



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Division of Developmental Disabilities

April 2009

e – Therapist Bulletin

As you know Arizona is addressing a major shortfall in revenue for the State Fiscal Year 2009 and 2010. The Department's budget was reduced dramatically which will have an impact on everything that we do on a daily basis. As time goes on we will update you on the latest in the budget situation that might impact the services you deliver. At this time we ask that you stay focused on the work at hand and know that the Division appreciates and supports your work with individuals with developmental disabilities.

Spring cleaning

All Therapy providers, both individual and agency, should review the requirements for their Qualified Vendor Agreement with the Division of Developmental Disabilities to ensure compliance and to prevent payment problems down the road. Please make sure that you have:

- ♦ Obtained a National Provider Identifier (NPI) –Instructions for obtaining these are on the Division's website. **Additionally, once you have obtained this number you MUST report it to AHCCCS to keep your provider registration file up to date.**
- If you bill for other therapy service providers, or if someone else bills for you, there must be a completed Provider Participation agreement for each instance. For example, if three different companies bill for your service, then you must have an agreement covering each of those three relationships.
- You must obtain the required insurance coverage prior to initiating service delivery. If you are unclear about insurance please contact the Division's contracting unit or a Division contract specialist.

You must be certified by the Office of Licensing, Certification and Regulation (OLCR). By completing the certification process, you will automatically become AHCCCS registered to provide service to the consumers served by the Division. If you already are AHCCCS registered you still need to contact OLCR to become certified to provide services to the individuals we serve.

If you are unclear about these requirements please contact the Division's contracting unit or a Division contract specialist. GMcCurley@azdes.gov

Miriam's comments.....

Quarterly Progress Reports

Providers are required to submit a quarterly progress report 15 days after each three month period following initiation of therapy. The Division is working on standardizing the quarterly progress form for all providers to submit by July 1, 2009.

Also, I welcome any input you have—in future e-Therapist Bulletins, we'll have a page for tips you'd like to pass on to the rest of the therapy community. Please feel free to email me at MPodrazik@azdes.gov



Updating Contact Information in QVADS.....

A few providers have felt they're not getting information from the Division. In order to ensure that you continue to receive critical information and updates from the Division, please remember to keep your contact information up to date in the Division's Qualified Vendor Application Directory System (QVADS). If you have a change of address, email, or telephone number, you **must** update your contact information in QVADS. Remember that your original password does not change; it is permanent. If you have forgotten your original password, please contact the Division at dddprodsupport@azdes.gov for assistance. You will need to include your tax identification number in the email for them to respond to you with your original password.

From the Business Office.....

We are now offering FREE SFTP electronic claim submittal to all providers!

Providers that are currently submitting paper claims will need to request the ability to submit electronic claim files and complete a successful file test prior to requesting the SFTP access to transmit electronic claims.

Providers that are already submitting electronic claims on disk or CD are eligible now. Please follow the instructions below to set up a system login that will allow the electronic transmittal of monthly claim files.

Each provider request for SFTP access will have to be individually configured so be sure to allow time for department processing when requesting a login to DDD's system. Once the login has been configured you will receive an email notification with login instructions. Requests will be handled on a first come, first serviced basis.

To request setup for SFTP electronic claim submittal, please draft an email to DDDSecurity@azdes.gov with the subject line **Request for SFTP Login**.

In the body of the email, copy the items below and provide the information for each line item.

Organization\Company Name
Organization\Company address
Four digit Provider Code
Contact Name
Contact Telephone number
Email address

Enhancements on the Authorization link:

- ◆ You'll be able to search by Support Coordinator
- ◆ Paid units and remaining units will be displayed on the final auth screen
- ◆ ASSISTS ID search will now be functioning properly
- ◆ The Support Coordinator's email address will be added to final auth screen
- ◆ Type field on final auth screen will default to All
- ◆ Add consumer's date of birth to final auth screen





New Information Available

Every first Friday of the month you will be receiving an electronic list of ALTCS eligible individuals who are in need of therapy services. Individuals will be identified by age, district, and zip codes. The intent of sharing this information is to help both you and the Division coordinate the provision of therapy services. Please contact the District Coordinators if you are able to serve any of these individuals.

Your contact person for each district is listed below.

District I: Kathy Hornburg
Phone: **602-246-0546**
Fax: 602-246-0880
KHornburg@azdes.gov

District II: Altagracia Gasque
Phone: **520-519-1711 x 1133**
Fax: 520-748-8765
AGasque@azdes.gov

District III: Tobie Trejo
Phone: **(H) 928-526-0334**
Fax: 928-773-8496
TTrejo@azdes.gov

District IV: Michell Wiley (south)
Phone: **928-210-8816**
Fax: 928-343-0232
KWiley@azdes.gov

District IV: Tamara McIntosh-Gall (north)
Phone: **928-453-7171**
928-753-4868 (cell)
Fax: 928-718-1834
TMcIntosh@azdes.gov

District V: Peggy K. Lopez
Phone: **520-858-8836**
Fax 520-723-7618
PeggyLopez@azdes.gov

District VI: Linda Southwell
Phone: **928-428-0474 x 1140**
520-860-0044 (cell)
Fax 928-348-7725
LSouthwell@azdes.gov



FYI

Stephen's Law, A.R.S. 20-826.04 goes into effect July 1, 2009, making it mandatory that insurance companies pay for therapies related to Autism.

§20-826.04. Subscription contracts; autism spectrum disorder; coverage; exceptions; definitions

A. A hospital service corporation or medical service corporation shall not:

1. Exclude or deny coverage for a treatment or impose dollar limits, deductibles and coinsurance provisions based solely on the diagnosis of autism spectrum disorder. For the purposes of this paragraph, "treatment" includes diagnosis, assessment and services.
2. Exclude or deny coverage for medically necessary behavioral therapy services. To be eligible for coverage, behavioral therapy services shall be provided or supervised by a licensed or certified provider.

B. This section does not:

1. Apply to a subscription contract that is issued to an individual or a small employer.
2. Apply to limited benefit coverage as defined in section 20-1137.
3. Require coverage for services provided outside of this state.

C. The coverage required by this section is subject to all the terms and conditions of the subscription contract. Nothing in this section prevents a corporation from imposing deductibles, coinsurance or other cost sharing in relation to the coverage required by this section.

D. Coverage for behavioral therapy is subject to:

1. A fifty thousand dollar maximum benefit per year for an eligible person up to the age of nine.
2. A twenty-five thousand dollar maximum benefit per year for an eligible person who is between the ages of nine and sixteen.

E. For the purposes of this section:

1. "Autism spectrum disorder" means one of the three following disorders as defined in the most recent edition of the diagnostic and statistical manual of mental disorders of the American psychiatric association:

- (a) Autistic disorder.
- (b) Asperger's syndrome.
- (c) Pervasive developmental disorder - not otherwise specified.

2. "Behavioral therapy" means interactive therapies derived from evidence based research, including applied behavior analysis, which includes discrete trial training, pivotal response training, intensive intervention programs and early intensive behavioral intervention.

3. "Small employer" has the same meaning prescribed in section 20-2301.

