



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 - 05/18/2022

The DDD Policy Unit published new and revised policies on Wednesday, May 18, 2022. The policies are available on the Division's [Policy webpage](#).

NEW POLICIES

[Division Medical 940 Medical Records and Communication of Clinical Information](#)

This policy has been developed to align with the requirements in AMPM 940:

- Describes the content requirements for medical records maintained by providers.
- Explains the contents of a designated record set (which is HIPAA term) and the legal requirements for record keeping.
- Explains the Division's oversight of the AdSS responsibilities to audit provider records in order to ensure provider compliance with record keeping requirements.
- Describes how the Division looks for opportunities to make improvements to the quality and content of medical records based on the AdSS audits.

[Provider Manual 67 General and Informed Consent](#)

This policy has been developed to meet an AHCCCS requirement and includes:

- Describes the purpose of the policy.
- Defines "General Consent" and "Informed Consent."
- Sets forth the Division's policy regarding member rights, general consent, and informed consent for members receiving physical and/or behavioral health services, as well as consent for any behavioral health survey or evaluation in connection with an AHCCCS school-based prevention program.

REVISED POLICIES

[Division Medical 310-DD Covered Transplants and Related Immunosuppressant Medications](#)

This policy has been revised to reflect recent updates as follows:

- Multiple changes were made to align the policy with the current AHCCCS process for transplants
- Updated list of covered transplants
- Updated covered transplant services
- Included coordination with United Network for Organ Sharing (UNOS) and the Organ Procurement and Transplant Network (OPTN).

Division Medical 950 Credentialing and Recredentialing Processes

This policy has been revised to reflect recent updates as follows:

- Makes conforming changes to AMPM
- Adds detail about what constitutes a complete credentialing file
- Removes sections that do not apply to the Division because the Division does not credential these provider types (therapeutic foster care, teaching physicians, teaching dentist).
- Adds language to address the Division's oversight of the AdSS

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.