



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

AUTHORIZATIONS TO ADMINISTRATIVE AND SERVICE SITES

Target Audience - Qualified Vendors and Providers

Transmittal Date - 12/01/2022

WellSky requires that vendors bill under the site to which the service authorization is assigned, either the "parent" site (Administrative AA site) or, if applicable, the "child" site (service location site). The Division is working on an initiative to ensure service authorizations in Focus are assigned to the appropriate administrative or service location site.

This initiative will provide consistency for how Support Coordination staff assign authorizations in Focus, and Vendors will know where to find their authorizations and at what level to bill (either parent site or child site). The Division has developed the table below outlining which services are authorized to a vendor's administrative or service site in Focus.

Qualified Vendors must continue to enter administrative and service sites in the Contract Administration System (CAS) as currently required and ensure the services associated with each site are assigned to the site. Instructions on managing administrative and service sites can be found in the DDD QVA User Guide and Manual.

Qualified Vendors with questions can submit them to Provider Network Support via email at providernetworksupport@azdes.gov.

Day Program Services

Table with 4 columns: CODE, SERVICE, ASSIGN TO AA, ASSIGN TO SPECIFIC SERVICE SITE. Rows include DTA, DTS, DTT, and TRA.

Employment Services

Table with 4 columns: CODE, SERVICE, ASSIGN TO AA, ASSIGN TO SPECIFIC SERVICE SITE. Rows include CBE, CPR, ESA, and GSE.

CODE	SERVICE	ASSIGN TO AA	ASSIGN TO SPECIFIC SERVICE SITE
ISE	Individual Supported Employment	X	-
TRE	Transportation - Employment Related	X	-
TTE	Transition To Employment	X	-

In-Home Services

CODE	SERVICE	ASSIGN TO AA	ASSIGN TO SPECIFIC SERVICE SITE
ATC	Attendant Care	X	-
HAH	Habilitation Services - Support - Hourly	X	-
HPH	Habilitation, Community Protection- Hourly	X	-
HAI	Individual Designed Living Arrangements (Hourly)	-	X
HID	Individual Designed Living Arrangements (Daily)	-	X
HSK	Housekeeping - Chore/Homemaker	X	-
RSD	Respite, Daily	X	-
RSP	Respite Hourly	X	-

Professional Services

CODE	SERVICE	ASSIGN TO AA	ASSIGN TO SPECIFIC SERVICE SITE
HN1 (S9124)	Nursing, Nursing: continuous, intermittent, vist, LPN, RN	X	-
HNR	Nursing Respite	X	-
HN9 G0300)	Nursing, Nursing: intermittent, vist, LPN, RN	X	-
HNV (G0300)	Nursing visit	X	-
HHA	Home Health Aid	X	-
HHA	Licensed Health Aid	X	-
OEA	Occupational Therapy Evaluation	X	-
OTA	Occupational Therapy	X	-
PEA	Physical Therapy Evaluation	X	-
PTA	Physical Therapy	X	-
SEA	Speech Therapy Evaluation	X	-
STA	Speech Therapy	X	-
SEA	Speech Therapy Evaluation	X	-
STA	Speech Therapy	X	-

Residential Services

CODE	SERVICE	ASSIGN TO AA	ASSIGN TO SPECIFIC SERVICE SITE
HAB	Hab Services - Group Home	-	X
HAN	Nursing Supported Group Home	-	X
HBA	Developmental Home Vendor Supported Adult	-	X
HBC	Developmental Home Vendor Supported Child	-	X
HPD	Enhanced Behavioral Group Home	-	X
RBD	Room & Board HBA/HBC	X	-
RRB	Room & Board HAB/HAN/HPD	X	-

Specialized Habilitation Services

CODE	SERVICE	ASSIGN TO AA	ASSIGN TO SPECIFIC SERVICE SITE
97151	Hab Consultation - Assessment	X	-
97152	Hab Consultation - Behavior Identification Supporting Assessment	X	-
97153	Hab Consultation - Treatment	X	-
ECB	Early Childhood Autism Specialized (Bachelors)	X	-