

**DEPARTMENT OF ECONOMIC SECURITY  
 DIVISION OF DEVELOPMENTAL DISABILITIES (DDD)  
 ADMINISTRATIVE SERVICES SUBCONTRACTORS (AdSS)  
 EXHIBIT F3: CONTRACTOR CHART OF DELIVERABLES  
 Effective CYE October 2024-2025**

Area	Time Frame	Report	When Due	Contract Section	Contract Paragraph	Reference / Policy	Submitted VIA
MEDICAL MANAGEMENT	Monthly	24 Hours Post Medical Clearance ED Report	8 days after the end of each month	Section D	Paragraph 27	AMPM Policy 1021, Attachment B	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	ABHTH Placement Medical Necessity Criteria	25 days prior to implementation of change	Section D	Paragraph 9	AMPM Policy 320-X	FTP server with email notification
FINANCE	Annually	APM Quality Reporting Narrative	August 25 following the contract year-end	Section D	Paragraph 81	ACOM Policy 307, Attachment C-1	FTP server with email notification
FINANCE	Annually	APM Strategic Plan Template	March 25th	Section D	Paragraph 81	ACOM Policy 307, Attachment D	FTP server with email notification
BEHAVIORAL HEALTH	Quarterly	ASD Secret Shopper Audit List	5 days after the beginning of the reporting quarter	Section D		DDD-Only Deliverable	FTP server with email notification

BEHAVIORAL HEALTH	Quarterly	ASD Secret Shopper Audit Results Report.	45 days after the reporting quarter, beginning 14th of February	Section D		DDD-Only Deliverable	FTP server with email notification
QUALITY IMPROVEMENT	Ad Hoc	Accreditation Review (Status, Findings, Results, Recommendations, CAPs, Expiration) - Receipt, Renewal, or Loss	Within 15 calendar days of notification or receipt	Section D	Paragraph 26	N/A	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Actions Reported to the National Provider Data Bank (NPDB) or a Regulatory Board	Within 1 business day of decision for formal action to be taken	Section D	Paragraph 26	AdSS Policy 960	FTP server with email notification
ALTCS COMPLIANCE	Annually	Administrative Services Subcontractor Evaluation Report	Within 90 days of the start of the contract year	Section D	Paragraph 39	ACOM, Policy 438 Attachment B	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Administrative Services Subcontractor Non-Compliance Reporting	Within 25 days of discovery	Section D	Paragraph 39	AdSS Operations Manual, Policy 438	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Administrative Services Subcontracts	60 days prior to the beginning date of the subcontract	Section D	Paragraph 39	ACOM Manual, Policy 438 Attachment A	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Adverse Action Reporting and Rationale for the Adverse Action (Including Limitations and Terminations)	Within one business day of awareness	Section D	Paragraph 26	AMPM Policy 960	FTP server with email notification

QUALITY MANAGEMENT	Ad Hoc	Advisement of Sentinel Incidents, Accidents, and Deaths (IADs)	Within one business day of awareness	Section D	Paragraph 26	AMPM Policy 960	FTP server with email notification and copy the Quality Management mailbox: D'QOC referrals@azdes.gov
MEDICAL MANAGEMENT	Ad Hoc	AHCCCS Certificate of Necessity for Pregnancy Termination & AHCCCS Verification of Diagnosis by Contractor for Pregnancy Termination Requests	Within 5 days of identification	Section D	Paragraph 26	AMPM Policy 410, Attachment C and Attachment D	FTP server with email notification
ALTCs COMPLIANCE	Ad Hoc	AHCCCS Notification to Waive Medicare Part D Co-Payments	Immediately upon identification	Section D	Paragraph 65	AdSS Operations Manual, Policy 201, Attachment A	FTP server with email notification
ALTCs COMPLIANCE	Ad Hoc	AHCCCS or Division Required Survey Results	45 days after the completion of survey	Section D	Paragraph 22	AdSS Operations Manual, Policy 424	FTP server with email notification
FINANCE	Annually	APM Strategies and PBP Incentive Certification (Initial)	March 25th of the measurement year	Section D	Paragraph 81	AdSS Operations Manual, Policy 307, Attachment B	FTP server with email notification
FINANCE	Annually	APM Strategies and PBP Incentive Certification (Interim)	June 20th after the measurement year end	Section D	Paragraph 81	AdSS Operations Manual, Policy 307, Attachment B	FTP server with email notification
FINANCE	Annually	APM Strategies and PBP Incentive -Certification (Final)	April 20 (16 months after the end of the measurement year)	Section D	Paragraph 81	AdSS Operations Manual, Policy 307, Attachment B	FTP server with email notification

ALTCS ADMINISTRATION-NETWORK	Quarterly	Appointment Availability Review	20 days after the end of the quarter	Section D	Paragraph 36	AdSS Operations Manual, Policy 417, Attachment A	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Ad Hoc	Appointment Availability Review Methods	30 days prior to implementation	Section D	Paragraph 36	AdSS Operations Manual, Policy 417	FTP server with email notification
BEHAVIORAL HEALTH	Monthly	AzSH Monitoring Report	10 days after the end of the month	Section D	Paragraph 11	AMPM Policy 1021 Attachment D	FTP server with email notification
BEHAVIORAL HEALTH	Quarterly	Behavior Analysis Services Utilization and Capacity Report	11th day after the end of each quarter	Section D	Paragraph 26	DDD-Only Deliverable	FTP server with email notification
BEHAVIORAL HEALTH	Semi-Annually	Behavioral Health Clinical Chart Audit Findings and Summary Report	October 10th	Section D	Paragraph 26	AMPM Policy 940	FTP server with email notification
BEHAVIORAL HEALTH	Quarterly	Behavioral Health Utilization & Timeframes for Members in DCS Custody	40 days after the end of the quarter	N/A	N/A	ACOM Policy 449	FTP server with email notification
BEHAVIORAL HEALTH	Quarterly	Behavioral Health Utilization Services Data	11th day after the end of each quarter	Section D	Paragraph 11	DDD-Only Deliverable	FTP server with email notification

BEHAVIORAL HEALTH	Ad Hoc	Behavioral Health Residential Facility Medical Necessity Criteria	25 days prior to implementation of change	Section D	Paragraph 11	AdSS Medical Manual Policy 320-V	FTP server with email notification
BEHAVIORAL HEALTH	Annually	Behavioral Health Clinical Chart Audit Methodology	July 10th	Section D	Paragraph 26	AMPM Policy 940	FTP server with email notification
BEHAVIORAL HEALTH	Quarterly	Behavioral Health Out of Home	Within 20 days following the end of the quarter	Section D	Paragraph 11	DDD-Only Deliverable	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	BHRF Medical Necessity Criteria Admission Criteria	25 days prior to implementation of change	Section D	Paragraph 9	AMPM Policy 320 V	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	BHRF Medical Necessity Criteria Continued Stay-	25 days prior to implementation of change	Section D	Paragraph 9	AMPM Policy 320 V	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	BHRF Medical Necessity Criteria Discharge Readiness	25 days prior to implementation of change	Section D	Paragraph 9	AMPM Policy 320 V	FTP server with email notification
ADMINISTRATIVE	Annually	Calendar Year Schedule of Meetings for Each Governance Committee and Member Advocacy Council Meeting	January 15	Section D	Paragraph 5	N/A	FTP server with email notification

FINANCE	Annually	Capitation Rate Setting Actuarial Data Request	2 weeks after request	Section D	Paragraph 58	N/A	FTP server with email notification
MEDICAL MANAGEMENT	Annually	Catastrophic Reinsurance and Crossover Member List	October 10th of each contract year	Section D	Paragraph 59	Division's Reinsurance Policy Manual	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Catastrophic Reinsurance Request	Within 25 days for a newly enrolled member to plan or newly diagnosed	Section D	Paragraph 59	<a href="https://www.azahcccs.gov/PlansProviders/HealthPlans/Reinsurance/">Division's Reinsurance Policy Manual, AHCCCS Reinsurance Form - Request for Catastrophic Reinsurance</a>	FTP server with email notification
FINANCE	Ad Hoc	Change in Contractor Organizational Structure: Automatic Clearing House (ACH) Vendor Authorization Form	45 days prior to the effective date and commencement of operations	Section D		ACOM Policy 317	
CORPORATE COMPLIANCE	Ad Hoc	Change in Contractor Organizational Structure: Disclosure of Ownership and Control and Disclosure of Information on Persons Convicted of a Crime Information	No later than 35 days after any change	Section D	Paragraph 66	AdSS Operations Manual, Policy 103, Attachment A	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Change in Contractor Organizational Structure: Documents Required After Division Approval	Within 30 days of the first required quarterly Financial Reporting Package	Section D	Paragraph 55	AdSS Operations Manual, Policy 317	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Change in Contractor Organizational Structure: Notification	180 days prior to the effective date	Section D	Paragraph 55	AdSS Operations Manual, Policy 317	FTP server with email notification

ALTCS COMPLIANCE	Ad Hoc	Change in Contractor Organizational Structure: Transition Plan Documents	180 days prior to the effective date	Section D	Paragraph 55	AdSS Operations Manual, Policy 317	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Changes to Interventions and Parameters to Contractor's Exclusive Pharmacy and/or Single Prescriber Process	30 days prior to implementation	Section D	Paragraph 27	AMPM Policy 1024, Attachment A	FTP server with email notification
CLAIMS UNIT	Ad Hoc	Claim Recoupments >12 Months from Original Payment	Upon identification by Contractor	Section D	Paragraph 44	AdSS Operations Manual, Policy 412	FTP server with email notification
CLAIMS UNIT	Monthly	Claims Dashboard	15th day of the month following the reporting period	Section D	Paragraph 44	AdSS Operations Manual, Policy 203 and Claims Dashboard Reporting Guide	FTP server with email notification
BEHAVIORAL HEALTH	Monthly	Conditional Release Monitoring Report	7th day of the following month	Section D	Paragraph 11	AMPM Policy 320- Z	FTP server with email notification
FINANCE	Annually	Community Reinvestment Plan	January 20th	Section D	Paragraph 60	AHCCCS' Financial Reporting Guide	FTP server with email notification
FINANCE	Annually	Community Reinvestment Report	June 20th following the contract year end	Section D	Paragraph 60	AHCCCS' Financial Reporting Guide	FTP server with email notification

ALTCS COMPLIANCE	Annually	Continuity of Operations and Recovery Plan Summary	10 days after the start of the contract year	Section D	Paragraph 78	AdSS Operations Manual, Policy 104, Attachment A	FTP server with email notification
FINANCE	Annually	Contract Year Annual Supplement	November 22nd	Section D	Paragraph 52	AHCCCS' Financial Reporting Guide	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Contractor Mandated PIP Report Updates (Including required Mandated PIP Final Reports)	As requested	Section D	Paragraph 26	N/A	FTP server with email notification
QUALITY MANAGEMENT	Annually	Contractor Mandated PIP Reports Baseline, Intervention, or Remeasurement (Reflective of CY 20234 Measurement Period)	July 16th	Section D	Paragraph 26	AMPM Policy 980 and AHCCCS QM/PI Templates & Checklists web page. A	FTP server with email notification
QUALITY MANAGEMENT	Annually	Contractor Monitoring Summary	December 5th	Section D	Paragraph 26	AdSS Medical Manual, Policy 910	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Contractor Response to Division Outreach to Contractor's Division Liaison	Within 2 business days or as indicated by DDD upon outreach	Section D	Paragraph 19	N/A	FTP server with email notification
OPERATIONS	Ad Hoc	Contractor Request to Add Organizations to Attachment A, Organizations Recognized by AHCCCS	30 days prior to intended use	Section D		ACOM Policy 404	



ALTCS COMPLIANCE	Ad Hoc	Contractor Response to Division regarding Member Grievances (Response to Problem Resolution)	Initial 2- to 72-hour response or as indicated by complaint urgency	Section D	Paragraph 29	AHCCCS Grievance and Appeal System Reporting Guide	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Contractor Self-Selected PIP Report Updates	As requested	Section D	Paragraph 26	AdSS Medical Manual, Policy 980 AM PM Policy 980, Attachment C. Unless otherwise directed by the Division, submit a report for each applicable PIP during the reporting period.	FTP server with email notification
QUALITY MANAGEMENT	Annually or Ad Hoc (As applicable to reporting type)	Contractor Self-Selected PIP Annual Reporting (active during CY/CYE 2024)	July 25, 2023 [for PIPs with Annual (CY/CYE) Reporting Periods - Baseline, Intervention, Remeasurement, or Final]	Section D	N/A	AMPM Policy 980 and AHCCCS QM/PI Templates & Checklists web page	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Contractor Self-Selected PIP Closure Requests	Within 25 days of identification (For requested closures prior to Remeasurement Year/Period 2, <del>where sustained significant improvement has not been met</del> )	Section D	N/A	AMPM Policy 980 and AHCCCS QM/PI Templates & Checklists web page	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Contractor Self-Selected PIP Initiation Notification	Within 10 days of PIP initiation	Section D	N/A	AMPM Policy 980 and AHCCCS QM/PI Templates & Checklists web page	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Contractor-Mandated Rapid Cycle PIP Reports 2024	As requested	Section D	N/A	AMPM Policy 980 and AHCCCS QM/PI Templates & Checklists web page	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc (As applicable to reporting type)	Contractor Self-Selected PIP Reports: Rapid Cycle (active during CY 2023)	Within 60 days following the end of the measurement period	Section D		AMPM Policy 980 and AHCCCS QM/PI Templates & Checklists web page	

QUALITY IMPROVEMENT	Annually	Contractors' Best Practices and Follow-Up on Previous Year's EQRO Report Recommendations (Reflective of Activities occurring during CYE 2024)	November 17th	Section D	Paragraph 26	As found on the AHCCCS QM/PI Templates & Checklists web page: <a href="https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html">https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html</a>	FTP server with email notification
OFFICE OF ADMINISTRATIVE REVIEW	Ad Hoc	Copy of Appeal, Results of an Informal Conference, and Notices of Hearing in Appeals Concerning a Member in Need of Special Assistance	Upon Occurrence	Section D	Paragraph 29	AdSS Medical Manual, Policy 320-R	FTP server with email notification
CORPORATE COMPLIANCE	Annually	Corporate Compliance Plan	15 days after the start of the contract year	Section D	Paragraph 66	AdSS Operations Manual, Policy 103, Attachment B	FTP server with email notification
CORPORATE COMPLIANCE	Semi-Annually	Corporate Compliance: Audit Report	January 10 and July 10	Section D	Paragraph 66	AdSS Operations Manual, Policy 103	FTP server with email notification
CORPORATE COMPLIANCE	Ad Hoc	Corporate Compliance: Exclusions Identified Regarding Persons Convicted of a Crime	Immediately upon identification	Section D	Paragraph 66	AdSS Operations Manual, Policy 103	<a href="#">FTP server with email notification to copy to DDD Office of Compliance and Review and DDDALTCSCompliance@azdes.gov</a>
CORPORATE COMPLIANCE	Semi-Annually	Corporate Compliance: External Audit Plan/Schedule	October 15; April 15	Section D	Paragraph 66	AdSS Operations Manual, Policy 103, Attachment C	FTP server with email notification

CORPORATE COMPLIANCE	Ad Hoc	Corporate Compliance: External Auditing Schedule-Changes	Within 7 days of change	Section D	Paragraph 66	AdSS Operations Manual, Policy 103	FTP server with email notification
FINANCE	Ad Hoc	Corporate Cost Allocation Plans and Adjustment in Management Fees	Send copy to DDD at time of submission to AHCCCS	Section D	Paragraph 42	AdSS Operations Manual, Policy	FTP server with email notification
OPERATIONS	Monthly	Corrected Pended Encounter Data	Monthly, according to established schedule	Section D	Paragraph 61	AHCCCS Encounter Manual	FTP server with email notification
FINANCE	Quarterly	Cost Avoidance/Savings Recovery Report	35 days after the reporting quarter (Oct-Dec: Due Feb; Jan-Mar: Due May; Apr-Jun: Due Aug; Jul-Sep: Due Nov)	Section D	Paragraph 63	AHCCCS Program Integrity Reporting Guide	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Credentialing and Recredentialing Denials	Within 1 business day	Section D	Paragraph 26	AMPM Policy 950	FTP server with email notification
QUALITY MANAGEMENT	Quarterly	Credentialing Report	30 days after the end of each quarter	Section D	Paragraph 26	AMPM Policy 950	FTP server with email notification
MEDICAL MANAGEMENT	Monthly	CRS Members with Completed Treatment	10th day of the month	Section D	Paragraph 12	AdSS Operations Manual, Policy 426	FTP server with email notification

ALTCS COMPLIANCE	Annually	Cultural Competency Plan Assessment	30 days after the start of the contract year	Section D	Paragraph 23	AdSS Operations Manual, Policy 405, Attachment A	FTP server with email notification
CLAIMS UNIT	Ad Hoc	Data Processes for Recoupments	120 days from receipt of approval	Section D	Paragraph 44	AdSS Operations Manual, Policy 412	FTP server with email notification
BEHAVIORAL HEALTH	Quarterly	DCS and Adopted Children Services Reporting: Access to Services	20 days after the end of each quarter, or upon request	Section D	Paragraph 11	AdSS Operations Manual, Policy 449, Attachment A	FTP server with email notification
BEHAVIORAL HEALTH	Quarterly	DCS and Adopted Children Services Reporting: Calls and Emails and Rapid Response Reconciliation Report	35 days after the reporting quarter	Section D	Paragraph 26	AdSS Operations Manual, Policy 449, Attachment B	FTP server with email notification
QUALITY IMPROVEMENT	Ad Hoc	DDD-Identified QI Corrective Action Plan	25 days of the identification of deficiency(ies)	Section D	Paragraph 18	N/A	FTP server with email notification
MEDICAL MANAGEMENT	Monthly	Dental Home Assignment Report	10th day of the month	Section D	Paragraph 68	N/A	FTP server with email notification
MEDICAL MANAGEMENT	Annually	Dental Program Plan (inclusive of Work Plan and Work Plan Evaluation)	August 1st	Section D	Paragraph 26	AHCCCS Guides and Manuals for Health Plans and Providers web page: <a href="https://azahcccs.gov/PlansProviders/GuidesManualsPolicies/index.html">https://azahcccs.gov/PlansProviders/GuidesManualsPolicies/index.html</a>	FTP server with email notification

MEDICAL MANAGEMENT	Quarterly	Dental Provider Network and Matrix	30 days after the end of each quarter	Section D	Paragraph 26	DDD-Only Deliverable	FTP server with email notification
CORPORATE COMPLIANCE	Annually	Disclosure Information: Disclosure of Ownership and Control and Disclosure of Information on Persons Convicted of a Crime, including Attestation	September 20th	Section D	Paragraph 66	AdSS Operations Manual, Policy 103, Attachment A and Attachment A1	FTP server with email notification
MEDICAL MANAGEMENT	Quarterly	DME Service Delivery Reporting	80 days after the end of each quarter	Section D	Paragraph 30	AdSS Operations Manual, Policy 415, AMPM Policy 310P - Attachment A	FTP server with email notification
BEHAVIORAL HEALTH	Annually	Documentation Supporting Compliance with Mental Health Parity, Completed Analysis, and Summary	August 10th	Section D	Paragraph 11	ACOM Policy 110	FTP server with email notification
FINANCE	Annually	Draft Audit Financial Reporting Package	90 days after the end of the contractor's fiscal year	Section D	Paragraph 53	AHCCCS' Financial Reporting Guide	FTP server with email notification
MEDICAL MANAGEMENT	Semi-Annually	Emergency Department Diversion Summary	October 10th; April 10th	Section D	Paragraph 27	AMPM Policy 1021, Attachment C	FTP server with email notification
BUSINESS OPERATIONS	Ad-hoc	Encounter Submission and Tracking	15 days after the request is made	Section D	Paragraph 69	Division's Encounter Manual	FTP server with email notification

MEDICAL MANAGEMENT	Semi-Annual	EPSDT and Adult Monitoring Report	January 31st and July 31st	Section D	Paragraph 26	AdSS Medical Policy 430	FTP server with email notification
MEDICAL MANAGEMENT	Annually	EPSDT Program Plan (inclusive of Work Plan and Work Plan Evaluation)	July 30th	Section D	Paragraph 26	AMPM Policy 430	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Evidence-Based Practice Remediation Plan	Withing 25 days of the WICHE Fidelity Report	Section D	N/A	N/A	FTP server with email notification
FINANCE	Annually	Final Audit Financial Reporting Package	150 days after the Contractor's fiscal year end	Section D	Paragraph 53	AHCCCS' Financial Reporting Guide	FTP server with email notification
FINANCE	Quarterly	Financial Reporting Package: DES/DDD	50 days after the end of each quarter: (Oct - Dec) (Jan - March) (Apr - June) (July - Sept)	Section D	Paragraph 53	AHCCCS' Financial Reporting Guide	FTP server with email notification
FINANCE	Quarterly	FQHC Member Information	50 days after the end of each quarter: (Oct - Dec) (Jan - March) (Apr - June) (July - Sept)	Section D	Paragraph 37	AHCCCS' Financial Reporting Guide	FTP server with email notification
OFFICE OF ADMINISTRATIVE REVIEW	Monthly	Grievance and Appeal System Report	1st day of the 2nd month following the month being reported	Section D	Paragraph 29	AHCCCS Grievance and Appeal System Reporting Guide	FTP server with email notification

ALTCS COMPLIANCE	Ad Hoc	Grievance or Request for Investigation and Grievance/Investigation Decision Letter Concerning a Member in Need of Special Assistance	Upon Occurrence	Section D	Paragraph 29	AdSS Medical Manual, Policy 320-R	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Health and Safety On-Site Review	Within 24 hours of completing the review	N/A	N/A	AMPM Policy 960, Attachment C	Secure Email to DHCM Quality Management at CQM@azahcccs.gov
QUALITY IMPROVEMENT	Annually	Health Disparity Summary & Evaluation (HDS&E) Report	August 1st	Section	26	AdSS Medical Policy 920 As found on the AHCCCS QM/PI Templates & Checklists web page: <a href="https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html">https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html</a>	FTP server with email notification
BEHAVIORAL HEALTH	Annually	High Need/High Cost Care Management Program	October 20th	Section D	Paragraph 27	Reporting template as provided by the Division	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	High Profile Alerts of Incidents, Accidents and Deaths	Within 24 hours of awareness	Section D	Paragraph 26	N/A	FTP server with email notification
MEDICAL MANAGEMENT	Annually	High-Cost Behavioral Health Report	December 10 (for July 1-June 30 timeframe)	Section D	Paragraph 27	NA	FTP server with email notification
OFFICE OF ADMINISTRATIVE REVIEW	Ad Hoc	HIPAA Reporting	Immediately Upon Request	Section D	Paragraph 68	Reporting template as provided by the Division	FTP server with email notification

ALTCS COMPLIANCE	Ad Hoc	ID Cards requiring Division Approval	30 days prior to dissemination	Section D	Paragraph 6	AdSS Operations Manual, Policy 433	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	IMD Placement Exceeding 15 Days	Within one business day of identification	Section D	Paragraph 9	ACOM Policy 109	FTP server with email notification
QUALITY IMPROVEMENT	Ad Hoc	Incident, Accident, and Death Reports for Members within specified timeframes into the Quality Management System (QMS) Portal Significant and/or potential media-covered IADs must also be sent directly to the QM staff as soon as the Contractor is aware of the issue.	Within one business day of awareness for Sentinel IAD's and within two business days of occurrence awareness for all others.	Section D	Paragraph 26	AMPM Policy 961	QMS Portal, and FTP server with email notification for significant and/or media-covered IADs
CLAIMS UNIT	Ad Hoc	Independent Audits of Claims Payment/Health Information Systems	Upon Request	Section D	Paragraph 45	N/A	FTP server with email notification
MEDICAL MANAGEMENT	Annually	Inpatient Hospital Showings Report	October 25	Section D	Paragraph 27	N/A	FTP server with email notification
QUALITY MANAGEMENT	Quarterly	Inter-Rater Reliability (IRR) Metrics and Evidence of Completed IRR Activities	40 days after the end of each quarter	Section D	Paragraph 26	As found on the AHCCCS QM/PI Templates & Checklists web page: <a href="https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html">https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html</a>	FTP server with email notification
OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Quarterly	Justice System Reach-In Monitoring Report	10 days after the end of each quarter	Section D	Paragraph 27	AdSS Medical Manual, Policy 1022, Attachment A	FTP server with email notification



OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Annual	Justice System Reach-in and Reentry Plan (JRSP)	July 25	Section D	Paragraph 27	AMPM Policy 1022	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Key Staff: Contact Information Change	Within 1 business day of the change	Section D	Paragraph 19	N/A	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Key Staff: Key Position Change	Within 7 days of learning of resignation	Section D	Paragraph 19	N/A	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Key Staff: Notification of Moving Functions Out of State	60 days prior to proposed change	Section D	Paragraph 19	N/A	FTP server with email notification
ALTCS COMPLIANCE	Annually	Key Staff: Organizational Chart, Functional Organization Chart, Listing of All Key Staff Information	14 days after the start of the contract year	Section D	Paragraph 19	N/A	FTP server with email notification
ALTCS COMPLIANCE	Semi-Annually <i>(Only Applicable to Non-Accredited Contractor; Deemed if the Contractor is Accredited.)</i>	Marketing Activities Report	Upon request	Section D	Paragraph 74	AdSS Operations Manual, Policy 101, Attachment B	FTP server with email notification

ALTCS COMPLIANCE	Annually (Only Applicable to Non-Accredited Contractor; Deemed if the Contractor is Accredited.)	Marketing Attestation Statement	40 days after the start of the contract year	Section D	Paragraph 74	ACOM Policy 101, Attachment A	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Marketing Materials	30 days prior to dissemination	Section D	Paragraph 74	AdSS Operations Manual, Policy 101	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Material Change to Business Operations	90 days prior to expected implementation	Section D	Paragraph 46	AdSS Operations Manual, Policy 439, Attachment A	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Ad Hoc	Material Change to Provider Network	90 days prior to expected implementation	Section D	Paragraph 32	AdSS Operations Manual, Policy 439, Attachment A	FTP server with email notification
MEDICAL MANAGEMENT	Annually	Maternity and Family Planning Services Program Plan (inclusive of Work Plan and Work Plan Evaluation)	July 30th	Section D	Paragraph 26	AMPM Policy 420, AMPM Exhibit 2A	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Medical Records or Supporting Documentation	As specified in the requesting letter	N/A	N/A	N/A	FTP server with email notification
FINANCE	Annually	Medical Loss Ratio (MLR) Report and Attestation	March 1st after the contract year end	Section D	Paragraph 52	AHCCCS' Financial Reporting Guide	FTP server with email notification

MEDICAL MANAGEMENT	Annually	Medical Management (MM) Program Plan (inclusive of Work Plan and Work Plan Evaluation)	July 15th	Section D	Paragraph 27	AMPM Policy 1010 Attachment A and Attachment B	FTP server with email notification
ALTCS COMPLIANCE	Annually	Member Handbook	August 1st	Section D	Paragraph 21	AdSS Operations Manual, Policy 406, Attachment A	FTP server with email notification
ALTCS COMPLIANCE	<i>Annually (Only Applicable to Non-Accredited Contractor; Deemed if the Contractor is Accredited.)</i>	Member Handbook (Final Approved Version)	One or before the start of the contract year	Section D	Paragraph 21	ACOM Policy 406	FTP server with email notification
ALTCS COMPLIANCE	<i>Annually (Only Applicable to Non-Accredited Contractor; Deemed if the Contractor is Accredited.)</i>	Member Information Attestation Statement	40 days after the start of the contract year	Section D	Paragraph 21	AdSS Operations Manual, Policy 404	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Member Information Materials	15 days prior to release	Section D	Paragraph 21	AdSS Operations Manual, Policies 404 and 406	FTP server with email notification
ALTCS COMPLIANCE	Semi-Annually	Member Newsletter	30 days prior to intended publication date	Section D	Paragraph 21	AdSS Operations Manual, Policy 404	FTP server with email notification
BEHAVIORAL HEALTH	Monthly	Members Determined to Have a Serious Mental Illness (SMI) Receiving Special Assistance	15th day of the month	Section D	Paragraph 11	N/A	FTP server with email notification

MEDICAL MANAGEMENT	Ad Hoc	Members in Need of Care Manager	As identified	Section D	Paragraph 15	N/A	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	Mental Health Parity Deficiencies Report	Within 5 days of identifying the deficiency	Section D	Paragraph 11	ACOM Policy 110	FTP server with email notification
MEDIAL MANAGEMENT	Quaterly	Members with Diabetes and A1C Report	45 days after the end of each quarter	n/a	n/a	AdSS/DDD only	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Semi-annually	Minimum Network Requirements Verification Template	October 31st, April 30th	Section D	Paragraph 30	AdSS Operations Manual, Policy 436	FTP server with email notification
ALTCS COMPLIANCE	Annually	Network Workforce Development (WFD) Plan	August 15st	Section D	Paragraph 30	AdSS Operations Manual, Policy 407, Attachment A	FTP server with email notification
FINANCE	Monthly	New Day Encounter	Monthly, according to established schedule	Section D	Paragraph 61	AHCCCS Encounter Manual	FTP server with email notification
MEDICAL MANAGEMENT	Quarterly	Notice of Adverse Benefit Determination (NOA) Self-Audit Scores and Executive Summary	35 days after the end of each quarter	Section D	Paragraph 9	AdSS Operations Manual, Policy 414. AHCCCS Grievance and Appeal System Reporting Guide Attachment D	FTP server with email notification

ALTCS COMPLIANCE	Ad Hoc	Non-Division Required Survey Notification	Minimum of 25 days prior to conducting the survey	Section D	Paragraphs 22 and 26	N/A	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	Notification of a Member in Need of Special Assistance	Within 2 days of meeting criteria	Section D	Paragraph 26	AdSS Medical Manual, Policy 320-R	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Notification of a Member No Longer in Need of Special Assistance	Within 6 days of no longer meeting criteria	Section D	Paragraph 26	AdSS Medical Manual, Policy 320-R	FTP server with email notification
MEDICAL MANAGEMENT	Daily	Notification of All Hospital Admissions	Daily, no later than 10:00 am	Section D	Paragraph 27	N/A	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Notification of Change to Website, Member Handbook, and/or Formulary URL	Within 1 business day	Section D	Paragraph 21	AdSS Operations Manual, Policies 404 and 406	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	Notification of Sentinel, High Profile and/or Potential Media-Coverage incidents	Within 24 hours of awareness	Section D	Paragraph 22	AdSS Medical Manual Policy 961	FTP server with email notification
MEDICAL MANAGEMENT	Semi-Annually	Number of Pregnant Women who are HIV/AIDS Positive	April 20th & October 20th	Section D	Paragraph 9	N/A	FTP server with email notification

MEDICAL MANAGEMENT	Quarterly	Nutritional Supplement Report	30 days after the end of each quarter	Section D	Paragraph 9	N/A	FTP server with email notification
OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS.	Ad Hoc	OIFA Strategic Plan	Upon request	D,23	N/A	N/A	FTP server with email notification
ALTCS COMPLIANCE	Semi-Annually	OUD Provider List	December 25 and June 25	D,10	NA	Reporting Form as Provided by the Grants Administrator	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Out-of-State Placement Initial Notification	Prior to placement or upon notification of placement	Section D	Paragraph 9	AMPM Policy 450	AHCCCS QM portal with email notification
MEDICAL MANAGEMENT	Ad Hoc	Out-of-State Placement Progress Update	Every 30 days following initial placement	Section D	Paragraph 9	AdSS Medical Manual, Policy 450, Attachment A	AHCCCS QM portal with email notification
BEHAVIORAL HEALTH	Monthly	Outpatient Commitment COT Monitoring	10th day of the month	Section D	Paragraphs 10 and 27	AdSS Medical Manual, Policy 320-U	FTP server with email notification
MEDICAL MANAGEMENT	Semi-Annually	PBM Audit Findings	40 days after the close of the audit period	Section D	N/A	N/A	FTP server with email notification

FINANCE	Annually	PBM Subcontract	March 30th	Section D	Paragraph 39	N/A	FTP server with email notification
ALTCS COMPLIANCE	Monthly	PCP Assignment	10th day of the month	Section D	Paragraph 33	N/A	FTP server with email notification
FINANCE	Ad Hoc	Performance Bond or Bond Substitute	30 days after notification of the amount required	Section D	Paragraph 48	AdSS Operations Manual, Policy 305	FTP server with email notification
QUALITY IMPROVEMENT	Semi-Annual	Performance Measure Monitoring Report – Reflective of Year-to-Date Performance	October 30, July 30	Section D	Paragraph 26	AMPM Policy 920 As found on the AHCCCS QM/PI Templates & Checklists web at: <a href="https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html">https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html</a>	FTP server with email notification
QUALITY IMPROVEMENT	Ad Hoc	Performance Measure Updates	As requested	Section D	N/A	AMPM Policy 970	FTP server with email notification
MEDICAL MANAGEMENT	Quarterly	Pharmacy and/or Prescriber - Member Assignment Report	10 days after the end of each quarter	Section D	Paragraph 27	AMPM Policy 1024, Attachment A	FTP server with email notification
QUALITY IMPROVEMENT	Ad Hoc	Physician Incentives: Contractor-Selected and/or Developed Pay for Performance Initiatives	Prior Approval Required	Section D	Paragraph 45	N/A	FTP server with email notification

FINANCE	Ad Hoc	Physician Incentives: Contractual Arrangements with Substantial Financial Risk	45 days prior to implementation of the contract	Section D	Paragraph 45	N/A	FTP server with email notification
ALTCS COMPLIANCE	Weekly	Placement/Residential and Respite File	Weekly FTP Upload	Section D	Paragraph 27	N/A	FTP server with email notification
BUSINESS OPERATIONS	Quarterly	Plan Overrides	40 days after the end of each quarter	Section D	Paragraph 69	Division's Encounter Manual	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Pregnancy Termination	Within 8 days of identification	Section D	Paragraph 26	AMPM Policy 410, Attachment E	FTP server with email notification
BEHAVIORAL HEALTH	Quarterly	Pre-Petition Screening and COE Report	40 days after quarter end	Paragraph D	Paragraph 11	AMPM Policy 320-U	FTP server with email notification
MEDICAL MANAGEMENT	Monthly	Pregnant Women and Postpartum	15th day of the month	Section D	Paragraph 27	N/A	FTP server with email notification
MEDICAL MANAGEMENT	Quarterly	Prescription Drug Utilization Report	30 days after the end of each quarter	Section D	Paragraph 27	AdSS Medical Policy 310-V	FTP server with email notification



MEDICAL MANAGEMENT	Monthly	Pressure Ulcer Report	30 days after the end of each month	Section D	N/A	N/A	FTP server with email notification
OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Ad Hoc	PRO and/or FRO Request For, Form	As requested	Section D	Paragraph 5	N/A	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Ad Hoc	Proposed Alternative Multispecialty Interdisciplinary Care Providers	60 days prior to implementation	Section D	Paragraph 30	AdSS Operations Manual, Policy 436	FTP server with email notification
FINANCE	Ad Hoc	Proposed Rates and Adjustments	60 or 90 days in Advance of Implementation (refer to Contract Section D)	Section D	Paragraph 32 and 56	NA	FTP server with email notification
FINANCE	Ad Hoc	Provider Advances, Loans, Loan Guarantees, or Investments	Upon Request	Section D	Paragraph 51	AdSS Operations Manual, Policy 418	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Quarterly	Provider Affiliation Transmission – Flat File	As requested	Section D	Paragraph 31	AHCCCS' Provider Affiliation Transmission Manual	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Semi-Annually	Provider Affiliation Transmission (PAT)	April 5; October 5	Section D	Paragraph 31	AHCCCS' Provider Affiliation Transmission Manual	FTP server with email notification

OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Semi-Annually	Provider Case Management Customer Service and Quality Improvement Report	January 25, July 25th	Section D	Paragraph 11	AMPM Policy 570	FTP server with email notification
BEHAVIORAL HEALTH	Annually	Provider Case Management Plan	10-Dec	Section D	Paragraph 11	AMPM Policy 570	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Annually	Provider Network Development and Management Plan	November 1st	Section D	Paragraph 30	AdSS Operations Manual, Policy 415	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Ad Hoc	Provider Changes Report	Within 25 days of identification of a provider change due to rates	Section D	Paragraph 32	AdSS Operations Manual, Policy 415 Attachment D	FTP server with email notification
QUALITY MANAGEMENT	Annually	QM/PI Program Plan-(inclusive of Work Plan and Work Plan Evaluation)	July 30th	Section D	Paragraph 26	AMPM Policies 950 920; As found on the AHCCCS QM/PI Templates & Checklists web page: <a href="https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html">https://www.azahcccs.gov/Resources/Contractor/Manuals/QMPIReporting.html</a>	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	QOC Resolution Report	As specified in AMPMA Policy 960	Section D	Paragraph 26	AMPM Policy 960	FTP server with email notification
CORPORATE COMPLIANCE	Ad Hoc	Recovered Overpayment	Within 10 days of the recovered overpayment	Section D	Paragraph 66	AdSS Operations Manual, Policy 103	FTP server with email notification

QUALITY MANAGEMENT	Ad Hoc	Redacted IAD, IRF and QOC Documents Involving a Behavioral Health Provider Serving Children and anyone Under COE or COT	Within three business days of Contractor review or completion of IAD/IRF/QOC process	Section D	Paragraph 26	AMPMA Policy 960	AHCCCS QM Portal
QUALITY MANAGEMENT	Ad-hoc	Redacted S&R Individual Reports Concerning All Enrolled Individuals Receiving Services from a Behavioral Health Provider	Within 3 days of contractor review or completion of IAD/IRF/QOC process	Section D	Paragraph 26	AMPM, Policy 962, Attachment A	QMS Portal with email notification
FINANCE	Quarterly	Related Party Sub-capitated/Block Payment Arrangement - Service Payments to Providers Report	40 days after the reporting quarter	Section D	Paragraph 56	N/A	FTP server with email notification
FINANCE	Ad Hoc	Related Parties or Affiliates Advances, Loans, Loan Guarantees, Investments, Profit Sharing or Equity Distributions	Submit for approval prior to effective date	Section D	Paragraph 51	AHCCCS' Financial Reporting Guide	FTP server with email notification
CORPORATE COMPLIANCE	Ad Hoc	Report Alleged Fraud, Waste, Abuse of the AHCCCS Program	Within 10 calendar days	Section D	Paragraph 66	AdSS Operations Manual, Policy 103	<a href="#">FTP server with email notification to DDD Office of Compliance and Review and copy dddfwa@azdes.gov and HP Compliance unit DDDALTCSCompliance@azdes.gov</a>
ALTCS COMPLIANCE	Annually	Report of Member Council Activities	December 1st	Section D	Paragraph 11	N/A	FTP server with email notification

MEDICAL MANAGEMENT	Annual	Reporting Advance Directives	January 30th	Section D	Paragraph 25	DDD-Only Deliverable	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Ad Hoc	Request for Exception to Network Standards	Immediately upon identification	Section D	Paragraph 30	AdSS Operations Policy 436	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Request for Changes to Dental Prior Authorization Requirements	As identified and prior to implementation	Section D	Paragraph 9	AMPM Policy 431	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Requests for Changes to Uniform Warranty Requirements	Immediately upon identification	Section D	Paragraph 9	AdSS Operations Manual, Policy 431	FTP server with email notification
MEDICAL MANAGEMENT	Quarterly	Retrospective Review	30 days after the end of each quarter	Section D	Paragraph 27	AdSS Medical Manual 1010 and 1020	FTP server with email notification
OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Quarterly	Roster of Peer and Family Committee Members	10 days after the end of each quarter	Section D	Paragraph 13	Reporting template as provided by DCAIR, OIFA Bureau Chief	FTP server with email notification
QUALITY MANAGEMENT	Ad Hoc	S&R Individual Reports Concerning All Enrolled Individuals	Within 3 days of receipt	Section D	Paragraph 26	AMPM Policy 962	FTP server with email notification

BEHAVIORAL HEALTH	Ad Hoc	SAMHSA EBP Fidelity Monitoring Manual	Within 5 business days of notification	Section D	Paragraph 11	AMPM Policy 930	FTP server with email notification
BEHAVIORAL HEALTH	Annually	SAMHSA EBP Fidelity Monitoring Manual	January 25th	Section D	Paragraph 11	AMPM Policy 930	FTP server with email notification
ODA	Annually	Security Rule Compliance Report	August 27th	Section D	Paragraph 68	ACOM 108, Attachment A	FTP server with email notification
OFFICE OF ADMINISTRATIVE REVIEW	Quarterly	Serious Mental Illness (SMI) Grievance and Appeal Report	20 days after the end of each quarter	Section D	Paragraph 29	ACOM Policy 444; ACOM Policy 446. Reporting form as provided by BHGA	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Service and Service Site Monitoring	As identified	Section D	Paragraph 26	N/A	FTP server with email notification
CLAIMS UNIT	Ad Hoc	Single Claim Recoupments >\$50,000	30 days prior to initiating the recoupment, or earlier if the information is available	Section D	Paragraph 44	AdSS Operations Manual, Policy 412	FTP server with email notification
BEHAVIORAL HEALTH	Annually	SMI Targeted Services Report	May 10th	Section D	Paragraph 1	N/A	FTP server with email notification

ALTCS COMPLIANCE	Ad Hoc	Social Networking Applications Listing with URLs (if participating in Social Networking Activities)	Within 25 days of any changes	Section D	Paragraph 21	AdSS Operations Manual, Policy 425	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	Social Networking Attestation and Applications Listing with URLs (if participating in Social Networking Activities)	Within 80 days of the start of the contract year	Section D	Paragraph 21	AdSS Operations Manual, Policy 425	FTP server with email notification
OFFICE OF ADMINISTRATIVE REVIEW	Ad Hoc	State Fair Hearing Request Documentation: Claim Dispute Request	No later than 3 business days from receipt of the hearing request	Section D	Exhibit F2	AdSS Operations Manual, Policy 445, Attachment A	FTP server with email notification
OFFICE OF ADMINISTRATIVE REVIEW	Ad Hoc	State Fair Hearing Request Documentation: Expedited Member Appeal Request	No later than 1 business day from receipt of the expedited hearing request	Section F	Exhibit F1	AdSS Operations Manual, Policy 445, Attachment A	FTP server with email notification
OFFICE OF ADMINISTRATIVE REVIEW	Ad Hoc	State Fair Hearing Request Documentation: Standard Member Appeal Request	No later than 3 business days from receipt of the hearing request	Section F	Exhibit F1	AdSS Operations Manual, Policy 445, Attachment A	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Sterilization Reporting	Within 5 days of identification	Section D	Paragraph 26	N/A	FTP server with email notification
ALTCS COMPLIANCE	Monthly	Supplement to Grievance and Appeal System Report	1st day of the 2nd month following the month being reported	Section D	Paragraph 29	AHCCCS Grievance and Appeal System Reporting Guide	FTP server with email notification

HOUSING	Quarterly	Supportive Housing Report	10 days after the end of each quarter	Section D	Paragraph 10	N/A	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Survivors of Sex Trafficking Outreach Activity Results	Within 5 days of notification	Section D	Paragraph 27	N/A	FTP server with email notification
ALTCS COMPLIANCE	Ad Hoc	System Change Plan	6 months prior to expected implementation	Section D	Paragraph 68	N/A	FTP server with email notification
CUSTOMER SERVICE CENTER	Quarterly	Telephone (Administrative) Performance Measures	10 days after the end of each quarter	Section D	Paragraph 28	AdSS Operations Manual, Policy 435	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	TFC Placement Medical Necessity Criteria	25 days prior to implementation of change	Section D	Paragraph 1	AMP Policy 320-W	FTP server with email notification
CLAIMS UNIT	Ad Hoc	Third Party Liability Reporting - Involving Commercial Insurance Payor Sources: TPL Leads Verification File or via the TPL Referral Web Portal	Within 7 days of discovery	Section D	Paragraph 63	AHCCCS' Technical Interface Guidelines; AdSS Operations Manual, Policy 434	AHCCCS SFTP or the TPL Referral Web Portal: <a href="https://ecenter.hmsy.com/">https://ecenter.hmsy.com/</a>
CLAIMS UNIT	Ad Hoc	Third Party Liability Reporting - Other Third Party Liability Recoveries: For Determination of a Mass Tort, Total Plan Case, or Joint Case	Within 7 days of discovery	Section D	Paragraph 63	AHCCCS' Technical Interface Guidelines	FTP server with email notification to: <a href="mailto:DDDRevenueDesk@azdes.gov">DDDRevenueDesk@azdes.gov</a> and <a href="mailto:DDDALTCSCompliance@azdes.gov">DDDALTCSCompliance@azdes.gov</a>

CLAIMS UNIT	Monthly	Total Plan Case Settlement Reporting via Monthly File (When reporting, Contractors must use the monthly file or the ad hoc form)	15th day of the month	Section D	Paragraph 63	AdSS Operations Manual, Policy 434	FTP server with email notification to: DDDRevenueDesk@azdes.gov and DDDALTCSCompliance@azdes.gov
CLAIMS UNIT	Ad Hoc	Total Plan Case Settlement Reporting via the Settlement Notification Form (When reporting, Contractors must use the monthly file or the ad hoc form)	Within 7 business days from the settlement date	Section D	Paragraph 63	AdSS Operations Manual, Policy 434	FTP server with email notification to: DDDRevenueDesk@azdes.gov and DDDALTCSCompliance@azdes.gov
CORPORATE COMPLIANCE	Ad Hoc	Transactions Between the Contractor and a Party in Interest	Within 5 business days	Section D	Paragraph 66	Section 1903 of the Social Security Act	FTP server with email notification
MEDICAL MANAGEMENT	Quarterly	Transplant Log	10 days after the end of the quarter	Section D	Paragraph 27	N/A	FTP server with email notification
MEDICAL MANAGEMENT	Annually	Transplant Reinsurance Crossover Member List	October 20th of each contract year	Section D	Paragraph 53	Division's Reinsurance Manual	FTP server with email notification
MEDICAL MANAGEMENT	Ad Hoc	Transplant Reinsurance Request	Within 20 days of the first component of the transplant	Section D	Paragraph 59	Division's Reinsurance Manual	FTP server with email notification
PROVIDER NETWORK	Quarterly	Transportation Timeliness Review	15 days after the end of each quarter	Section D	Paragraph 36	AdSS Operations Manual, Policy 417, Attachment B	FTP server with email notification



OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Annually	Tribal Coordinator Report	November 1st	Section D	Paragraph 27	N/A	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Ad Hoc	Unexpected Material Change to Provider Network - Analysis	Within 1 business day	Section D	Paragraph 32	AdSS Operations Policy 439	FTP server with email notification
ALTCS ADMINISTRATION-NETWORK	Ad Hoc	Unexpected Material Change to Provider Network - Notification	Within 1 business day	Section D	Paragraph 32	N/A	FTP server with email notification
BEHAVIORAL HEALTH	Annual	Unplanned Transitions	April 1st	n/a	n/a	DDD-Only Deliverable	FTP server with email notification
BEHAVIORAL HEALTH	Ad Hoc	Updates to Special Assistance Member Demographics	Within 2 business days of change	Section D	Paragraph 26	AdSS Medical Manual, Policy 320-R	FTP server with email notification
MEDICAL MANAGEMENT	Quarterly	Utilization Management Report	45 days after the end of each quarter	Section D	Paragraph 27	N/A	FTP server with email notification
CLAIMS UNIT	Quarterly	Verification of Receipt of Paid Services	8 days after the end of each quarter	Section D	Paragraph 22	AdSS Operations Manual, Policy 424	FTP server with email notification





































































































































































































































































































































































































































































































































































































































































































































































































































































































































