



DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD Support Coordination
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TRANSMITTAL DATE: August 30, 2016

TOPIC: Scheduling Planning Meeting – 90 Day Reviews

All Qualified Vendors

DDD has changed the way it schedules member's planning meetings. This change was made to reduce the number of meetings members and families have to attend and to comply with the Arizona Health Care Cost Containment (AHCCCS) requirements. This means that Support Coordinators are scheduling annual planning meetings differently and are no longer using the Annual Due Date (sometimes called the "Set in Stone date") identified in DDD's Focus system.

As Support Coordinators schedule meetings, they are required to ensure that the member is seen **every 90 days**. To avoid having an *extra* meeting, Support Coordinators may line up the "Annual Due Date/Set in Stone date" with the **next** 90 day review date.

At the 90 day review closest to the Annual Due Date/Set in Stone date in Focus, the Support Coordinator will notify the team that the **next** 90 day meeting will be the annual planning meeting. The Support Coordinator will be responsible for ensuring there is no a gap in authorization for assessed services. This will ensure the provider agency can continue to provide and bill for the service through the date the planning meeting is held.

More information regarding Planning Meeting timeframes can be located in DDD's Operations Manual Chapter 2003:

<https://des.az.gov/sites/default/files/Operations-Chapter-2000.pdf>

Questions regarding this communication can be directed DDDProviderRelations@azdes.gov

Thank you