

**ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF BEHAVIORAL HEALTH SERVICES
DIVISION DOCUMENT REVISION NOTICE**

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by **BOLD** print and the symbol **[X]**. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Margaret Russell at (602) 364-4658 or via electronic mail at russelm@azdhs.gov.

DIVISION DOCUMENT	ADHS/DBHS PROVIDER MANUAL	ADHS/DBHS POLICY AND PROCEDURES MANUAL	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
REVISION [X]		[X]		
DIVISION DOCUMENT	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
REVISION [X]				

ADHS/DBHS POLICY AND PROCEDURES MANUAL SECTION MI 5.5, ARIZONA STATE HOSPITAL

Policy #	TITLE	DESCRIPTION OF CHANGE	Last Revision Effective Date
MI 5.5	ALL DOCUMENT	The acronyms were spelled out at the beginning, and the acronym for "AzSH" was updated throughout the document	7-1-2010
MI 5.5	ALL DOCUMENT	The terms: "Patient" and "Client" were replaced by "Behavioral Health Recipient" for consistency.	7-1-2010
MI 5.5	ALL DOCUMENT	All the references to "Child," "adolescents," and "SED" were deleted, as AzSH does not have the adolescent unit operating anymore.	7-1-2010
MI 5.5	ALL DOCUMENT	The word "shall" was replaced throughout the document with "will" or "must".	7-1-2010
MI 5.5	ALL DOCUMENT	References to forensically committed adult behavioral health recipients, including GEI and NGRI were removed, as the policy does not address those groups because the judge makes the determination regarding these groups.	7-1-2010
MI 5.5	PURPOSE	Most of the original purpose was deleted and replaced with language from the former Practice Protocol - Arizona State Hospital: Effective Utilization and Collaboration . The terms "advocate" and "designated representative" were added.	7-1-2010
MI 5.5	SCOPE	Reference to adolescents was deleted.	7-1-2010
MI 5.5	POLICY	Language from the former Practice Protocol - Arizona State Hospital: Effective Utilization and Collaboration was incorporated.	7-1-2010
MI 5.5	REFERENCES	References were updated, and reference to Practice Protocol - Arizona State Hospital: Effective Utilization and Collaboration was deleted.	7-1-2010
MI 5.5	DEFINITIONS	Definitions section was updated with terms specific to the Arizona State Hospital.	7-1-2010
MI 5.5	PROCEDURES	The following sections were added from the former Practice Protocol - Arizona State Hospital: Effective Utilization and Collaboration , and these sections were edited to provide additional clarification: -Admissions -Treatment and Community Placement Planning for All Behavioral Health Recipients -Recertification of Need (RON) -Transition to Community Placement Setting	7-1-2010
MI 5.5	PROCEDURES	The section titled, "Other contractual considerations" was incorporated from the original Arizona State Hospital policy, and the section was updated.	7-1-2010

MI 5.5	PROCEDURES	The Grievance and appeal section was updated from the previous version of the policy.	7-1-2010
MI 5.5	PROCEDURES	The Denial Process section was updated from the previous version of the policy.	7-1-2010
MI 5.5	PROCEDURES	The section titled, "Clinical dispute resolution process" was added from Practice Protocol - Arizona State Hospital: Effective Utilization and Collaboration and modified to reflect current processes.	7-1-2010
MI 5.5	PROCEDURES	The sections on licensure, credentialing and documentation were deleted.	7-1-2010
MI 5.5	PROCEDURES	The section titled "Claims, billing and reimbursement" has been updated and combines sections from the previous version of the policy.	7-1-2010
MI 5.5	FORMS/ATTACHMENTS	The following forms have been converted into PDF forms: <ol style="list-style-type: none"> 1. Application for admission 2. Application Checklist 3. Payor Financial 4. Dispute Resolution 	7-1-2010