

1 **426 CHILDREN’S REHABILITATIVE SERVICES APPLICATION,**  
2 **DESIGNATION AND COVERAGE**  
3

4 REVISION DATE: XX/XX/XXXX

5 REVIEW DATE: 5/22/2023

6 EFFECTIVE DATE: October 1, 2018

7 REFERENCES: A.R.S. § 36-2912; A.A.C. R9-22-1301, A.A.C. R9-22-1303,  
8 A.A.C. R9-22-1305  
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11 **PURPOSE**  
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13 ~~This Policy applies to the Division’s Administrative Services Subcontractors~~  
14 ~~(AdSS).~~ This Policy defines the processes used to consider ~~accept~~ and  
15 submit ~~process~~ applications for a Children’s Rehabilitative Services (CRS)  
16 designation, ~~and It ensures delineates the responsibility for~~ coverage and  
17 payment of CRS conditions and related as well as other services that are the  
18 responsibility of the Administrative Services Subcontractors (AdSS).  
19

20 **DEFINITIONS**

- 21 1. “Active Treatment” means a current need for treatment of the  
22 CRS qualifying condition(s) or it is anticipated that treatment or  
23 evaluation for continuing treatment of the CRS qualifying  
24 condition(s) will be needed within the next 18 months from the

25 last date of service for treatment of any CRS qualifying condition  
26 as specified in (A.A.C. R9-22- 1301).

27 2. "Children's Rehabilitative Services" or "CRS" means a program  
28 that provides covered medical services and covered support  
29 services in accordance with A.A.C. R9- 22-1303 and A.R.S. § 36-  
30 2912.

31 2.3. "CRS Application" means a submitted form with additional  
32 documentation required by the Arizona Health Care Cost  
33 Containment System (AHCCCS) Division of Member and Provider  
34 Services (DMPS) in order to make a determination whether an  
35 AHCCCS member is medically eligible for a CRS Designation.

36 3.4. "CRS Condition" means pursuant to A.R .S. § 36-2912, those  
37 covered conditions that are medically disabling or potentially  
38 disabling and which qualify for CRS medical eligibility as specified  
39 in A.A.C. R9-22-1303.

40 5. "Member" means the same as "Client" as defined in A.R.S. § 36-  
41 551.

42 6. "Provider" means a person, institution, or group engaged in the  
43 delivery of services, or ordering and referring for those services,  
44 who has an agreement with AHCCCS to provide services to  
45 AHCCCS members.

46 7. "Redetermination" means a decision made by the AHCCCS DMPS  
47 regarding whether a member continues to meet the  
48 requirements in A.A.C. R9-22-1305.

49 4.8. "Responsible Person" means the parent or guardian of a minor  
50 with a developmental disability, the guardian of an adult with a  
51 developmental disability or an adult with a developmental  
52 disability who is a member or an applicant for whom no guardian  
53 has been appointed.

54  
55 **POLICY**

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57 ~~The AdSS must provide covered services to members under the age of 21~~  
58 ~~who have been confirmed to have a CRS condition requiring active~~  
59 ~~treatment, as described in A.A.C. R9-22-1303. Members with a CRS~~  
60 ~~qualifying condition will receive a CRS designation as determined by the~~  
61 ~~AHCCCS Division of Member Services (DMPS). AHCCCS may request, at any~~

62 ~~time, that the AdSS submit medical documentation to assist with review of a~~  
63 ~~current CRS designation. DMS is responsible for processing and responding~~  
64 ~~to requests for CRS designations and will accept and process an application~~  
65 ~~in accordance with this Policy.~~

66 **A. ADSS RESPONSIBILITIES FOR CRS SERVICES**

67 1. The AdSS shall provide covered services to Members under the  
68 age of 21 who have been confirmed to have a CRS condition  
69 requiring active treatment, as described in A.A.C. R9-22- 1303.

70 2. The AdSS shall submit medical documentation to AHCCCS upon  
71 request to assist with review of a current CRS designation.

72 3. The AdSS shall allow the Member to use their private insurance  
73 network or Medicare providers to obtain health care services,  
74 including those for treatment of the CRS conditions.

75 4. The AdSS shall refer to AMPM Operations Manual Policies 201  
76 and 434 for responsibilities for payment of services for treatment  
77 of the CRS condition(s), when a Member uses private insurance  
78 or Medicare.

79 **A.B. APPLICATION**~~Application~~  
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- 81 1. The AdSS shall require a ~~Form Requirements~~ — A CRS  
82 application ~~be~~ submitted to ~~the AHCCCS Division of~~  
83 ~~Member and Provider Services~~ (DMPS for a medical eligibility  
84 determination described in A.A.C. R9-22 Article 13).
- 85 2. The AdSS shall require a completed CRS application be  
86 submitted by:
- 87 a. Fax,  
88 b. Mail, or  
89 a-c. Delivered in person to DMPS. ~~A copy of the required CRS~~  
90 ~~application form and instructions are available on the~~  
91 ~~AHCCCS website.~~
- 92 b.d. The completed Application for AHCCCS CRS Designation  
93 ~~may be faxed, mailed, or delivered in person to DMS as~~  
94 ~~indicated on the AHCCCS website.~~
- 95 e.3. The AdSS shall complete the following ~~Upon~~ submitting the  
96 completed CRS application to ~~AHCCCS DMPS,~~ ~~the AdSS must:~~
- 97 i.a. Notify ~~in writing~~ the ~~m~~Member or Responsible Person in  
98 writing ~~his/her parent/guardian/ designated representative~~

99 that an application for a CRS designation has been  
100 submitted on the ~~m~~M~~ember's~~ behalf; ~~and,~~  
101 ~~ii.b.~~ Inform the ~~m~~M~~ember~~ or Responsible Person his/her  
102 ~~parent/guardian/designated representative~~ that the  
103 ~~m~~M~~ember~~ will be referred to a specialist for an evaluation  
104 of the CRS condition, if needed.

105 ~~4. The AdSS shall If a CRS application is submitted to AHCCCS by a~~  
106 ~~provider acting on the member's behalf, the AdSS must work~~  
107 with the ~~p~~P~~rovider~~ to ensure the AdSS is made aware of the  
108 application submission, if a CRS application is submitted to  
109 AHCCCS by a Provider acting on the Member's behalf.

110 ~~4.5. The AdSS shall follow the notification preferences outlined above~~  
111 in subsection (3) ~~Once~~ the AdSS is made aware a ~~p~~P~~rovider~~ has  
112 submitted an application, ~~notification must be sent in~~  
113 ~~accordance with b. above, and~~

114 ~~5.6. The AdSS shall require the~~ following documentation ~~is required~~  
115 with submission of the application:

- 116 a. Documentation from a specialist who diagnosed the  
117 ~~m~~Member, stating the ~~m~~Member's diagnosis and the need  
118 for active treatment; and  
119 b. Diagnostic testing results that support the medical  
120 diagnosis.

121 ~~7. The AdSS shall require the following when AHCCCS DMPS~~  
122 ~~Processing processes a CRS application:~~

123 ~~a. DMPS will verify Title XIX/XXI enrollment; and.~~

124 ~~b. If further information is needed in order to make a~~  
125 ~~determination of medical eligibility, DMPS will contact the~~  
126 ~~appropriate parties to request the information if further~~  
127 ~~information is needed in order to make a determination of~~  
128 ~~medical eligibility.~~

129 ~~8. The AdSS shall require the following for Ddetermination and~~  
130 ~~Nnotification of a CRS application:~~

131 ~~a. For members meeting medical eligibility criteria, DMS will~~  
132 ~~iIdentify the mMember with a CRS designation, effective~~  
133 ~~on the same date as the determination, including those~~

134 ~~members who may be hospitalized at the time, for~~  
135 ~~Members meeting medical eligibility criteria;~~  
136 b. ~~When a determination of CRS medical eligibility is made,~~  
137 ~~DMS will nNotify the following parties when a~~  
138 ~~determination of CRS medical eligibility is made:~~  
139 ~~Member, /guardian/designated representative~~  
140 i. ~~Responsible Person,~~  
141 ii. ~~The entity who submitted the application (if~~  
142 ~~authorized), and~~  
143 iii. ~~The AdSS.~~  
144 ~~For members not meeting medical eligibility criteria, DMS~~  
145 ~~will nNotify the following individuals of the decision for~~  
146 ~~Members not meeting medical eligibility criteria: m~~  
147 ~~Member,~~  
148 ~~Responsible Person, /guardian/designated~~  
149 ~~representative and~~  
150 iv. ~~tThe AdSS of the decision.~~



151 ~~9.7. The mMember's right to appeal the determination of medical~~  
152 ~~eligibility, and the process for doing so, is will be described in the~~  
153 ~~DMS mMember notification.~~

154 ~~d.1. It is the responsibility of t~~The AdSS ~~shall~~to ensure that the CRS  
155 ~~determination~~information provided by DMPS is made available to  
156 the appropriate areas and staff within its organization who may  
157 need the information.

158 **B.C. Members Turning MEMBERS TURNING 21**

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160 **1. The AdSS shall notify Members at least 90 days prior to a**  
161 **Member with a CRS designation turning 21 years of age**  
162 **that their CRS designation ends upon their 21st birthday.**

163 ~~a~~At least 90 days prior to a member with a CRS designation  
164 turning 21 years of age, the AdSS must notify the member that  
165 his/her CRS designation ends upon his/her 21st birthday.

166 **2.** The AdSS ~~shall~~must ensure specialty services related to the  
167 ~~m~~Member's CRS condition(s) are completed, as clinically  
168 appropriate, prior to the ~~m~~Member's 21st birthday.

169 ~~1.3.~~ The AdSS ~~shall~~**must** continue to ensure ~~health care~~**appropriate**  
170 service delivery and care coordination is provided, regardless of  
171 the ~~m~~**M**ember's CRS designation ending.

172 **C. ~~AdSS Responsibilities for CRS Services~~**

173 1. ~~The member may elect to use his/her private insurance network~~  
174 ~~(providers) or Medicare providers to obtain health care services,~~  
175 ~~including those for treatment of the CRS condition(s). AdSS~~  
176 ~~responsibilities for payment of services for treatment of the CRS~~  
177 ~~condition(s), when a member uses private insurance or~~  
178 ~~Medicare, are further outlined in AdSS Operations Manual,~~  
179 ~~Policies 201 and 434.~~

180 **~~D. TERMINATION OF THE CRS DESIGNATION Termination of the CRS~~**  
181 **~~Designation~~**

182 1. ~~DMS may end a member's CRS designation for the one of the~~  
183 ~~following reasons:~~  
184 a. ~~The member loses Title XIX/XXI enrollment~~  
185 b. ~~The Member no longer meets the medical eligibility criteria~~  
186 ~~for CRS~~

- 187 ~~c. The member has completed treatment for the CRS~~  
188 ~~condition(s)~~
- 189 ~~d.D. The member turns 21 years of age. Refer to Section B of this policy.~~
- 190 **E. REQUEST FOR REMOVAL OF THE CRS DESIGNATION ~~Request for~~**  
191 **~~Removal of the CRS Designation~~**
- 192 1. ~~In response to a member/guardian/designated representative's~~  
193 ~~request for removing a CRS designation, DMS will send a CRS~~  
194 ~~Designation Removal Form to the member/guardian/ designated~~  
195 ~~representative for signature. Upon receipt of the signed form,~~  
196 ~~DMS will end date the CRS designation.~~
- 197 **F. MONITORING OF THE CRS DESIGNATION ~~Monitoring of the CRS~~**  
198 **~~Designation~~**
- 199 1. ~~The AdSS shall require Continued review of the CRS~~  
200 ~~designation must be determined by verifying ongoing active~~  
201 ~~treatment status of the CRS condition as described in A.A.C. R9-~~  
202 ~~22-1305\_ and as follows:~~
- 203 2. ~~The AdSS shall notify Nnotification AHCCCS of Members under~~  
204 ~~the age of 21 with a CRS Condition who are no longer requiring~~

205 active treatment for the CRS qualifying condition, including  
206 medical records indicating treatment has been completed.

- 207 i. ~~The AdSS is responsible for notifying AHCCCS of~~  
208 ~~members under the age of 21 with a CRS~~  
209 ~~designation who are no longer requiring active~~  
210 ~~treatment for the CRS qualifying condition(s),~~  
211 ~~including medical records indicating treatment has~~  
212 ~~been completed,~~

213 3. The AdSS ~~shall~~must transmit completed Treatment Reports to  
214 AHCCCS as specified in contract for the mMembers with  
215 Completed Treatment Report, for any member with a CRS  
216 designation who haves completed treatment.

217 4. The AdSS shall submit the CRS Completed Treatment Reports to  
218 the Division monthly as required:

219 a. For Members with a CRS designation who have completed  
220 treatment, or

221 b. If DMPS determines that a CRS Member is no longer  
222 medically eligible for CRS and ends the CRS designation.

223 ~~3.d. , , and~~

224 ii. ~~The above references report must be sent as~~  
225 ~~specified in Contract.~~

226 ~~b. AHCCCS Notification~~

227 ~~i. If DMS determines that a CRS member is no longer~~  
228 ~~medically eligible for CRS, DMS will end date the CRS~~  
229 ~~designation in the member's record, and~~

230 ~~ii.b. DMS will notify the member/guardian/designated~~  
231 ~~representative that the member's CRS designation is~~  
232 ~~inactive with AHCCCS.~~

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250 SUPPLEMENTAL INFORMATION

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252 Members with a CRS qualifying condition will receive a CRS designation as determined by the AHCCCS

253 DMPS.

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255 DMPS is responsible for processing and responding to requests for CRS designations and will accept and  
256 process an application in accordance with this Policy.

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258 DMPS may end a Member's CRS designation for the one of the following reasons:

259 a. The member loses Title XIX/XXI enrollment

260 b. The Member no longer meets the medical eligibility criteria for CRS

261 c. The member has completed treatment for the CRS condition(s)

262 d. The member turns 21 years of age. Refer to Section B of this policy.

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264 In response to a member/guardian/designated representative's request for removing a CRS designation,

265 DMPS will send a CRS Designation Removal Form to the member/guardian/ designated representative

266 for signature. Upon receipt of the signed form, DMPS will end date the CRS designation.