



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

POLICY UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 02/16/2022

The DDD Policy Unit published new and revised policies on Wednesday, January 26, 2022. The policies are available on the Division's [Policy webpage](#).

RETIRED POLICIES

Division Operations Manual, Policy 6002-L, Mortality Review Audits

This policy is no longer needed and has been retired. All pertinent information is covered in 6002-M.

REVISED POLICIES

[Division Medical Manual, Policy 1620-D, Placement and Service Planning for ALTCS Eligible Members](#)

This policy outlines the requirements for member placement and service planning for members who are eligible for the Arizona Long Term Care System (ALTCS).

Revisions:

- Policy title updated.
- Identifies the Support Coordinator's responsibility in assisting ALTCS eligible members with locating a primary care physician (PCP) if needed.
- An Electronic Member Change Request (eMCR) is not needed when reporting a change in the PCP
- Information regarding the Contingency/Back-up Plan has been added.

[Division Operations Manual, Policy 110, Mental Health Parity](#)

This policy has been revised to reflect AHCCCS contract compliance including:

- Added additional language detailing the Division's role and responsibilities to monitor and address mental health parity concerns throughout the year.
- Added additional language detailing the Division's role in monitoring and oversight of its subcontracted health plans.
- Removed sections not applicable to the DDD membership.

[AdSS Operations Manual, Policy 110, Mental Health Parity](#)

This policy has been revised to align with compliance requirements including:

- Added additional language detailing the Division's role in monitoring and oversight of its subcontracted health plans regarding mental health parity.
- Removed sections not applicable to the DDD membership.

Division Operations Manual, Policy 438, Administrative Services Subcontracts Evaluation

This policy establishes guidelines and requirements for Administrative Services Subcontracts (AdSS), monitoring subcontractor performance, reporting performance review results, and notifying AHCCCS of subcontractor non-compliance and corrective action plans (CAP).

Revisions:

- Clarified purpose statement.
- Updated the definitions of “Administrative Services Subcontracts” and “Provider”.
- Removed the definitions of “Change in Organizational Structure” and “Management Service Agreement”.
- Updated “Approval of Subcontracts” section.
- Incorporated “Telephone Performance Standards” section into “Telephone Performance Measure Reports” section and streamlined the language.
- Modified language throughout the policy for clarity.
- Updated formatting to conform with Policy Unit standards.