



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 - 08/10/2023

The DDD Policy Unit published revised policies on Wednesday, August 9, 2023. The policy is available on the Division's [Policy webpage](#).

NEW POLICIES

[Division Medical Policy Manual 1240-F Home Delivered Meals](#)

This policy describes service eligibility, assessment, establishment, and provision of home-delivered meals for Division members who are also eligible for ALTCS.

[Division Medical Policy Manual 1601 Assignment of Support Coordinators](#)

The Division's policy regarding the assignment of Support Coordinators has been moved from the Division's Eligibility Manual (formerly Chapter 500) to this chapter in the Division's Medical Manual. Additional revisions include:

- Clarified the description of Support Coordinator assignment for Members in the care of the Arizona Department of Child Safety, to reflect the assignment occurs in the District where the Member physically resides.
- Added language regarding caseload monitoring.
- Updated formatting to align with Division policy standards.

REVISED POLICIES

[Division Medical Policy Manual 961 Incident, Accident, and Death Reporting](#)

This policy has been revised to align with recent AHCCCS policy updates and requirements. Revisions include:

- Added new and updated or removed existing definitions.
- Changed timeframes from "24 hours" to "one business day," and "48 hours" to "two business days."
- Clarified language regarding the IAD reporting process and responsibilities.
- Removed irrelevant language and information.
- Updated formatting to align with Division policy standards.

[AdSS Medical Policy Manual 961 Incident, Accident, and Death Reporting](#)

This policy has been revised to align with recent Division and AHCCCS policy updates and requirements. Revisions include:

- Added new and updated or removed existing definitions.

- Changed timeframes from “24 hours” to “one business day,” and “48 hours” to “two business days.”
- Clarified language regarding the IAD reporting process and responsibilities.
- Removed irrelevant language and information.
- Updated formatting to align with Division policy standards.

[Division Medical Policy Manual 962 Reporting and Monitoring of Seclusion and Restraint](#)

This policy has been revised to align with recent AHCCCS policy updates and requirements. Revisions include:

- Added new and updated or removed existing definitions.
- Incorporated the QM Medical Director’s responsibilities as applicable to this policy.
- Changed “serious injury” to “injury.”
- Clarified language regarding reporting requirements, timeframes, and submission of Seclusion & Restraint Reports through the AHCCCS QM Portal.
- Removed language regarding AHCCCS and IOC review of Seclusion & Restraint Reports, action they may take, and AHCCCS requirements regarding FFS members and members with an SMI designation and placed it in the Supplemental Information section.
- Updated formatting to align with Division policy standards.

[AdSS Medical Policy Manual 962 Reporting and Monitoring of Seclusion and Restraint](#)

This policy has been revised to align with recent Division and AHCCCS policy updates and requirements.

Revisions include:

- Added new and updated or removed existing definitions.
- Incorporated the QM Medical Director’s responsibilities as applicable to this policy.
- Changed “serious injury” to “injury.”
- Clarified language regarding reporting requirements, timeframes, and submission of Seclusion & Restraint Reports through the AHCCCS QM Portal.
- Removed language regarding AHCCCS and IOC review of Seclusion & Restraint Reports, action they may take, and placed it in the Supplemental Information section.
- Updated formatting to align with Division policy standards.

[Division Medical Policy Manual 1620-D Placement and Service Planning for ALTCS Eligible Members](#)

Revised policy to align with CMS HCBS Final Rule. Revisions include:

- Added new and updated existing definitions.
- Added guidance for members requesting Temporary Out-of-State HCBS.
- Added a new section for AHCCCS reporting requirements.
- Updated formatting to align with Division policy standards.

CORRECTION

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

The Division Provider Manual Chapter 2 listed an inaccurate revision date when it was last published, which has been corrected. The previous revision date of 3/24/22 has been updated to the correct revision date of 6/29/22. There was no revision of Provider Manual Chapter 2 on 3/24/22. The version of the policy that was posted on 10/26/22 also contained the same error.

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.