

## **1022 JUSTICE REACH-IN**

EFFECTIVE DATE: April 10, 2024

REFERENCES: 42 CFR § 438.62(b); A.R.S. § 36-551; AMPM 1022; AMPM 541.

### **PURPOSE**

This policy sets forth roles and responsibilities of the Division of Developmental Disabilities (Division) when facilitating the transition of Members with chronic or complex care needs out of jails and prisons into communities.

### **DEFINITIONS**

1. "Care Management" is a group of activities performed to identify and manage clinical interventions or alternative treatments for identified Members to reduce risk, cost, and help achieve better health outcomes. Distinct from Case Management, Care Management does not include the day-to-day duties of service delivery.
2. "Justice System Liaison" means a Division staff person who is located in Arizona and is the single point of contact for justice system stakeholders, such as jails, prisons, detention facilities,

courts, law enforcement, and community supervision agencies.

This position is responsible for ensuring care coordination of justice-involved Members and for oversight and reporting of Justice System reach-in Care Coordination activities. This position also serves as the single point of contact for justice system stakeholders engaged programmatically in arrest diversion or incarceration alternative initiatives intended to reduce the number of individuals from entering the justice system.

3. "Member" means the same as "Client" as defined in A.R.S. § 36-551.
4. "Responsible Person" means the parent or guardian of a minor with a developmental disability, the guardian of an adult with a developmental disability or an adult with a developmental disability who is a Member or an applicant for whom no guardian has been appointed.
5. "Support Coordinator" means a "case manager" as defined in A.R.S. § 36-551.

## **POLICY**

### **A. PROGRAM ADMINISTRATION REQUIREMENTS**

1. The Division shall designate staff to serve in the role of Justice System Liaison who reach into the justice system to facilitate transitions for all Division Members out of justice facilities for the purposes of continuity of care.
2. The Justice System Liaison shall serve as the single point of contact when collaborating with justice system partners to identify, plan, and implement care coordination efforts for Members identified as requiring reach-in care.
3. The Justice System Liaison shall identify justice partners and their contact information, from the following:
  - a. Jails;
  - b. Sheriff's Offices;
  - c. Correctional Health Services;
  - d. Arizona Department of Corrections, Rehabilitation and

- Reentry (ADCRR);
  - e. ADCRR Community Supervision;
  - f. Probation;
  - g. Courts; and
  - h. Other justice partners as determined by the Justice System Liaison.
4. The Justice System Liaison shall monitor the incarceration report, also known as the 834-file, in Focus in order to:
- a. Identify Members who have been:
    - i. Incarcerated; or
    - ii. Otherwise released since the previous report.
  - b. Obtain length of Member incarceration from this report.
5. The Justice System Liaison shall collaborate with reach-in partners to determine Member care needs.
6. The Justice System Liaison shall collaborate with AdSSs through

the following measures:

- a. Monthly meetings with each health plan to discuss mutual members;
  - b. Providing a Transition Notice Form to each MCO representative upon receiving notification of a member's justice involvement; and
  - c. Communicating with MCO's to address Member needs as identified.
7. The Justice System Liaison shall obtain the Member's criminal Justice Reach-In report from Focus in the quarter following the Member's release from the Justice System in order to:
- a. Assess anticipated cost savings, including analysis of medical expenses prior to incarceration and subsequent to reach-in activities and release.
  - b. Report out in the Justice Quarterly Metrics the total amount saved or increased for all Members.

8. The Justice System Liaison shall notify AHCCCS upon becoming aware of a Member who becomes an inmate of a public institution, who is not identified in the 834 file, via email at MCDUJustice@azahcccs.gov.

## **B. REACH-IN CARE COORDINATION**

1. The Justice System Liaison shall utilize the 834 file data provided by AHCCCS to identify Members who meet the Division's established parameters for reach-in care coordination, including identification of Medication Assisted Treatment (MAT) eligible Members prior to release.
2. The Justice System Liaison shall utilize additional data sources, if available for the purpose of identifying Members who meet the Division's established parameters for reach-in care coordination.
3. The Justice System Liaison shall utilize the 834 file provided By AHCCCS to identify incarcerated Members that may have missed their eligibility redetermination date while incarcerated, causing a discontinuance of benefits, in order to identify Members requiring assistance with reapplication for AHCCCS Medical

Assistance (MA) and other public benefits, in accordance with  
AMPM 541.

4. The Justice System Liaison shall complete the following activities upon identification of a Member's justice system involvement:
  - a. Complete a Member intake utilizing Member data.
  - b. Research the Member's legal case, utilizing jail or court websites to determine any pending court actions.
  - c. Identify the Support Coordinator assigned to the justice involved Member to immediately inform the Support Coordinator of the justice involvement via email.
5. The Justice System Liaison shall coordinate with justice facility health care or subcontracted health plans in identifying Members requiring reach-in care for physical health, medication and behavioral concerns.
6. The Justice System Liaison shall begin reach-in activities for Members who have been incarcerated for 20 days or longer, and have a scheduled release date, to provide:

- a. Member education regarding care, services, resources, appointment information; and
  - b. Subcontracted health plan case management contact information.
7. The Justice System Liaison shall communicate with incarceration facility health care and any subcontracted health plan to communicate the incarcerated Division Member's medication and behavioral concerns.
8. The Justice System Liaison shall contact and coordinate with Justice Partners and subcontracted health plans regarding status updates and anticipated release date or next court date, updating case file and entering shared notes into the database at least once weekly.
9. The Support Coordinator shall:
  - a. Acknowledge incarceration notification upon receipt from the Justice System Liaison, and update Member records.
  - b. Follow up with the Justice System Liaison to provide case



updates, including release or court date information.

- c. Change Member status to "Suspend" in FOCUS when a Member has been incarcerated for 30 days or longer with no anticipated release date.
10. The Justice System Liaison shall monitor hearing information, noting date and type of hearing, entering this information into the database, and notifying Justice Partners of provided updates by email.
  11. Division staff shall not appear on the Member's behalf, in the capacity of Division staff, in any court, unless a subpoena has been submitted through the Office of the Attorney General.

### **C. PRIOR TO RELEASE**

1. The Justice System Liaison shall begin the release planning process upon receiving notification of the Member's anticipated release date.
2. The Justice System Liaison shall make Member education regarding care, services, resources, appointment information,

subcontracted provider and case management contact information available for the planning release meeting.

3. Division staff shall obtain from the Responsible Person a signed Authorization for Disclosure of Protected Health Information (DDD-1535A) that specifically identifies the person or organization intended to receive health information.
4. Justice System Liaison staff shall collaborate with Justice Partners to plan timeframes for appointments needed based on health status, to:
  - a. Identify and address any barriers to accessing needed appointments; and
  - b. Ensure initial appointments are scheduled to occur within seven days of Member release.
5. The Justice System Liaison shall communicate information regarding appointments to all Justice Partners and justice facility health care.
6. The Justice System Liaison shall review and address social

determinants of health prior to release through wrap-around services.

#### **D. AFTER RELEASE**

The Justice System Liaison shall continue reach-in activities post-release in effort to reduce recidivism to include:

- a. Following up with the Responsible Person to support access to necessary services and appropriate service levels.
- b. Following up with Justice Partners to communicate the status of appointments, within 30 days of release.
- c. Monitoring the Member in the community until there is no longer any Justice involvement and the Member is reported to be stable in the community by the Planning Team.

#### **E. OUTREACH TO COMMUNITY PARTNERS**

The Justice Team shall provide specialized education to local law enforcement and other community partners to facilitate understanding

of developmental disabilities the populations served by the Division regarding the following:

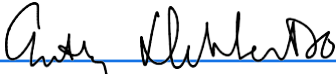
- a. Accommodating Division Members;
  - b. Safe interactions with Division Members;
  - c. Communicating with Division Members;
  - d. Effective engagement with Division Members;
  - e. Alternatives to the justice system for Division Members;
- and
- f. De-escalation techniques.

## **F. REPORTING**

1. The Justice System Liaison shall track data to be utilized by Division staff to create monthly, quarterly, and annual reports, identifying the number of Member transitions received, and other pertinent statistics, and trends.
2. The Justice Team designee shall provide data in the Division's Justice System Liaison reports at Medical Management meetings.

## **SUPPLEMENTAL INFORMATION**

Division Members' AHCCCS health plan enrollment is suspended upon incarceration, and reinstated upon release.

Signature of Chief Medical Officer:   
[Anthony Dekker \(Apr 9, 2024 13:11 PDT\)](#)  
Anthony Dekker, D.O.