

Division of Developmental Disabilities

NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on proposed changes to the **AdSS Operations Manual, Policy 433 Member Identification Cards**. This policy establishes requirements regarding the development, approval, and distribution of Member Identification Cards (ID Cards) and replacement ID Cards. This policy applies to the Division of Developmental Disabilities' Administrative Services Subcontractors (AdSS) when Members present for Medicaid services. In this proposed amendment, the Division has:

- Added new definitions.
- Updated "Programming Requirements," "Format of Member Identification Cards (ID Cards)," and "Approval of Member Identification Cards, and Other Compliance Requirements" sections.
- Added Supplemental Information.
- Updated language, formatting, and style throughout the policy to align with the Division's Policy Format Manual.

Dates: Public comment will be open for 30 days beginning October 2, 2024 and closing November 1, 2024. Comments must be received no later than November 1, 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.