



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 - 05/01/2024

The DDD Policy Unit published new and revised policies on Wednesday, May 1, 2024. The policies are available on the Division's [Policy webpage](#).

NEW POLICIES

[AdSS Medical Policy Manual 610 AHCCCS Provider Qualifications](#)

This new policy is developed to specify the Arizona Health Care Cost Containment System (AHCCCS) provider enrollment, revalidation, and re-enrollment requirements.

- Specifies that all Administrative Services Subcontractors (AdSS) Providers register with AHCCCS for consideration of payment by the AdSS for services rendered.
- Outlines the requirements for AdSS Providers of covered services.

REVISED POLICIES

[Division Medical Policy Manual 430 Early Periodic Screening, Diagnostic and Treatment \(EPSDT\) Services](#)

This policy has been revised to establish the requirements for and describes covered Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) services for the Division of Developmental Disabilities to include:

- Added definitions for Care Management, Periodicity Schedule, Provider, Responsible Person, Sick Visit, Third Party, Well Child Visit and Work Plan
- Added a section for General Requirements
- Deleted the section for EPSDT Services
- Added a section for Covered Services During an EPSDT Visit
- Added a statement about criteria of when a sick visit can be performed at the same time as an EPSDT visit
- Added a section for the Requirements for the ESPDT Program Plan and Checklist
- Added a statement about the AdSS providing awareness of all EPSDT requirements through annual provider newsletters and provider manual
- Added a list of covered services that providers shall adhere to
- Added additional pertinent information for Nutritional Therapy
- Added information about Cochlear and Osseointegrated Implantation services
- Added further information about the provision of Incontinence Briefs including pull ups and incontinence pads

[AdSS Medical Policy Manual 430 Early Periodic Screening, Diagnostic and Treatment \(EPSDT\) Services](#)

This policy has been revised to establish the requirements for and describes covered Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) services for the Administrative Services Subcontractors (AdSS) to include:

- Added definitions for Care Management, EPSDT Visit, Evaluation and Management, Member, Periodicity Schedule, Provider, Responsible Person, Sick Visit, Third Party, Well Child Visit and Work Plan
- Added a section for General Requirements
- Deleted the section for EPSDT Services
- Added a section for Covered Services During an EPSDT Visit
- Added a statement about the AdSS requiring PCPs to utilize validated screening tools for all children to assess for behavioral health needs, Social Determinants of Health (SDOH), and trauma.
- Added Congenital heart defect for screenings conducted during initial and secondary screenings
- Added a statement that the AdSS require case management aligns with CDC's recommendations for actions based on blood lead level and ADHS recommendations
- Added a statement that the AdSS shall include a documented process for ensuring all applicable staff are appropriately trained and kept up to date with the EPSDT program, and AHCCCS policies relevant to EPSDT Members
- Added AzeIP, CRS, Early Head Start, and VCF under written educational outreach topics that the AdSS provides
- Added a statement for targeted outreach to those Members who did not show for appointments
- Added a statement about EPSDT information being in a culturally competent manner, in accordance with the requirements in ACOM Policy 405 and include Oral Health Member outreach as specified in AMPM Exhibit 400-3 and AMPM Policy 431
- Changed the timeframe from 6 months to 60 days for the initiation of treatment being initiated
- Changed the timeframe from 24 months to 30 months of age and younger for providers scheduling EPSDT screenings for children
- Added a statement of the AdSS submitting information on how providers are educated about AzeIP in EPSDT service annual plans, provider manuals, and provider newsletters
- Added statement about the AdSS requiring a transition plan be addressed prior to the Member's 21st birthday to include housing, health insurance, and support services.

[Division Medical Policy Manual 610 AHCCCS Provider Qualifications](#)

This policy has been revised to specify the Arizona Health Care Cost Containment System (AHCCCS) provider enrollment, revalidation, and re-enrollment requirements.

- Updated references.
- Added Purpose statement.
- Added new definitions.
- Updated provider's responsibilities, AHCCCS Provider Registration Materials section, and AHCCCS Provider Types section; and added Conflict of Interest section.
- Added Supplemental Information.
- Updated language, formatting, and style throughout the policy to align with the Division's Policy Format Manual.

[Division Medical Policy Manual 1620-B Needs Assessment/Care Planning Standard](#)

This is a revised policy that establishes requirements regarding needs assessment and care planning.

Description of changes:

- This policy has been revised to meet current Division formatting standards.
- The definition section has been updated to reflect current definitions.
- Statements regarding the need to utilize the Respite Assessment Tool (Form DDD-2042A) and the Member Level of Care Tool (MLOC) (Form DDD-2096A) have been added.

[Division Operations Policy Manual 6003-R Compliance and Reporting Requirements](#)

This policy has been revised to ensure the Division's responsibility in preventing, identifying, and reporting any suspicion of Fraud, Waste, and Abuse of the Division's programs and compliance concerns.

- Updated Purpose statement.
- Added new definitions.
- Updated provisions and language throughout the policy to ensure the Division's responsibility in preventing, identifying, and reporting any suspicion of Fraud, Waste, and Abuse of the Division's programs and compliance concerns.
- Updated formatting, and style throughout the policy to align with the Division's Policy Format Manual.

[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.

[Division Provider Policy Manual Preface Intended Users of the Provider Policy Manual](#)

The preface has been updated to include the revised name of Chapter 41. Termination of the Qualified Vendor Agreement Upon Request of the Qualified Vendor, previously Termination of a Qualified Vendor Agreement Upon Request of the Qualified Vendor.

[Division Provider Policy Manual Chapter 4 Covered and Non-Covered Services](#)

Provider Manual Chapter 4 was updated to provide supplemental information on covered and non-covered services located in the AHCCCS AMPM. Some definitions were removed, as well as information that can be found in other policies. Information was added for Providers to refer to the AHCCCS website for the DDD THP Fee for Service Plan as well.

[Division Provider Policy Manual Chapter 5 Emergency Room Utilization](#)

Provider Manual Chapter 5 updated to provide supplemental information on emergency services, encourage providers to educate Members on appropriate utilization of emergency rooms and urgent care centers, and provide examples of minor problems that do not require an emergency room visit.

[Division Provider Policy Manual Chapter 13 Utilization Management](#)

Provider Manual Chapter 13 was updated to provide supplemental information on the utilization of services throughout the Division. Information was removed and is now located in other policies. Formatting was updated to improve readability.

[Division Provider Policy Manual Chapter 19 Concurrent Review](#)

Provider Manual Chapter 19 was updated to provide supplemental information on the Concurrent Review process. Updates include:

- Definitions were added to the policy

- Information about concurrent reviews and frequency for conducting concurrent reviews was added.
- Information was removed that is found in other policies.
- Supplemental information was updated to provide additional information on concurrent reviews, payments the Division prohibits, and when AdSS will report to AHCCCS and conduct a quality of care investigation.

[Division Provider Policy Manual Chapter 23 Appointment Standards](#)

This policy has been revised as a Supplemental Information to outline the Appointment accessibility and availability standards and the Division's oversight and monitoring of the Administrative Services Subcontractors (AdSS) to ensure compliance with the Division's network sufficiency requirements. This document outlines the process for the Division to report Service Provider Appointment accessibility and availability to the Arizona Health Care Cost Containment System (AHCCCS) and the Division's Administrative Services Subcontractors (AdSS).

[Division Provider Policy Manual Chapter 41 Termination of the Qualified Vendor Agreement Upon Request of the Qualified Vendor](#)

Provider Manual Chapter 41, Termination of the Qualified Vendor Agreement Upon Request of the Qualified Vendor was revised with the following changes:

- Adds a purpose statement to the policy.
- Adds definitions to the policy.
- Clarifies and updates the requirements Qualified Vendors must meet when requesting termination of the Qualified Vendor Agreement.

[Division Provider Policy Manual Chapter 52 Habilitation Staffing Schedule Requirements and Annual Review](#)

Provider Manual Chapter 52, Habilitation Staffing Schedule Requirements and Annual Review, was revised with the following changes:

- Updates the purpose statement to apply to Group Homes and Supported Living.
- Adds definitions to the policy.
- Clarifies and updates the requirements Qualified Vendors must meet for developing and maintaining habilitation staffing schedules.

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.