



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 - 12/27/2023

The DDD Policy Unit published new and revised policies on Wednesday, December 27, 2023. The policies are available on the [Division's Policy webpage](#).

NEW POLICIES

[Division Operations Policy Manual 3008 Electronic Monitoring](#)

This is a new policy that outlines the Division's oversight and monitoring of Qualified Vendors and the use of Electronic Monitoring Devices in service sites funded by the Division.

Description:

- Outlines the Division's responsibilities of overseeing the Qualified Vendors when the Electronic Devices are owned and installed by the Qualified Vendor.
- Identifies what Qualified Vendors shall and shall not do when the Electronic Monitoring Devices are owned and installed by the Responsible Person.
- The Division shall ensure Electronic Monitoring Devices installed in a Member's private spaces are only installed by the Responsible Person.
- Ensures the Qualified Vendor shall follow HIPAA as outlined in 45 CFR Part 164 and other compliance requirements when the Responsible Person shares the data from the Electronic Monitoring Devices with the Qualified Vendor.

[Division Operations Policy Manual 7003 Minimum Necessary Standard for Uses and Disclosures of Protected Health Information](#)

This new policy outlines the requirements for making reasonable efforts to limit the use and disclosure of protected health information (PHI) as permitted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

REVISED POLICIES

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

The revisions to Provider Manual Policy Chapter 2, Provider Responsibilities and Expectations are as follows:

- Updates and adds definitions in the policy to align with RFQVA DDD-2024.
- Adds requirements for background checks and criminal history checks for Direct Support Professionals and Direct Care Workers.

[Division Provider Policy Manual Chapter 37 Therapy Services \(Occupational, Physical, and Speech-Language\)](#)

Provider Manual Policy Chapter 37, Therapy Services (Occupational, Physical, and Speech-Language) was revised with the following updates:

- Updates the policy to align with RFQVA DDD 2024.
- Updates definitions relevant to the policy.
- Adds a section on EPSDT services.

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/4MGCsdyKTRPJa3m9>, can be used to submit public comments.