

**DATE:** June 02, 2021  
**To:** Holders of the AHCCCS Medical Policy Manual  
**FROM:** DHCM Contracts and Policy  
**SUBJECT:** AHCCCS Medical Policy Manual (AMPM)

This memo describes revisions and/or additions to the AMPM.

Please direct questions regarding policy updates to the Contracts and Policy Unit at 602-417-4295 or 602-417-4055 or email at [DHCMContractsandPolicy@azahcccs.gov](mailto:DHCMContractsandPolicy@azahcccs.gov).

### [INFORMATION REGARDING COVID-19](#)

In response to Medicaid-related questions from providers and contractors arising from the COVID-19 pandemic, AHCCCS has developed a list of Frequently Asked Questions (FAQs) Regarding Coronavirus Disease 2019 (COVID-19) which is updated regularly. It is important to note that there are instances where the information presented in the CMS-approved flexibilities and COVID-19 FAQs does not align with provisions set forth by the AHCCCS Medical Policy Manual (AMPM). In these instances, the CMS-approved flexibilities and FAQs take precedence and are controlling.

### [NAME CHANGE](#)

Effective April 1, 2021, Comprehensive Medical and Dental Program (CMDP) will be changing to Comprehensive Health Plan (CHP). AHCCCS is in the process of revising all pertinent documents to reflect the new name.

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### [UPDATES AND REVISIONS TO THE AHCCCS MEDICAL POLICY MANUAL \(AMPM\)](#)

*To view the policies and attachments, please access the following link:*

[AHCCCS MEDICAL POLICY MANUAL \(AMPM\)](#)

*Note: As a result of the current Public Health Emergency the implementation of the new Person-Centered Service Plan (PCSP) Tool was postponed. Recent changes have now made it possible to move forward with the implementation and Policies have a June 1, 2021 Effective Date. Below is a description of applicable Policies.*

#### **AMPM POLICY 1610 - GUIDING PRINCIPLES AND COMPONENTS OF ALTCS CASE MANAGEMENT**

AMPM Policy 1610, has been revised to align with proposed changes as a result of the Person-Centered Service Plan (PCSP). New PCSP language has been added throughout the Policy, along with definitions for clarification and to align with AMPM Policies.

*Policy has a retroactive effective date of 06/01/21.*

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**AMPM POLICY 1620-A - INITIAL CONTACT VISIT STANDARD**

AMPM Policy 1620-A was revised to align with proposed changes as a result of the Person-Centered Service Plan (PCSP). The terminology Service Plan and Service/Care Plan/Planning has been replaced with “Person-Centered Service Plan (PCSP)”. Language has been revised for “member/guardian/designated representative” throughout the Policy.

*Policy has a retroactive effective date of 06/01/21.*

**AMPM POLICY 1620-B - NEEDS ASSESSMENT CARE PLANNING STANDARD**

AMPM Policy 1620-B was revised to align with proposed changes as a result of the Person-Centered Service Plan (PCSP). The terminology Service Plan and Service/Care Plan/Planning has been replaced with “Person-Centered service Plan (PCSP)”.

*Policy has a retroactive effective date of 06/01/21.*

**AMPM POLICY 1620-D - PLACEMENT SERVICE PLANNING STANDARD**

AMPM Policy 1620-C revisions were made to the lists of services that should and should not be included in a member’s individual CES. Other revisions include Service Plan, Planning Team and Managed Risk Agreement, to align with the Person-Centered Service Plan (PCSP) along with language for clarification and to align with AMPM Policies.

*Policy has a retroactive effective date of 06/01/21.*

**AMPM POLICY 1620-E - SERVICE PLAN MONITORING AND REASSESSMENT STANDARD**

AMPM Policy 1620-E, has been revised to update the service plan monitoring and reassessment standards and to align with Person-Centered Service Plan (PCSP). Additional minor revisions were done as a result of the Person-Centered Service Plan (PCSP), including adding new definition for PCSP and Planning Team.

*Policy has a retroactive effective date of 06/01/21.*

**AMPM EXHIBIT 1620-10 - AHCCCS PERSON CENTERED SERVICE PLAN**

AMPM Exhibit 1620-10 is a New Exhibit developed by the Person-Centered Planning Advisory workgroup beginning in August 2017. The workgroup was comprised of interested members, family members, service providers, advisory groups, and ALTCS Contractors including representatives from the Tribal ALTCS Program. The result of the workgroups efforts is now known as the AHCCCS Person-Centered Service Plan (PCSP). The goal is to ensure a standardized method for assessing and documenting discussions with members during assessment and service planning meetings for all ALTCS members regardless of which ALTCS Contractor or Program coordinates their care. We focused on developing a document that helps to document information shared during a conversation with the member that helps to inform personal goal development and service planning. Effective date is upon publishing.

*Exhibit has a retroactive effective date of 06/01/21.*

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**AMPM EXHIBIT 1620-13 - RESERVED.**

Exhibit 1620-13 is being Reserved and has been replaced with AMPM Exhibit 1620-10, AHCCCS Person Centered Service Plan.

*Exhibit has a retroactive effective date of 06/01/21.*

**AMPM EXHIBIT 1620-17 - HOME AND COMMUNITY BASED SERVICES NEEDS TOOL GUIDELINES**

AMPM Exhibit 1620-17, was updated to remove the term “Service Plan” and replaced with “Person-Centered Service Plan (PCSP). The term “Representative” was replaced with “Health Care Decision Maker.” Additionally, language was added to clarify the use of the “Comments” section within the Home and Community Based Services Member Needs Assessment (tool). A new signature section was added to clarify when and by whom signatures are required. Implementation Date Upon Publishing.

*Exhibit has a retroactive effective date of 06/01/21.*

- **ATTACHMENT A – HCBS NEEDS ASSESSMENT**

See Revision Memo dated 01/11/21 for summary of changes.

*Retroactive to 06/01/21.*

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**APPROVED NOT YET EFFECTIVE****[AHCCCS CONTRACTOR OPERATIONS MANUAL \(AMPM\)](#)****AMPM POLICY 520 – MEMBER TRANSITIONS**

AMPM Policy 520 has been revised to apply name change for CMDP from Comprehensive Medical and Dental Program to Comprehensive Health Plan (CHP) effective April 1, 2021 due to CHP behavioral health integration. Refer to Laws 2019, 1st Regular Session, change made throughout Policy and Attachments. Updates were made to the Diagnosis Related Group requirement that the Contractor, in which the member is enrolled, at time of discharge is responsible for the stay. The Augmentative Communication Device process during transition has also been updated. In addition, the requirement for Enrollment Transition Information must be transmitted electronically.

*Implementation Date 10/1/21.*

○ **ATTACHMENT A – COMMUNITY BASED SUPPORT PROGRAMS**

Attachment A was revised to clarify language throughout the deliverable, then reorganized for flow and added a new comment box to the end of the template for additional documentation.

*Implementation Date 10/1/21.*

○ **ATTACHMENT B - OUT OF SERVICE AREA PLACEMENT REQUEST**

No Changes

**POST TRIBAL CONSULTATION NOTIFICATION AND PUBLIC COMMENT CHANGES:**

After being posted for Tribal Consultation Notification and Public Comment on 04/09/21, Updated Code of Federal Regulation as well as added reference to CASII to reflect the CALOCUS.

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**PREVIOUSLY APPROVED NOT YET EFFECTIVE**

**AMPM POLICY 310-P, MEDICAL EQUIPMENT, MEDICAL APPLIANCES, AND MEDICAL SUPPLIES**

See Revision Memo dated 05/03/21 for summary of changes.

*Implementation Date 10/01/21.*

**AMPM POLICY 310-BB – TRANSPORTATION**

See Revision Memo dated 06/01/21 for summary of changes.

*Implementation Date 10/01/21.*

**AMPM POLICY 950 – CREDENTIALING AND RE-CREDENTIALING PROCESSES**

See Revision Memo dated 06/01/21 for summary of changes.

*Implementation Date 10/01/21.*