



DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD Business Operations
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TRANSMITTAL DATE: March 8, 2016

TOPIC: Augmentative Communication Evaluation & Training (ACET) – Contract Clarifications Update

This message is intended for vendors who initiated the Augmentative Communication Evaluation and Training (ACET) contract on 02/01/2016. On February 5, 2016 the Division of Developmental Disabilities (DDD) issued the attached vendor blast to provide clarity for the initiation of the “Augmentative Communication Evaluation and Training” (ACET) contract.

The Division continues to be committed to resolving challenges to improve compliance and services with this contract and this message is intended for ACET Contracted Vendors. The Division is providing additional clarification regarding the following topics.

1. Authorizations
2. Rates
3. Billing
4. General Inquiry Response

Authorizations

- All authorizations must be authorized by the Division’s Health Care Services, Augmentative Alternative Communication (AAC) Unit.
- Paper based written authorizations are being used as a temporary measure until programming can be completed for the entry of new service codes in FOCUS for ACET related services. The codes and authorizations should be available in FOCUS, tentatively, by 3/18/2016.
- Effective 3/18/2016 onwards paper based written authorizations will not be permitted.

Following are the guidelines for, ACET providers that also provide service under a separate QVA contract:

- The ACET contract and the QVA contract are two separate agreements. Providers that hold both agreements need to refer to the requirements of each one separately.
- Members authorized for augmentative communication services under the QVA contract that have remaining hours will be allowed to transfer those remaining hours to the ACET contract and bill in accordance with the ACET contracted rates. Providers must follow the authorization process as listed above in order to bill under the ACET contract.

- Services authorized and provided under the QVA contract (ST/OT services), that do not transfer and follow the ACET authorized process, will be paid in accordance to the listed QVA rate schedule per the QVA contract.
- Vendors should continue serving members during this transition phase.

Rates

- All services rendered after 2/1/2016 will be paid based on the rates agreed and provided in ACET contract.
- Vendors must work with the AAC unit to ensure that members served under the QVA contract have the remaining hours authorized and transferred to the ACET contract.

Billing

- Billing for AAC evaluations and trainings will be conducted via HCFA-1500.
- Based on state and federal law, DDD is the payor of last resort. All training and evaluations billings will require EOB/documentation from all other payor sources including, but not limited to insurance companies.

The following HCPCS codes have been created and will be available in FOCUS for billing and payment purposes for ACET services by 3/18/16.

Number	HCPCS Code	Description	Effective Date in FOCUS
1	92607	Aug Comm. Evaluation (1 st Hour)	3/18/16
2	92608	Aug Comm. Evaluation (Each Additional 30 minutes)	3/18/16
3	92609	Aug Comm. Training and Installation	3/18/16

- To accommodate pending billing for ACET services delivered between 2/1/16 through 3/17/16, vendors are encouraged to submit HCFA 1500 form along with “Augmentative Alternative Communication (AAC) Unit Authorization Approval” form as soon as possible.
- Effective 3/18/16, ACET vendors will not be required to submit the AAC Unit Authorization Approval form as a support document along with HCFA 1500 for billing purposes.

General Inquiry Responses

Programming:

- Programming of a device is considered to be an adjustment to the device once it has been received and should be billed under the installation rate. Not all installations will require programming; however, when necessary, the AAC Unit will authorize programming with installation.

Training and Installation authorizations

- Training and Installation authorizations will be made by the Division based on the evaluation needs of the member. Some members may only need 3 hours of training and others may require more. The AAC Unit will make the authorization after review of the evaluation and assessment of the service.
- Based on evaluation and needs of the member, AAC Unit may make an assessment of up to 12 hours of training needs.
- In cases, where the delivered installation hours are less than the maximum authorized hours, the vendor would bill the delivered rather than authorized hours.

Questions related to this communication may be sent to: DDDBusOpsProvRel@azdes.gov.

Thank you