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2 **1022 JUSTICE REACH-IN**
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4
5 EFFECTIVE DATE: (Month XX, XXXX)
6

7 REFERENCES: 42 CFR § 438.62(b); A.R.S. § 36-551; AMPM 1022; AMPM
8 541.

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

15 **DEFINITIONS**
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- 17 1. "Care Management" is a group of activities performed to
18 identify and manage clinical interventions or alternative
19 treatments for identified Members to reduce risk, cost,
20 and help achieve better health outcomes. Distinct from
21 Case Management, Care Management does not include
22 the day-to-day duties of service delivery.
- 23 2. "Justice System Liaison" means a Division staff person who is

24
25 located in Arizona and is the single point of contact for justice
26 system stakeholders, such as jails, prisons, detention facilities,
27 courts, law enforcement, and community supervision agencies.
28 This position is responsible for ensuring care coordination of
29 justice-involved Members and for oversight and reporting of
30 Justice System reach-in Care Coordination activities. This
31 position also serves as the single point of contact for justice
32 system stakeholders engaged programmatically in arrest
33 diversion or incarceration alternative initiatives intended to
34 reduce the number of individuals from entering the justice
35 system.

36 3. "Member" means the same as "Client" as defined in A.R.S. §
37 36-551.

38 4. "Responsible Person" means the parent or guardian of a minor
39 with a developmental disability, the guardian of an adult with a
40 developmental disability or an adult with a developmental
41 disability who is a Member or an applicant for whom no guardian
42 has been appointed.

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44 5. "Support Coordinator" means a "case manager" as defined in
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46 A.R.S. § 36-551.

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48 **POLICY**

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50 **A. PROGRAM ADMINISTRATION REQUIREMENTS**

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52 1. The Division shall designate staff to serve in the role of Justice
53 System Liaison who reach into the justice system to facilitate
54 transitions for all Division Members out of justice facilities for the
55 purposes of continuity of care.
- 56 2. The Justice System Liaison shall serve as the single point of
57 contact when collaborating with justice system partners to
58 identify, plan, and implement care coordination efforts for
59 Members identified as requiring reach-in care.
- 60 3. The Justice System Liaison shall identify justice partners and
61 their contact information, from the following:
- 62 a. Jails;
- 63 b. Sheriff's Offices;
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66 c. Correctional Health Services;
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68 d. Arizona Department of Corrections (ADOC);
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70 e. ADOC Community Supervision;
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72 f. Probation;
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74 g. Courts; and
- 75
76 h. Other justice partners as determined by the Justice System
77 Liaison.
- 78 4. The Justice System Liaison shall monitor the incarceration
79 report, also known as the 834-file, in Focus in order to:
- 80 a. Identify Members who have been:
- 81
82 i. Incarcerated; or
- 83
84 ii. Otherwise released since the previous report.
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86 b. Obtain length of Member incarceration from this report.
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88 5. The Justice System Liaison shall collaborate with reach-in
89 partners to determine Member care needs.

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91 6. The Justice System Liaison shall obtain the Member's criminal
92 Justice Reach-In report from Focus in the quarter following the
93 Member's release from the Justice System in order to:
- 94 a. Assess anticipated cost savings, including analysis of
95 medical expenses prior to incarceration and subsequent to
96 reach-in activities and release.
- 97 b. Report out in the Justice Quarterly Metrics the total
98 amount saved or increased for all Members.
- 99 7. The Justice System Liaison shall notify AHCCCS upon becoming
100 aware of a Member who becomes an inmate of a public
101 institution, who is not identified in the 834 file, via email at
102 MCDUJustice@azahcccs.gov.

103 **B. Reach-In Care Coordination**

- 104 1. The Justice System Liaison shall utilize the 834 file data provided
105 by AHCCCS to identify Members who meet the Division's
106 established parameters for reach-in care coordination, including
107 identification of Medication Assisted Treatment (MAT) eligible
108 Members prior to release.
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111 2. The Justice System Liaison shall utilize additional data sources, if
112 available for the purpose of identifying Members who meet the
113 Division’s established parameters for reach-in care coordination.
- 114 3. The Justice System Liaison shall utilize the 834 file provided By
115 AHCCCS to identify incarcerated Members that may have missed
116 their eligibility redetermination date while incarcerated, causing
117 a discontinuance of benefits, in order to identify Members
118 requiring assistance with reapplication for AHCCCS Medical
119 Assistance (MA) and other public benefits, in accordance with
120 AMPM 541.
- 121 4. The Justice System Liaison shall complete the following activities
122 upon identification of a Member’s justice system involvement:
- 123 a. Complete a Member intake utilizing Member data.
- 124 b. Research the Member’s legal case, utilizing jail or court
125 websites to determine any pending court actions.
- 126 c. Identify the Support Coordinator assigned to the justice
127 involved Member to immediately inform the Support
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130 Coordinator of the justice involvement via email.
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132 5. The Justice System Liaison shall coordinate with justice facility
133 health care or subcontracted health plans in identifying Members
134 requiring reach-in care for physical health, medication and
135 behavioral concerns.
- 136 6. The Justice System Liaison shall begin reach-in activities for
137 Members who have been incarcerated for 20 days or longer, and
138 have a scheduled release date, to provide:
- 139 a. Member education regarding care, services, resources,
140 appointment information; and
- 141 b. Subcontracted health plan case management contact
142 information.
- 143 7. The Justice System Liaison shall communicate with incarceration
144 facility health care and any subcontracted health plan to
145 communicate the incarcerated Division Member's medication and
146 behavioral concerns.

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148 8. The Justice System Liaison shall contact and coordinate with
149 Justice Partners and subcontracted health plans regarding status
150 updates and anticipated release date or next court date,
151 updating case file and entering shared notes into the database at
152 least once weekly.
- 153 9. The Support Coordinator shall:
- 154 a. Acknowledge incarceration notification upon receipt from
155 the Justice System Liaison, and update Member records.
- 156 b. Follow up with the Justice System Liaison to provide case
157 updates, including release or court date information.
- 158 c. Change Member status to "Suspend" in FOCUS when a
159 Member has been incarcerated for 30 days or longer with
160 no anticipated release date.
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- 162 10. The Justice System Liaison shall monitor hearing information,
163 noting date and type of hearing, entering this information into
164 the database, and notifying Justice Partners of provided updates
165 by email.

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167 11. Division staff shall not appear on the Member's behalf, in the
168 capacity of Division staff, in any court, unless a subpoena has
169 been submitted through the Office of the Attorney General.

170 **C. PRIOR TO RELEASE**

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172 1. The Justice System Liaison shall begin the release planning
173 process upon receiving notification of the Member's anticipated
174 release date.

175 2. The Justice System Liaison shall make Member education
176 regarding care, services, resources, appointment information,
177 subcontracted provider and case management contact
178 information available for the planning release meeting.

179 3. Division staff shall obtain from the Responsible Person a signed
180 Authorization for Disclosure of Protected Health Information
181 (DDD-1535A) that specifically identifies the person or
182 organization intended to receive health information.

183 4. Justice System Liaison staff shall collaborate with Justice
184 Partners to plan timeframes for appointments needed based on

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186 health status, to:
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188 a. Identify and address any barriers to accessing needed
189 appointments; and
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191 b. Ensure initial appointments are scheduled to occur within
seven days of Member release.
- 192 5. The Justice System Liaison shall communicate information
193 regarding appointments to all Justice Partners and justice facility
194 health care.
- 195 6. The Justice System Liaison shall review and address social
196 determinants of health prior to release through wrap-around
197 services.
- 198 **D. AFTER RELEASE**
- 199
200 The Justice System Liaison shall continue reach-in activities
201 post-release in effort to reduce recidivism to include:
- 202
203 a. Following up with the Responsible Person to support access
to necessary services and appropriate service levels.

- 204
205 b. Following up with Justice Partners to communicate the
206 status of appointments, within 30 days of release.
- 207 c. Monitoring the Member in the community until there is no
208 longer any Justice involvement and the Member is reported
209 to be stable in the community by the Planning Team.

210 **E. OUTREACH TO COMMUNITY PARTNERS**

211 The Justice Team shall provide specialized education to local law
212 enforcement and other community partners to facilitate understanding
213 of developmental disabilities the populations served by the Division
214 regarding the following:

- 216 a. Accommodating Division Members;
- 217 b. Safe interactions with Division Members;
- 218 c. Communicating with Division Members;
- 219 d. Effective engagement with Division Members;
- 220 e. Alternatives to the justice system for Division Members;
- 221 and
- 222 f. De-escalation techniques.
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F. REPORTING

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1. The Justice System Liaison shall track data to be utilized by

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Division staff to create monthly, quarterly, and annual reports,

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identifying the number of Member transitions received, and other

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pertinent statistics, and trends.

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2. The Justice Team designee shall provide data in the Division's

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Justice System Liaison reports at Medical Management meetings.

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SUPPLEMENTAL INFORMATION

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238 Division Members' AHCCCS health plan enrollment is suspended upon

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incarceration, and reinstated upon release.

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Signature of Chief Medical Officer: