

# DDD Agency With Choice User Guide – FOCUS Vendor

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### 1. Introduction

Agency with Choice is a member-directed option that is available to home-based ALTCS members. Under the Agency with Choice option, the provider agency and the member enter into a co-employment relationship and share employer-based responsibilities for the paid caregiver. The provider agency maintains the authority to hire and fire the caregiver and provide or arrange for the required minimum standardized training for the caregiver.

Member directed models or options allow members to have more control over how certain services are provided, including services like attendant care, personal care and housekeeping – HSK, HAI, ATC and HAH. The models are not a service, but rather define the way in which services are delivered. Member-directed options are available to most Arizona Long Term Care System (ALTCS) members who live in their own home. The options are not available to members who live in an alternative residential setting or nursing facility. ALTCS members or their representatives are encouraged to contact their case manager to learn more about and consider member-directed options.

### 2. Changes in FOCUS Vendor Application

The following changes will be seen in FOCUS Vendor application by Vendors that opted for Agency With Choice.

#### 2.1 Acknowledge within 3 business days

User needs to log in to the FOCUS Vendor application > Service Authorizations > Acknowledge Authorizations

User will see a new grid displaying the list of members with 'AWC' authorizations awaiting for acknowledgement within 3 business days. User as a choice to select the members and 'acknowledge/deny' within 3 busniess days.

Unacknowledged AWC authorizations in this grid past the 3 business day rule will be automatically terminated.

Example:



User will be able select members and Acknowledge/Deny the authorization.

## 2.2 Use U-7 modifier

User needs to log in to the FOCUS Vendor application > Service Authorizations > Acknowledge Authorizations > Select a member with authorization created with AWC

Upon Acknowledgement, user will be prompted to use U-7 modifier for submitting claims for services provided under Agency with choice option.

Example:

The screenshot shows a web browser window titled 'Authorizations - Acknowledge Authorizations - Windows Internet Explorer'. The page header includes the 'Division of Developmental Disabilities' logo and the date 'Monday, July 28, 2014'. The user is logged in as 'Account: Ability, LLC'. The page displays a list of authorizations for acknowledgment. A message box is overlaid on the page, stating: 'Please use U7 Modifier for the claim when submitting the bill'. The page also includes a table of authorizations and a table of modified authorizations.

Consumer Name	Service Code	DDD Code	Type	Office/Site	Units Authorized
[Redacted]	S5130	HSK	ByPass	[Redacted]	4.00

Consumer Name	Service Code	DDD Code	Type	Status	Office/Site	Units Authorized	Units Paid
[Redacted]	T2021	DTA	ByPass	Open	[Redacted]	1248.00	485.25
[Redacted]	A0120	TRA	ByPass	Open	[Redacted]	312.00	121.00
[Redacted]	S5150	RSP	ByPass	Closed	[Redacted]	336.00	179.25
[Redacted]	S5130	HSK	ByPass	Closed	[Redacted]	5.00	