

## DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

### **POLICY UPDATE - JANUARY 8, 2025**

Target Audience - Qualified Vendors and Providers

Transmittal Date - 01/09/2025

The DDD Policy Unit published revised policies on Wednesday, January 8, 2025. The policies are available on the Division's [Policy webpage](#).

#### **REVISED POLICIES**

##### [AdSS Operations Policy 101 Marketing](#)

This policy was revised to better align with current AHCCCS guidelines, as well as to improve readability.

Revisions include:

- Updated definitions.
- Updated approved marketing activities.
- Updated language regarding submission requirements.

##### [AdSS Operations Policy 317 Change in Organizational Structure](#)

This policy was revised to include the following:

- Updated the Definitions section.
- Updated the requirements for submitting organizational structure changes.
- Updated the AdSS's role in monitoring and evaluating changes in organizational structure for Management Services Agreement subcontractors and Administrative Services Subcontractors.
- Formatted to align with current Policy standards.

##### [Division Operations Policy 317 Change in Organizational Structure](#)

This policy was revised to include the following:

- Updated the Definitions section.
- Updated the requirements for submitting organizational structure changes.
- Updated the Division's role in monitoring and evaluating changes in organizational structure for Management Services Agreement subcontractors and Administrative Services Subcontractors.
- Formatted to align with current Policy standards.

##### [AdSS Operations Policy 404 Contractor Website and Member Information](#)

This policy was revised to reflect current guidance. Revisions include:

- Updated the Definitions section.
- Updated requirements related to required content.
- Removed language that surveys are excluded from file and use review.

### [AdSS Operations Policy 406 Member Handbook and Provider Directory](#)

This policy was revised to reflect current guidance. Revisions include:

- Updated the Definitions section.
- Clarified the language related to “Requirements for updating provider directories”.
- Added language noting that the AdSS shall provide the current Member(s) or their Responsible Person(s) with written notification regarding how to receive a copy of the most recent member handbook, at least annually.

### [AdSS Medical Policy 1020 Utilization Management](#)

This policy was revised to align with the current AHCCCS policy. Revisions include:

- Updated the Definitions section.
- Revised the time frame for reviewing continued stays.
- Revised language about prior authorization.
- Revised language in the Retrospective Review section.

### [Division Medical Policy 1020 Utilization Management](#)

This policy was revised to align with the current AHCCCS policy. Revisions include:

- Updated the Definitions section.
- Revised language about prior authorization.
- Revised language in the Retrospective Review section.

### **POLICY PUBLIC COMMENT**

The Division is currently accepting public comments regarding Division policies. The policy revisions can be found on the [Policy page](#) of the Division’s website. This form, <https://forms.gle/4MGCsdyKTRPJna3m9>, can be used to submit public comments.