



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

**DIVISION OF DEVELOPMENTAL DISABILITIES**

***Sent on Behalf of DES/DDD Augmentative Alternative Communication Unit***  
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**TRANSMITTAL DATE: June 29, 2017**

**TOPIC: Updated AAC Referral Packet Process**

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**Target Audience – Support Coordination and Qualified Therapy Vendors**

The Augmentative Alternative Communication (AAC) Unit has posted a new AAC Evaluation Referral Packet (DDD-1151A) to be used when referring members for an AAC evaluation. It is located on the Arizona Department of Economic Security website in the Documents Center under Forms. This form is now to be completed in its entirety by the member's Speech-Language Pathologist. Major changes in process include:

- The Speech-Language Pathologist (SLP) informs the Support Coordinator (SC) that the member needs an AAC evaluation.
- The SC sends the SLP the DDD-1151A and copies the AAC Unit at [DDDAugComms@azdes.gov](mailto:DDDAugComms@azdes.gov).
- The SLP fills out the packet in its entirety. This includes - submitting a copy of the newest insurance card (front and back) only if the member has private insurance, and a copy of the ISP.
- The SLP is also responsible for asking the member which AAC Evaluation Provider they would like to have complete the evaluation and training. This MUST be member choice.
- The SLP is responsible for submitting the completed packet to the AAC Unit securely.
- The AAC Unit will review the packet. If the packet is incomplete, the AAC Unit will contact the SLP directly.
- If the packet is complete, the AAC Unit authorizes the AAC Evaluation to the AAC Evaluation Provider and copies the SC.

Questions related to this communication may be sent to Annette Gotfried at [AGotfried@azdes.gov](mailto:AGotfried@azdes.gov) or 602-771-8962.

***Thank you!***