



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 - 03/13/2024

The DDD Policy Unit published new and revised policies on Wednesday, March 13, 2024. The policies are available on the Division's [Policy webpage](#).

NEW POLICIES

[Division Operations Policy Manual 7008 Notice of Privacy Practices for Protected Health Information](#)

This policy has been developed to outline the requirements for the Notice of Privacy Practices (the Notice) of Protected Health Information as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

REVISED POLICIES

[Division Operations Policy Manual 101 Marketing](#)

This policy was expanded to more thoroughly outline the Division's guidance for the development and use of Marketing Materials, as well as participation in Giveaways, Events, Sponsorships, press releases, and use of the Division's name and logo.

[AdSS Operations Policy Manual 101 Marketing](#)

This policy was updated to align with current AHCCCS guidance. Revisions include:

- Definitions added to include "Dual Eligible Special Needs Plan", "Geographic Service Area", and "Rural County."
- Examples and tables were removed to allow for clarified policy language.
- Responsibilities of the AdSS for participating as a financial sponsor of health-related marketing events, and submission of requests for approval for marketing materials were updated to direct the AdSS to include the date the material was previously approved, the reason for the update, and clearly identify all content revisions.
- Formatted to align with current Policy standards.

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.