



DEPARTMENT OF
ECONOMIC SECURITY
Your Partner For A Stronger Arizona

Division of Developmental Disabilities

NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on proposed new **Division Operations Policy Manual 7010, Business Associate Agreements**. This new policy is developed to outline the requirements of the Business Associate Agreement as required by the Health Information Portability and Accountability Act of 1996 (HIPAA). This new policy:

- Requires that the Division's contracted or out-of-network agreement Business Associates ensure appropriate safeguard of the Protected Health Information (PHI).
- Requires that the Division enter into a Business Associate Agreement before PHI is used, created, or disclosed between the covered component and the entity or contractor.
- Outlines the contents of the Business Associate Agreement.

Dates: Public comment will be open for 30 days beginning April 17, 2024 and closing May 17, 2024. Comments must be received no later than May 17, 2024, 11:59 pm, Arizona time.

Instructions: (Complete instructions are located on the Division's [webpage](#))

- The policy may be viewed by clicking [here](#).
- Comments may be submitted online by clicking [here](#).
- Use the line numbers to reference specific comments.
- Do not include any information that you consider confidential or inappropriate for public disclosure.

If access to the online form is not available, comments can be submitted by email to the DDD Policy Unit at DDDpolicy@azdes.gov.

- Submit your comments, along with your full name, mailing address, and phone number.
- If you represent an organization, include the organization's name.

For further information contact the DDD Policy Unit at DDDpolicy@azdes.gov.