



Division of Developmental Disabilities

POLICY REVISION HISTORY

Eligibility Policy Manual

January 24, 2024

September 6, 2023

December 21, 2022

October 26, 2022

August 24, 2022

April 21, 2021

October 1, 2019

June 26, 2019

May 29, 2019

November 18, 2016

May 27, 2016

April 1, 2016

October 8, 2015

Division of Developmental Disabilities
Eligibility Policy Manual
Revision History

Date: January 24, 2024

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

Retired Policies:

Chapter 1000 Responsibilities of the Member/Responsible Person When Eligible for the Division

Updates/ or Summary:

This policy is being retired as it is to become in compliance with AHCCCS policy updates and part of preparation for the AHCCCS OR. Information is covered in Eligibility 1001-A, 200, 600, 700.

Division of Developmental Disabilities

Eligibility Policy Manual

Revision History

Date: September 6, 2023

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

Retired Policies:

Chapter 500 – Assignment of Support Coordinators

Updates/ or Summary:

- This policy is being retired as it has been incorporated into Division Medical 1601.

Division of Developmental Disabilities
Eligibility Policy Manual
Notification

Date: December 21, 2022

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

Retired Policy:

Chapter 100 – Responsibilities

Reason for Retirement:

- Retired because the contents of this policy are duplicative of Division Operations 1001-B and also not directed to the intended users of this policy manual.

Division of Developmental Disabilities

Eligibility Policy Manual

Notification

Date: October 26, 2022

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

New Policy:

Chapter 201 – Applicants with Down Syndrome

Updates/or Summary:

- Expands eligibility for Division services to include Down Syndrome as the Division's fifth qualifying diagnosis.
- Facilitates the addition of Down Syndrome to all current Division Eligibility policies regarding qualifying diagnoses.
- Describes diagnostic information needed to determine eligibility for Division services.

Division of Developmental Disabilities

Eligibility Policy Manual

Notification

Date: August 24, 2022

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

Revised Policies:

Chapter 600 – Redetermination of Eligibility

Updates/or Summary:

- Purpose and definitions sections were added
- Formatting changes were made to reflect current formatting standards and improve readability.
- Written notice of discontinuation of services was updated from Notice of Intended Action to Notice of Denial or Termination of DDD Eligibility.
- The Division's role in completion of the redetermination process is clarified.



DEPARTMENT OF ECONOMIC SECURITY

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Division of Developmental Disabilities

Eligibility Policy Manual Notification

Transmittal Date: April 21, 2021

The policies identified below are either new or revised policies and may be viewed by accessing the [Policy & Rules](#) screen on the Division's website. Please send any questions to DDDPolicy@azdes.gov.

RETIRED POLICY

200-D CONSENT FOR APPLICATION OF SERVICES

This chapter is being removed because it is in direct conflict with ARS 36-551 and AAC R6-6-402. Specifically, we cannot mandate that an applicant obtain a legal guardian for the purpose of application.

200-F COOPERATION WITH ARIZONA LONG TERM CARE ELIGIBILITY PROCESS

This chapter is being removed due to the ALTCS determination process being covered in Chapter 700 of this manual and DDD Eligibility still determines Division eligibility regardless of ALTCS application and eligibility.

300 REFERRAL PROCEDURES

This chapter is being eliminated as the Eligibility program no longer has a referral process

1001 INVENTORY FOR CLIENT AND AGENCY PLANNING (ICAP)

This chapter is being removed due to the ICAP instrument being outdated; no technical assistance will be provided, and the form is no longer in print.

Please send any questions to DDDPolicy@azdes.gov.
Division of Developmental Disabilities
Eligibility Policy Manual Notification

Date: October 1, 2019

Revision Effective Date: October 1, 2019

All revisions include structural and grammatical changes. The structure and grammar changes support clarity and ensure all newly developed and revised policy present a consistent voice.

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

The following policies have been developed, revised, or reserved for 10/1/19 integration changes, and updates are aligned with the AHCCCS contract.

Revised Policies:

200-D Consent for Application for Services

- This policy was revised to clarify language around the DCS specialist signing the DDD application for members that are a ward of the state.
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Please send any questions to DDDPolicy@azdes.gov.
Division of Developmental Disabilities

Eligibility Policy Manual Notification

Date: June 26, 2019

Revision Effective Date: June 26, 2019

All revisions include structural and grammatical changes. The structure and grammar changes support clarity and ensure all newly developed and revised policy present a consistent voice.

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

Revised Policies:

200-G, Diagnostic and Functional Criteria for Individuals Age Six and Above

- Added statement that evaluations, by pediatricians with specialized Autism training approved by the Division, can now be accepted.
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Please send any questions to DDDPolicy@azdes.gov.
Division of Developmental Disabilities

Eligibility Policy Manual Notification

Date: May 29, 2019

Revision Effective Date: May 29, 2019

All revisions include structural and grammatical changes. The structure and grammar changes support clarity and ensure all newly developed and revised policy present a consistent voice.

The policies identified below may be viewed by accessing the [Policy & Rules](#) screen on the Division's website.

New Policies:

200-B, Citizenship or Legal Residency

- Describes the status of being lawfully present in the United States as a consideration for eligibility, and requires documented proof of this status for the person who is seeking eligibility.

200-I Adult Applicants with Limited Documentation

- States documentation requirements for persons seeking to qualify for services and, when documents are not available indicating the person, what documents can be provided in lieu of documents described in Eligibility Policy 200-G, Diagnostic and Functional Criteria for Individuals Age Six and Above.
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Revised Policies:

200, Requirements for Eligibility Overview

- Clarifies the citizenship/residency requirement that must be met to be considered for eligibility.

200-A, Requirements for Division Eligibility

- States citizenship/residency requirement that must be met to be considered for eligibility.

200-D, Consent for Application for Services

- Clarifies duties of the Eligibility Specialist and adds statement that consent is necessary for a person to receive services.

200-E, Responsible Person and Application

- Clarifies duties of the responsible person and the eligibility criteria necessary for a person to receive services.

200-F, Cooperation With Arizona Long Term Care System Eligibility Process

- States the need to sign the DD-525 form acknowledging voluntary refusal to comply with the eligibility requirements.
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Please send any questions to DDDPolicy@azdes.gov.

Division of Developmental Disabilities

Eligibility Policy Manual Notification

Date: Friday, November 18, 2016

Revision Effective Date: November 18, 2016

All revisions include structural and grammatical changes. The structure and grammar changes support clarity and ensure all newly developed and revised policy present a consistent voice.

Revised Policies:

Eligibility Policy 200-G Diagnostic and Functional Criteria for Persons Age Six and Above

- On first page, added, ""Substantial functional limitation" as defined in A.R.S. § 36-551(41) means a limitation so severe that extraordinary assistance from other people, programs, services, or mechanical devices is required to assist the person in performing appropriate major life activities" (and deleted this the same text from the Substantial Functional Limitations section.
 - In Cognitive/Intellectual Disability and Autism sections, changed "In the presence of co-existing mental illness, the IQ scores in the range of cognitive/intellectual disabled must precede the onset of the mental illness for the individual to be eligible for services" to read "In the presence of co-existing disorder, the IQ scores in the range of cognitive/intellectual disability must precede the onset of the disorder for the individual to be eligible for services."
 - In Autism section, subsection A, added "child neurologist."
 - In Autism section, removed subsection B, which began, "While a diagnosis of Autistic Disorder or Autism Spectrum Disorder from a psychiatrist, licensed psychologist...."
 - In Autism section, corrected "DSM V Code 299.00" to read "DSM 5 Code 299.00."
 - In Substantial Functional Limitations section, added "G. Economic Self-Sufficiency."
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Please send any questions to DDDPolicy@azdes.gov.

Division of Developmental Disabilities
Eligibility Policy Manual Notification

Date: May 31, 2016

Revision Effective Date: May 27, 2016

Reformatted Policy:

CHAPTER 200-REQUIREMENTS FOR DIVISION ELIGIBILITY

**200-F COOPERATIONS WITH ARIZONA LONG TERM CARE SYSTEM
ELIGIBILITY PROCESS**

Formatting in the title was fixed for alignment with current style. No language was changed.

Please send any questions to DDDPolicy@azdes.gov.

Division of Developmental Disabilities

Eligibility Policy Manual

Date: April 1, 2016

Revision Effective Date: April 1, 2016

All revisions include structural and grammatical changes. The structure and grammar changes support clarity and ensure all newly developed and revised policy present a consistent voice.

The Division has posted revisions to the Medical Policy Manual as follows:

CHAPTER 200:

200-G DIAGNOSTIC AND FUNCTIONAL CRITERIA FOR PERSONS AGE 6 AND ABOVE

Added language to clarify that psycho-educational evaluation not being equivalent to a diagnosis for Division eligibility purposes.

Added language to clarify (IQ) in relation to "sub-average general intellectual functioning".

Added considerations to be included during the evaluation process for Autism.

Added Exhibit A to include severity levels identified in DSM V diagnostic criteria for Autism Spectrum Disorder.

An incomplete posting was discovered in the January 29, 2016 posting and was corrected. It was noticed that the revisions were not updated online in each chapter of the manual; they were posted online in the complete set of manuals only. The error has been remedied.

Please send any questions to DDDPolicy@azdes.gov.

Division of Developmental Disabilities
Eligibility Manual Notification

Revision Effective Date: October 8th 2015

For revision histories prior to October 8, 2015 see the Archived 1993-2015 Policy Manual Revision History.