



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

# DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## POLICY MANUAL

Target Audience - Qualified Vendors and Providers

Transmittal Date - 10/31/2022

The DDD Policy Unit published revised policies on Wednesday, October 27, 2022. The policies are available on the Division's [Policy webpage](#).

### NEW POLICIES

#### [Division Medical Policy Manual 310-C Breast Reconstruction After Mastectomy](#)

This policy has been developed to align with the AMPM 310-C. This new policy describes covered breast reconstruction surgery services following a mastectomy for DDD members who are eligible for ALTCS.

#### [AdSS Medical Policy Manual 310-C Breast Reconstruction After Mastectomy](#)

This policy has been developed to align with the AMPM 310-C. This is a new policy that describes covered breast reconstruction surgery services following a mastectomy for ALTCS members. This policy applies to DDD's Administrative Services Subcontractors (AdSS).

#### [Eligibility Policy Manual 201 Applicants with Down Syndrome](#)

Division Eligibility Manual Policy 201, Applicants With Down Syndrome has been developed pursuant to HB2113. This policy does the following:

- Expands eligibility for Division services to include Down Syndrome as the Division's fifth qualifying diagnosis.
- Facilitates the addition of Down Syndrome to all current Division Eligibility policies regarding diagnoses.
- Describes diagnostic information needed to determine eligibility for Division services.

### REVISED POLICIES

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

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

- The COVID 2019 vaccine was added to align with the AMPM 310-M.
- Formatting was updated to reflect current Policy Unit standards.
- The Purpose statement was updated.
- The definition of "Adult" was updated from 19 years of age and older to 18 years of age or older.
- Language was updated throughout the policy for clarity.
- Details were added for clarity that prior authorization is not required for medically necessary immunizations.

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

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

- The COVID 2019 vaccine was added to align with AMPM 310-M.
- Formatting was updated to reflect current Policy Unit standards.
- The Purpose statement was updated.
- The definition of “Adult” was updated from 19 years of age and older to 18 years of age or older.
- Language was updated throughout the policy for clarity.
- Details were added for clarity that prior authorization is not required for medically necessary immunizations.

#### [Division Medical Policy Manual 1240-D Emergency Alert System](#)

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

- Clarifies the criteria that must be met for Members to receive and use Emergency Alert System (EAS) equipment.
- Specifies the Administrative Services Subcontractor’s (AdSS) responsibility to provide EAS for Members enrolled in DDD Health Plans.
- Specifies AHCCCS’ responsibility to provide EAS for Members enrolled in the Tribal Health Program.
- Adds the Support Coordinator’s role in coordinating EAS for Members.
- Updates the document to align with the DDD’s policy formatting standards.

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

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

- The phrase “continuous care more than 16 hour per day” was replaced with “care for more than 16 hours in a 24-hour period.”
- Links to websites were removed.

#### [Division Operations Policy Manual 404 Contractor Website and Member Information](#)

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

- Updates were made to reflect AHCCCS updates to ACOM 404 regarding font size, including removal of references to 18 point font size for readability.
- Formatting changes were made to reflect current standards.
- Updates made to reflect current AHCCCS requirements for how we have member information reviewed and what is required to be on our website.
- Requirements for the bi-annual newsletter were updated to reflect current requirements.

#### [AdSS Operations Policy Manual 404 Contractor Website and Member Information](#)

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

- This policy has been updated to reflect changes made to ACOM 404 regarding font size on materials produced for communicating information to members.
- Changes also reflect current requirements for how Member Information Materials are reviewed.
- Formatting changes were made to reflect current Policy Unit 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.