



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 - 04/21/2023

The DDD Policy Unit published new and revised policies on Friday, April 21, 2023. The policy is available on the Division's [Policy web page](#).

NEW POLICY

[Division Medical Policy Manual 1240-J Employment Services](#)

This policy establishes the requirements regarding the provision of employment services for individuals supported by the Division who are enrolled in the Arizona Long Term Care System (ALTCS). Key components of this policy include:

- The Division shall participate in the Employment First Initiative and provide employment services and supports while applying this philosophy.
- The Division shall assess and authorize Pre-Employment services when members need these services.
- The Division shall assess and authorize Post-Employment services when members need these services.

REVISED POLICIES

[Division Operations Policy Manual 1001-A Basic Human and Disability-Related Rights](#)

This policy has been revised to include additional language that improves the clarity of member rights. Additionally, a new section specific to residential settings has been added to provide additional rights for individuals living in community residential settings. Division Operations Policy Manual 1001-C is being retired as a result of these revisions.

[Division Medical Policy Manual 1230-C Community Residential Settings and Room and Board](#)

This policy has been revised and updated to cover residential settings and room and board. The title of the policy has been changed from "Room and Board" to "Community Residential Settings and Room and Board." The revision includes the addition of a Purpose statement, a Definition section, and policy sections regarding Community Residential Settings; Adult and Child Developmental Homes and Child Developmental Certified Homes; Group Homes, Nursing Supported Group Homes, and Enhanced Behavioral Group Homes. The revision of the Room and Board section includes the provision that providers shall comply with HCBS settings rule requirements outlined in Provider Policy Manual Chapter 2.

[Provider Policy Manual Chapter 2 Provider Responsibilities and Expectations](#)

This policy has been revised to include the following:

- Alignment with the CMS HCBS final rule.

- A purpose statement was added for clarity.
- Relevant definitions were added to the policy.
- Document updates to align with DDD's current policy formatting standards.

[Provider Policy Manual Chapter 12 Billing and Claim Submission](#)

This policy has been revised to include the following:

- Additional definitions were added.
- References to the WellSky claims system for claim submissions requirements were added.
- Clarifies requirements for reimbursement of covered services provided to AHCCCS members.
- Clarifies requirements for overpayments and claims adjustments.
- Document updates to align with DDD's current policy formatting standards.
- Removes informational statements for clarity and conciseness.

RETIRED POLICY

Division Operations Policy Manual 1001-C Rights of Persons with Developmental Disabilities Living in Residential Settings has been retired because the information related to residential settings has been added as a new section to Division Operations Policy Manual 1001-A.

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.