



## 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 - 04/12/2024

The DDD Policy Unit published new and revised policies on Wednesday, April 10, 2024. The policies are available on the Division's [Policy webpage](#).

### NEW POLICIES

#### [Division Medical Policy Manual 1022 Justice Reach-In](#)

The information in this policy was previously part of a larger policy and has been broken out as a “stand-alone” policy. This policy describes the Division’s Justice Reach-In program and the role of the Justice System Liaisons who support Division Members who are involved in the Justice System by:

- Emphasizing the importance of the Division’s Justice System Liaison serving as the single point of contact when collaborating with justice system partners to identify, plan, and implement care coordination efforts for Members.
- Describing the Support Coordinator role from the point when they become aware of a Member on their caseload having Justice System involvement.
- Emphasizing that Division staff shall not appear on the Member’s behalf, in the capacity of Division staff, in any court, unless a subpoena has been submitted through the Office of the Attorney General.
- Describing outreach to community partners, including provision of specialized education to local law enforcement and other community partners to facilitate understanding of developmental disabilities in the populations served by the Division.
- Describing interaction between the Division and Member health plans in the event of a Member’s incarceration.

### REVISED POLICIES

#### [AdSS Medical Policy Manual 963 Peer and Recovery Support Service Provision Requirements](#)

AdSS Medical 963 has been revised to align with AHCCCS updates. Revisions include:

- Removal of language that provided specific examples for underserved and underrepresented communities; and
- Expanded Psychiatric Rehabilitation Skills and Service Delivery information to include:
  - Addition of “Building Resilience;” and
  - Replaced “Non-violent communication, conflict resolution skills, and de-escalation methods to prevent harm, and the ability to apply these techniques in various levels of crisis” with

“Motivational interviewing, communication skills and active listening.”

#### [Division Medical Policy Manual 1610 Guiding Principles and Components of Support Coordination](#)

This is a revised policy that establishes an overview of the guiding principles and components of Support Coordination.

- Updated the “Definitions” section to reflect current definitions.
- Added a “Supplemental Information” section that includes a reference for where information regarding the Arizona Early Intervention Program (AzEIP) can be found.
- Formatted to align with current Policy standards.

#### [AdSS Operations Policy Manual 103 Fraud, Waste, and Abuse](#)

This policy has been revised to outline the corporate compliance requirements including the reporting responsibilities for alleged Fraud, Waste, or Abuse, involving services funded by the Division.

- Updated references.
- Moved the “Deliverables” and “Authority” sections to “Supplemental Information.”
- Refined the Purpose statement.
- Added new and updated existing definitions.
- Updated AdSS Responsibilities, Reporting Responsibilities, and the AdSS Corporate Compliance Responsibilities Related To Fraud, Waste, And Abuse sections.
- Formatted to align with current Policy standards.

#### [Division Operations Policy Manual 103 Fraud, Waste, and Abuse](#)

This policy has been revised to outline the corporate compliance requirements including the reporting responsibilities for alleged Fraud, Waste, or Abuse involving Division program funds regardless of the source.

- Updated references.
- Refined the Purpose statement.
- Added new and updated existing definitions.
- Moved the “Authority” section to “Supplemental Information.”
- Updated Division Responsibilities, Reporting Responsibilities, and the Division’s Responsibilities Related To Fraud, Waste, and Abuse sections.
- Formatted to align with current Policy standards.

#### [Division Provider Policy Manual Chapter 1 Introduction to the Division of Developmental Disabilities](#)

This policy has been updated to include the following:

- Created new and revised existing definitions.
- Updated Program Descriptions to reflect changes that have been made to qualifying diagnoses.
- Updated language throughout to improve readability.

#### **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.