDD's eligibility requirements that include:
 - Demonstrating the child is a citizen or has lawful presence in the United States.
 - Proof of Arizona residency.
 - Authorization for DDD to file claims for services with the family's private and/or public insurance.
 - Providing consent on the DDD Application for Eligibility Determination DDD-0525A.

If the family is in agreement with the DDD eligibility requirements, the service coordinator submits a complete DDD Eligibility Application packet within two (2) days of:

- Any child determined eligible for AzEIP or
- Any child where a member of the IFSP team, which includes the parent,
 - identifies that the child is potentially eligible for DDD or
 - requests a DDD referral to be submitted.

I-TEAMS Push to DDD Focus Client Application

- The DDD eligibility team is notified in Focus, the DDD client application, of an impending DDD referral when the I-TEAMS data is pushed to Focus. This process is referred to as a "Push to Focus".
- AzEIP has programmed I-TEAMS to automatically "Push to Focus" after a child's initial AzEIP eligibility has been entered into I-TEAMS unless the Insurance Page in I-TEAMS indicates that the family has declined to use their private insurance and/or share their child's Personally Identifiable Information with AHCCCS.
- SCs that are submitting a DDD referral after the initial "Push to Focus" was determined not eligible, must complete the DDD referral section on the I-TEAMS Eligibility page. Once completed, I-TEAMS will send the required information from I-TEAMS to the DDD Focus system. SCs are encouraged to contact their supervisor or refer to the [I-TEAMS User Manual](#) for assistance with any questions.
- The DDD eligibility team cannot process a referral submitted by an SC unless the AzEIP data has been sent to Focus.

Using the DDD Application Google Form

- The [DDD Application Google Form \(DDD Application GF\)](#) is utilized to:
 - Submit a DDD Application Packet.
 - Request to close an open DDD referral.
 - Submit supplementary documentation.
- The DDD Application GF has replaced the submission of DDD eligibility packets via encrypted email.
- It is recommended to bookmark either the Google Form link and/or the prefilled link.
 - A prefilled link reduces data entry for SC data that remains the same across all applications.
 - Prefilled links for completing the DDD Application GF can be obtained by contacting the SC's supervisor.
 - Prior to using a prefilled link,
 - Clear the browser "Cache."
 - Select "*Submit Another Form*" to begin a new submission.

Submitting a DDD Eligibility Application

Step 1: Review I-TEAMS to Ensure Data is Accurate and Complete

The SC reviews and confirms that the data in I-TEAMS is in alignment with documentation in the Complete Child Record, including but not limited to:

- Child Demographic Page
- Insurance Page
- Team Members page
- Eligibility Page
- IFSP Information Page (if the child has a current IFSP).

Step 2: Compiling Documentation

The SC reviews the Complete Child Record to ensure all required documentation is available. The DDD eligibility team will not process DDD eligibility application packets that are missing required documentation.

- Initial DDD Eligibility Application Packets, after evaluation, must include:
 - des.az.gov/sites/default/files/dl/DDD-0525A.pdf or [DDD-0525A-S](#)
 - Child Information
 - Health Insurance
 - Early Intervention History
 - Signed by the child's legal guardian
 - Developmental Evaluation Report GCI-1043A
 - Medical Records (if available)
 - IFSP (if completed before DDD referral)
 - If the child is in DCS Care:
 - Guardianship/Legal Responsibility Documents and/or
 - Court Minutes
 - If SC or another agency has completed an ALTCS referral:
 - ALTCS Referral to DDD (DE-125) or
 - Request for Application for ALTCS (DE-101/DE-202)
- Initial DDD Eligibility Application Packets, after record review, must include:
 - des.az.gov/sites/default/files/dl/DDD-0525A.pdf or [DDD-0525A-S](#)
 - Child Information
 - Health Insurance

- Early Intervention History
 - Signed by the child’s legal guardian
 - Medical Records or documentation used to identify the established condition
 - IFSP (if completed before DDD referral)
 - If the child is in DCS Care:
 - Guardianship/Legal Responsibility Documents and/or
 - Court Minutes
 - If SC or another agency has completed an ALTCS referral:
 - ALTCS Referral to DDD (DE-125) or
 - Request for Application for ALTCS (DE-101/DE-202)
- DDD Eligibility Application Packets, after initial DDD referral, must include:
 - des.az.gov/sites/default/files/dl/DDD-0525A.pdf or [DDD-0525A-S](#)
 - Child Information
 - Health Insurance
 - Early Intervention History
 - Signed by the child’s legal guardian
 - Present Levels of Development:
 - Developmental Evaluation Report GCI-1043A or
 - Assessment Protocol
 - Medical Records (if available)
 - IFSP including all addendums
 - If the child is in DCS Care:
 - Guardianship/Legal Responsibility Documents and/or
 - Court Minutes
 - If SC or another agency has completed an ALTCS referral:
 - ALTCS Referral to DDD (DE-125) or
 - Request for Application for ALTCS (DE-101/DE-202)

Step 3: Submit the new application:

- Use the [DDD Application Google Form \(DDD Application GF\)](#) or the SC Prefilled link.
- Select the type of DDD eligibility application as “New DDD Application.”
- Enter child demographic information.
- Complete all sections of the DDD Application GF with complete and accurate information.

Submitting Supplementary Information

The SC submits supplemental documentation when there is a pending DDD application and:

- a. The DDD eligibility team requested documentation because the submitted packet contained incomplete or missing documents.
- b. The SC has obtained additional information/documentation to support the DDD eligibility decision.
- c. The SC has submitted a previous DDD eligibility application packet that was initially submitted via email using the AzEIP Cover Sheet GCI-1154A).

Submit the supplementary information:

- Use the [DDD Application Google Form \(DDD Application GF\)](#) or the SC Prefilled link.
- Select the type of DDD eligibility application as “Supplemental Information.”
- Complete all sections of the DDD Application GF with complete and accurate information.
- If a previous application was submitted via encrypted email and is still open, the SC must include the date, time, and subject line from the initial email, and upload all documentation in the “Provide Additional Information” section.

Notification to Close DDD Referral

After a “Push to Focus” has occurred, the SC is responsible for notifying the DDD Eligibility team as soon as possible when:

- The family declined to sign the DDD eligibility application.
- The family subsequently revokes their consent for a DDD referral.
- The child’s record has been closed or exited in I-TEAMS.
- The child has moved to a new residence or placement.

Notify the DDD eligibility team to close an open DDD Referral:

- Use the [DDD Application Google Form \(DDD Application GF\)](#) or the SC Prefilled link.
- Select the type of DDD eligibility application as “CLOSURE Family declined to sign the DDD Eligibility Application” or “CLOSURE Other Reason to Close DDD Application”.
- Complete all sections of the DDD Application GF with complete and accurate information.

Post Submission

- DDD has access to the documents submitted from the form through a DES Google Drive.
- Within the DES Google Drive, documents are regularly renamed using the submitted information to make them easy for DDD Eligibility Staff. This also supports future integrations with OnBase.
- The DDD eligibility team will email the SC, cc-ing the supervisor, when:
 - A DDD eligibility specialist has been assigned.
 - An eligibility determination has been made.
 - Additional documentation is needed.

Reminders

- Some questions allow uploading one (1) document, and others have a five (5) file limit.
- Each file can be up to 100MB, with a total of 100GB across all submitted documents.
- If there are more than five (5) documents for a particular document type, the additional documents are submitted in Section Nine (9).
- Document types accepted are Word Docs (.doc, .docx), PDF (.pdf), or Image files (.jpg, .png).
 - PDF documents are the preferred format.
- Ensure documents match the child you are submitting.
 - For example, if you entered Johnny Smith’s name, make sure the documents are for Johnny Smith and not Susie Johnson.
- Before uploading a file, confirm that the correct document is selected.
- Miscellaneous documentation that doesn’t fit elsewhere can be submitted in other documentation in Section Nine (9).
- When submitting an entry to the DDD Application GF, provide as much information as you can. Clearly spelling out information or providing a quick summary can help the DDD Eligibility team make decisions quickly and accurately, so the family receives a timely, accurate decision.
- Each browser type has its own settings and applications. Sometimes, web browsers are set to retain information for a limited time and may prepopulate data that is not accurate for the current application. It may be helpful to occasionally delete cookies if you experience problems.