

Arizona Department of Health Services Office for Children with Special Health Care Needs Children's Rehabilitative Services Administration	Effective Date: 03/02/2009 Last Review Effective Date: 02/11/2009
SUBJECT: General Administration	SECTION: GA 1.3

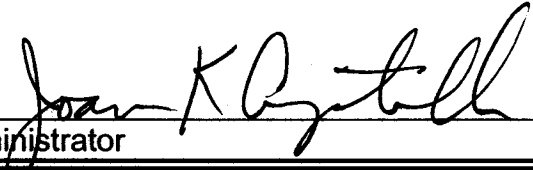
SUBTITLE: CRSA Notification Procedure for AHCCCS Medical Policy Manual and AHCCCS Contractor Operations Manual Updates

POLICY:

The purpose of this policy is to describe the process the Children's Rehabilitative Services Administration (CRSA) uses to distribute the Arizona Health Care Cost Containment System (AHCCCS) Medical Policy Manual (AMPM) and the AHCCCS Contractor Operations Manual (ACOM) updates to the CRSA staff and Children's Rehabilitative Services (CRS) Contractor.

PROCEDURES:

- 1) CRSA Division of Compliance reviews the updated chapters of the AMPM and/or the ACOM as provided monthly by the Arizona Health Care Cost Containment System Administration (AHCCCSA).
- 2) The CRSA staff saves electronically the monthly update memos and updates the tracking document located at G:\OCSHCN\Division of Compliance\AHCCCS.
- 3) The CRSA staff inserts a copy of the updates in the CRSA binders labeled AMPM and ACOM.
- 4) The CRSA staff sends an e-mail with the AMPM and/or ACOM updates to the CRS Contractor and CRSA Executive Management Team with a link to the AHCCCS Web site located at <http://www.ahcccs.state.az.us/Publications/GuidesManuals/>, an explanation about how the changes impact the CRS Program, and any actions the CRS Contractor needs to take regarding the changes. The e-mail includes a statement to contact CRSA Division of Compliance with any questions or clarifications.
- 5) Updates to the AMPM and/or the ACOM are a standard agenda item on the Quarterly CRSA and CRS Contractor meetings to provide an opportunity for CRSA and the CRS Contractor to discuss any of the policy changes.

Approved:  _____ CRSA Administrator	Date: 3/5/09 _____
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