



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 - 05/10/2023

The DDD Policy Unit published new and revised policies on Wednesday, May 10, 2023. The policy is available on the Division's [Policy webpage](#).

NEW POLICY

[Provider Policy Manual Chapter 70 Qualified Vendor Incident Reporting](#)

This is a new provider policy regarding incident reporting and includes the incorporation of recommendations received during the recent public comment process.

REVISED POLICIES

[Provider Policy Manual Chapter 46 Agency With Choice](#)

This policy has been revised to include the following:

- The addition of definitions relevant to the policy.
- Clarifies Qualified Vendor requirements for opting in as an Agency With Choice Vendor.
- Updates the document to align with DDD's policy formatting standards.

[Provider Policy Manual Chapter 50 Vendor Call Requirements for Qualified Vendors](#)

This policy has been revised to include the following:

- The addition of definitions relevant to the policy.
- Clarifies requirements for emergency vendor calls.
- Updates vendor selection requirements.
- Updates the document to align with DDD's policy formatting standards

[Division Operations Policy Manual 4002 Client Billing](#)

This policy has been revised to include the following:

- The addition of a purpose statement to the policy.
- The addition of definitions relevant to the policy.
- Updates and clarifies requirements for billing ALTCS and non-ALTCS members for services.
- References the HHS website for Federal Poverty Guidelines.
- Updates the document to align with DDD's policy formatting standards.

[Division Medical Policy Manual 310-M Immunizations](#)

A new paragraph was added to advise immunizations will be covered for adults age 19 and older to align with the same update to AMPM 310-M. The update was made because the Vaccines for Children program continues to provide immunizations to eligible members through 18 years of age.

[AdSS Medical Policy Manual 310-M Immunizations](#)

A new paragraph was added to advise immunizations will be covered for adults age 19 and older to align with the same update to AMPM 310-M. The update was made because the Vaccines for Children program continues to provide immunizations to eligible members through 18 years of age.

[AdSS Medical Policy Manual 520 Member Transitions](#)

This policy has been revised to establish the requirements for Division of Developmental Disabilities (Division) member transitions between the Administrative Services Subcontractors (AdSS), fee-for-service programs, and other AHCCCS contractors to include:

- Updating definitions for Enrollment Transition Information, Member, Member Transition, Medical Equipment and Appliances, and Special Health Care Needs.
- Deleted specific examples within policy statements.
- Updates and clarifies requirements for billing ALTCS and non-ALTCS members for services.
- Updates the document to align with DDD's policy formatting standards.

[AdSS Operations 433 Member Identification Cards](#)

This policy has been revised to establish that requirements regarding the development, approval and distribution of Member Identification Cards (ID Cards) and replacement ID Cards to include:

- Updates definitions included in the policy.
- Updates the document to align with DDD's policy formatting 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.