



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 - 11/10/2022

The DDD Policy Unit published revised policies on Wednesday, November 9, 2022. The policies are available on the Division's [Policy webpage](#).

NEW POLICIES

[Division Operations Policy Manual 100 Management of DDD Policies and Procedures](#)

This policy has been developed to detail standards for the lifecycle of Policy and Procedures for the Division which include:

- Development and Revision of Policy and Procedure
- Approval of Policy and Procedure
- Handling of public comments for Policy and Procedure
- The review cycle for Policy and Procedure
- The sharing and use of Policy and Procedure
- Maintenance of archives of past versions of Policy and Procedure

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

This policy was developed to outline requirements for the Division's Independent Provider Program.

[AdSS Medical Policy Manual 570 Behavioral Health Provider Case Management](#)

This policy has been developed to outline requirements for Behavioral Health Provider Case Management services for Administrative Services Subcontractors (AdSS) whose contract includes services such as:

- Provision of Provider Case Management services concurrently with DDD
- Monitoring the member's needs, services and progress
- Frequency and type of contact for case management services
- Intensity level for Provider Case management through CFT/ART
- Development of a provider network
- Orientation of new case managers
- Establishment of a supervisor to case management ratio
- Coordination and communication between Provider Case Management and AdSS care management teams

REVISED POLICIES

[Division Operations Policy Manual 6001-D Permitted Uses and Disclosures of Public Health Information](#)

This policy has been revised and updated as part of the annual review process and includes additional language needed to clearly identify permitted uses and disclosures of public health information.

[Division Medical Policy Manual 570 Behavioral Health Provider Case Management](#)

This policy has been revised to outline requirements for Behavioral Health Provider Case Management services for Division of Developmental Disabilities (Division) members who are Arizona Long Term Care System (ALTCS) eligible to include:

- Ensuring members receive behavioral health case management
- Participation in CFT/ART
- Assessment of intensity and support services for members
- Effective treatment and support services for members
- Development of a provider network
- Coordination and communication between Provider Case Management and AdSS care management teams
- Development of Case Management Plans

[Provider Policy Manual Chapter 43 Respite Provided at Camp to Division Members](#)

This policy has been revised to reflect recent updates including:

- The title of the policy has been changed to “Respite Provided at Camp to Division Members”
- Updated the purpose of the policy
- Added the definition of “Community Setting”
- Updated provisions regarding the utilization of respite for camp, program site requirements for camp, and camp related activity fees
- Removed “Number of Units of Respite for Camp” section
- Modified language throughout the policy for clarity
- Updated formatting to conform with 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.