



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

POLICY UPDATE - NOVEMBER 13, 2024

Target Audience - Qualified Vendors and Providers

Transmittal Date - 11/13/2024

The DDD Policy Unit published revised policies on Wednesday, November 13, 2024. The policies are available on the Division's [Policy webpage](#).

REVISED POLICIES

[Division Provider Manual Chapter 46 Agency With Choice](#)

This policy has been revised to include the following changes:

- Updated the Definition section to include the definition of "Individual Representative"
- Information was added to include the Qualified Vendor's roles and responsibilities regarding partnership agreements, communications, support, managing, training, supervision, DCW, and AWC authorization.
- A Supplemental Information section was added to provide information regarding the Agency with Choice program and the Division's support for Direct Care Workers.

[Division Provider Manual Chapter 54 Group Home Requirements](#)

This policy has been revised to include the following changes:

- Updated to align Behavior Plan requirements as outlined in the Division's Behavior Support Policy Manual and A.A.C. R6-6-904.
- Updated requirement for the Qualified Vendor to have a process to prevent a lapse in licenses.
- Revised language prohibiting adults and children from living together, unless specific criteria in this policy are met.
- Added requirement for the Qualified Vendor to maintain records for 12 months for Members in the home.
- Added information on how the Qualified Vendor shall submit information to the Division and notify the Division when a member is moved.
- Formatted to align with current Policy standards.

[Division Operations Policy 433 Member Identification Cards](#)

This policy has been revised to establish the requirements regarding the development, approval, and distribution of Member Identification Cards (ID Cards) and replacement ID Cards. Revisions include:

- Added new definitions.
- Updated "Programming Requirements," "Format of Member Identification Cards (ID Cards)," and

“Approval of Member Identification Cards, and Other Compliance Requirements” sections.

- Formatted to align with current Policy standards.

[AdSS Operations Policy 433 Member Identification Cards](#)

This policy has been revised to establish requirements regarding the development, approval, and distribution of Member Identification Cards (ID Cards) and replacement ID Cards. This policy applies to the Division of Developmental Disabilities’ Administrative Services Subcontractors (AdSS) when Members present for Medicaid services. Revisions include:

- Added new definitions.
- Updated “Programming Requirements,” “Format of Member Identification Cards (ID Cards),” and “Approval of Member Identification Cards, and Other Compliance Requirements” sections.
- Added Supplemental Information.
- Formatted to align with current Policy standards.

[Division Medical Policy 1010 Medical Management Administrative Requirements](#)

This policy has been revised to include the following changes:

- Updated the definitions section of the policy.
- Updated the Division’s requirements for the Medical Management Program Plan.
- Formatted to align with current Policy standards.

[AdSS Medical Policy 1010 Medical Management Administrative Requirements](#)

This policy has been revised to include the following changes:

- Updated the definitions section of the policy.
- Updated the AdSS’s requirements for the Medical Management Program Plan.
- Formatted to align with current Policy standards.

[Division Medical Policy 1240-E Habilitation Services and Day Services](#)

This policy has been developed to outline the requirements for and describes covered Habilitation Hourly Support, Habilitation Music, Habilitation Supported Living, and Day Services, for Division Members who are eligible for Arizona Long Term Care Services (ALTCS). Revisions include:

- Changed the title from Habilitation Services and Day Treatment Services to Habilitation Services and Day Services.
- Added definition for Direct Support Professional, Independent Providers, Home, and Teaching Strategy
- Deleted definition for Extraordinary Care and Own Home
- Added additional policy statements with various requirements for Habilitation Services.
- Added additional policy statements with various requirements for Hourly Habilitation.
- Deleted various policy statements for Hourly Habilitation.
- Added a new section for Habilitation Supported Living with various policy requirements.
- Added additional policy statements with various requirements for Day Services.
- Deleted various policy statements for Day Services.
- Added a new section for Habilitation, Music with various policy requirements.
- Formatted to align with current Policy 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.