

## 46 AGENCY WITH CHOICE

REVISION DATE: 05/10/2023;04/03/2019

EFFECTIVE DATE: April 1, 2015

REFERENCES: Social Security Act; A.A.C. R9-28-509; AMPM 1310-A

### **PURPOSE**

The purpose of this policy is to outline the requirements for Qualified Vendors when providing Agency With Choice services for Division Members who are eligible for ALTCS.

### **DEFINITIONS:**

1. "Agency with Choice" or "AWC" means a member-directed service delivery model option offered to Members eligible for ALTCS who reside in their own home in which the provider agency and the Member or Responsible Person enter into a partnership agreement wherein the provider agency serves as the legal employer of the Direct Care Worker and the Member or Responsible Person serves as the day-to-day managing employer of the Direct Care Worker.
2. "Direct Care Worker Agency" means an agency registered with AHCCCS as a service provider of Attendant Care, Personal Care, Homemaker or Habilitation. The agency, by registering with AHCCCS,

warrants that it has a workforce (employees or contractors) with the abilities, skills, expertise, and capacity to perform the services as specified in AHCCCS policy.

3. "Direct Care Worker" means an individual employed by a Direct Care Worker Agency, who assists an individual with a disability with activities necessary to allow them to reside in their home.
4. "Member" means the same as "client" as defined in A.R.S. § 36-551.
5. "Qualified Vendor" means a provider of community developmental disability services that has applied for Qualified Vendor status, meets the criteria for Qualified Vendor status, and has entered into a Qualified Vendor Agreement with the Division.
6. "Qualified Vendor Agreement" means a contract that consists of the combination of the Request for Qualified Vendor Agreement, the terms and conditions, the specifications, the schedules, the exhibits, the attachments, and any RFQVA amendments.
7. "Request for Qualified Vendor Agreement" means the application a vendor submits to the Division to become a Qualified Vendor.

## **POLICY**

**A.** The Qualified Vendor and Member or Responsible Person may agree to opt-in anytime for any or all of the following AWC services:

1. Habilitation;
2. Homemaker;
3. Individually Designed Living-Hourly;
4. Attendant Care;
5. Habilitation Hourly Support.

**B.** The Qualified Vendor shall refer to Division Provider Policy Manual Appendix A Qualified Vendor Application and Directory System (QVADS) Provider Instructions – Agency with Choice Option for guidance to “Opt-In” as an AWC vendor.

**C.** Once the Qualified Vendor has opted-in to AWC, the Qualified Vendor may opt-out for any or all AWC services only after closure of authorizations for Members who selected AWC service delivery option.

**D.** The Qualified Vendor shall refer to the Division Provider Policy Manual Appendix B DDD Agency with Choice User Guide – FOCUS Vendor instructions, for billing as an AWC vendor.

- E.** The Qualified Vendor shall either acknowledge or deny the service authorization within three business days upon receipt of a new service authorization.
- F.** Upon acknowledgement of the service authorization, the Qualified Vendor shall use a Healthcare Common Procedure Coding System U-7 modifier when submitting claims to the Division for services provided under the AWC service delivery option.
- G.** For questions about Opting-In to AWC in QVADS, the Qualified Vendor may call 1 844-770-9500.
- H.** For questions about AWC billing, the qualified vendor may contact [DDD-Claims@azdes.gov](mailto:DDD-Claims@azdes.gov).