



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

# DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## Policy Notification - October 2, 2024

Target Audience - Qualified Vendors and Providers

Transmittal Date - 10/2/2024

The Division of Developmental Disabilities Policy Unit has one new policy and one revised policy to report this week. Policies may be viewed by accessing the Policies screen located on the [Division's external website](#).

### NEW POLICIES

#### [Division Operations Policy 6007 Records Management](#)

Division Operations 6007 Records Management policy was developed to outline the Division's requirements for the production, use, maintenance, retention, preservation, and disposal of medical records and non-medical records.

### REVISED POLICIES

#### [Division Medical Policy 1302 Independent Provider Program](#)

- This policy was revised to update the number of hours an Independent Provider can provide services from 40 hours per week to not more than 16 hours in a 24-hour period.
- Minor revisions were done to update the language and formatting to align with current Policy Unit standards.
- Definitions for "Member" and "Responsible Person" were added.
- The Reference section was updated.
- Headers were added for "Program Requirements", "Member/Responsible Person Responsibilities" and "Fiscal Intermediary Responsibilities."