



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 - 04/17/2024

The DDD Policy Unit published new and revised policies on Wednesday, April 17, 2024. The policies are available on the Division's [Policy webpage](#).

NEW POLICIES

[AdSS Medical Policy Manual 530 Member Transfers Between Facilities](#)

This policy was developed to establish the requirements for the Administrative Services Subcontractors (AdSS) regarding Division of Developmental Disabilities (Division) member transfers between facilities to include:

- Created guidelines for the coordination of activities and data sharing when a member transitions between facilities.
- Established the criteria requirements when a member transfers between inpatient hospital facilities following emergency hospitalization
- Established the criteria requirements when a member transfers to a lower level of care facility.
- Established the criteria requirements when a member transfers to a higher level of care facility.

REVISED POLICIES

[Division Medical Policy Manual 510 Primary Care Providers](#)

This policy has been revised to align with AMPM 510. Revisions include:

- Updated definitions.
- Added a statement for monitoring and adjusting behavioral health medication as specified in AMPM 310-V for prior authorizations for the antipsychotic class of medications.
- Added a statement for the Division to require coordination and collaboration with behavioral health providers.
- Updated the requirement for PCPs in their care coordination role to serve as a referral agent for specialty and referral treatment, and services for physical or behavioral health services as needed for members
- Added additional services PCPs are required to coordinate following medical care.
- Removed the section for Maintenance of the Member medical records.
- Formatted to align with current Policy standards.

[AdSS Medial Policy Manual 510 Primary Care Providers](#)

This policy has been revised to align with AMPM 510. Revisions include:

- Updated definitions.
- Added a statement for monitoring and adjusting behavioral health medication as specified in AMPM 310-V for prior authorizations for the antipsychotic class of medications.
- Added a statement for the AdSS to coordinate and collaborate with behavioral health providers
- Added additional services PCPs are required to coordinate following medical care.
- Removed the section for Maintenance of the Member medical records.
- Added a statement for the AdSS maintaining a current file of Member PCP assignments and accurate tracking of PCP assignments to facilitate continuity of care, control utilization, and obtain encounter data.
- Formatted to align with current Policy standards.

[Division Medical Policy Manual 530 Member Transfers Between Facilities](#)

This policy has been revised to align with AMPM 530. Revisions include:

- Added Level of life support for transportation orders between inpatient hospital facilities following emergency hospitalization.
- Added criteria when a member transfers to a higher level of care facility
- Added a section for AdSS oversight and monitoring.
- 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.