



DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

RATE BOOK CHANGES: UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 06/21/2019

The Division of Developmental Disabilities (DDD) is providing the following additional information as a follow-up to the June 7, 2019, vendor announcement, [Rate Book Changes](#):

The effective date of the changes being implemented for CBE & DTA services is June 10, 2019. No claims for Dates of Service June 10, 2019, or later relating to the transportation issue will be considered clean claims.

An additional discrepancy in the Rate Book has been identified and corrected in the updated version of the Rate Book posted to the [DDD website in the "Rates" section](#), labeled as "Rate Book 1/2/2019, Revised 6/20/19".

Language pertaining to calculating units to the nearest 15 minutes for Home-Based services was removed in the January 17, 2019, update to the rate book. This language has been re-instated as it was removed in error. (Section II. A. – pg. 11, pg. 31)

For both members and direct service staff, units shall be recorded daily on the per member and per direct service staff basis, shall be expressed in terms of hours and shall be rounded to the nearest 15-minutes, as illustrated in examples below:

- If services were provided for 3 hours and 5 minutes, bill 3.0 units.*
- If services were provided for 5 hours and 24 minutes, bill 5.50 units*
- If services were provided for 6 hours and 48 minutes, bill 6.75 units*

A new section, Archive - Rate Books, has been added to the DDD website, <https://des.az.gov/services/disabilities/developmental-disabilities/vendors-providers/rates-authorizations-billing>. The archive includes all the revisions from the past year as well as Rate Books from the previous three years.

If you have questions related to this communication please call 1-844-770-9500 or email DDDCustomerServiceCenter@azdes.gov.