

314 AUTO-ASSIGNMENT ALGORITHM

REVISION DATE: 7/9/2025

EFFECTIVE DATE: October 1, 2019

REFERENCES: Administrative Services Contract

PURPOSE

This policy describes the method used to auto-assign Members to an Administrative Services Subcontractor (AdSS).

DEFINITIONS

1. "Prior Period Coverage" or "PPC" means the period of time prior to the Member's enrollment with a Contractor, during which a Member is eligible for covered services. The timeframe is from the effective date of eligibility to the day a Member is enrolled with a Contractor. Refer to 9 AAC 22 Article 1. If a Member is made eligible via the Hospital Presumptive Eligibility (HPE) program and is subsequently determined eligible for AHCCCS via the full application process, PPC for the Member will be covered by AHCCCS Fee-For-Service (FFS) and the Member will be enrolled with the Contractor only on a prospective basis.

2. “Prior Quarter Coverage” means the period of time prior to a Member’s month of application for AHCCCS coverage, during which a Member limited to children under 19, individuals who are pregnant, and individuals who are in the 60-day postpartum period beginning the last day of pregnancy, may be eligible for covered services. Prior Quarter Coverage is limited to the three-month time period prior to the month of application. An applicant may be eligible during any of the three months prior to application if the applicant:
- a. Received one or more covered services as specified in 9 AAC 22, Article 2 and Article 12, and 9 AAC 28, Article 2 during the month; and
 - b. Would have qualified for Medicaid at the time services were received if the individual had applied regardless of whether the individual is alive when the application is made as specified in AAC R9-22-303. AHCCCS Contractors are not responsible for payment for covered services received during the prior quarter.

3. “Member” means the same as “Client”, a person receiving developmental disabilities services from the Division, as specified in A.R.S. § 36-551.

POLICY

A. ENROLLMENT AND DISENROLLMENT

1. The Division shall have the exclusive authority to enroll and disenroll Members with an AdSS.
2. The Division shall assign Members to the AdSS as specified in Contract.
3. The Division shall auto-assign newly enrolled Members to an AdSS by alternating between the available AdSS.
4. The Division shall send a Choice Notice to Members who are auto assigned, allowing the Member 90 days to select a different AdSS.
5. The Division shall not allow the AdSS to disenroll any Member for any reason unless directed to do so by the Division.
6. The Division shall not allow the AdSS to request disenrollment due to:

- i. An adverse change in the Member's health status,
- ii. The Member's utilization of services,
- iii. Diminished mental capacity, or
- iv. Uncooperative or disruptive behavior resulting from the Member's special needs.

B. ENROLLMENT CHANGE REQUESTS

The Division shall follow the procedures outlined in the AdSS Medical Policy Manual Policies 520, and 530 as applicable, for medical continuity and coordination of care requests when a Member changes AdSS available under this Contract or from other health plans.

C. PRIOR QUARTER COVERAGE

1. The Division shall not require the AdSS be responsible for payment for covered services received during the prior quarter, unless otherwise specified in AHCCCS policy or Contract.
2. The Division shall require the AdSS ensure Providers bill AHCCCS for services provided during a prior quarter eligibility period upon verification or notification of Prior Quarter Coverage eligibility.

D. PRIOR PERIOD COVERAGE (PPC)

1. The Division shall notify the AdSS of the Member's enrollment.

2. The Division shall require the AdSS be responsible for payment of all claims for medically necessary covered services provided to Members during PPC.
3. The Division shall require the AdSS be liable for costs for covered services provided during the prior period as specified in the AHCCCS Medical Assistance Eligibility Policy Manual.

E. NEWBORNS BORN TO MOTHERS ENROLLED IN ALTCS-DD PROGRAM

1. The Division shall require the AdSS notifies AHCCCS and the Division of a child's birth to an enrolled Member no later than one calendar day from the date of birth.
2. The Division shall require the AdSS ensure that newborns born to a Member enrolled with the AdSS are not enrolled with the Division for the delivery of health care services.

Vicki Copeland, MD

Signature of Chief Medical Officer

Vicki Copeland

Name

07/09/2025

Date