



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 - 05/04/2023

The DDD Policy Unit published a new policy on Wednesday, May 3, 2023. The policy is available on the Division's [Policy webpage](#).

NEW POLICY

[AdSS Medical Policy Manual 1001 Second Level Review](#)

This policy outlines the requirements for the Second Level Review process related to individuals eligible for the Arizona Long Term Care System (ALTCS) to include:

- Written policies and procedures for processing requests for initial and continuing authorization of services.
- Decisions to deny a service authorization request or approve a service amount shall be made by a Health Care Professional who has appropriate clinical expertise in treating the individual's condition or disease.
- The requirement for the AdSS to submit requests for Second Level Review prior to issuing a decision.
- The requirement for the AdSS to submit a Second Level Review to the Division for any transplant services and transplant immunosuppressant-related medications prior to denying services.
- Authorization with clinical documentation that supports medical necessity for required services.
- The requirement for the AdSS to request a peer-to-peer review with the Division's Medical Director if there is a disagreement regarding a service authorization.

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.