

CONTRACT SECTION F, ATTACHMENT F3, CONTRACTOR CHART OF DELIVERABLES
RBHA NON-TITLE XIX/XXI
EFFECTIVE OCTOBER 1, 2021

Area	Timeframe	Report	When Due	Contract Section/ Paragraph	Reference/Policy	Checklist-Template- Reporting Form	Submitted Via
DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Quarterly	Credentialed Parent/Family Support Specialist Involvement in Service Delivery	15 days after the end of each quarter	D,5	AMPM Policy 964	AMPM Policy 964, Attachment A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the ACC Deliverable in SharePoint)
DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Quarterly	Peer/Recovery Support Specialist Involvement in Service Delivery	15 days after the end of each quarter	D,5	AMPM Policy 963; AMPM Policy 964	AMPM Policy 963, Attachment A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the ACC Deliverable in SharePoint)
DGA/GRANTS	Ad Hoc	Federal SABG/MHBG Reports	Upon AHCCCS request	D,9	N/A	Reporting Form as provided by DGA/Grants Unit	SharePoint
DGA/GRANTS	Ad Hoc	Oxford House Model Report	Upon Request	D,9	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment H or an AHCCCS approved format, which contains all of the required information	SharePoint
DGA/GRANTS	Ad Hoc	Plan to Use MHBG Funds for Incarcerated Populations	45 days prior to implementation	D,2	AMPM Policy 320-T1	Reporting Form as provided by DGA, Grant Manager	SharePoint
DGA/GRANTS	Ad Hoc	Publication Materials	21 days prior to dissemination	D,50	N/A	N/A	SharePoint
DGA/GRANTS	Ad Hoc	SABG Capacity Management Report	Upon Request and within seven days of notification	D,9	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment J	SharePoint
DGA/GRANTS	Annually	Federal SABG/MHBG Activities and Expenditures Plan	Upon Request	D,50	N/A	Reporting Form as provided by DGA/Grants Unit	SharePoint
DGA/GRANTS	Annually	Federal SABG/MHBG Activities and Expenditures Report	Upon Request	D,50	N/A	Reporting Form as provided by DGA/Grants Unit	SharePoint
DGA/GRANTS	Annually	FEP Program Status Report	November 15	D,2	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment C	SharePoint
DGA/GRANTS	Annually	ICR Peer Review Data Pull	November 30	D,11	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment D	FTP Server
DGA/GRANTS	Annually	ICR Peer Review Data Pull Attestation	November 30	D,11	N/A	N/A	SharePoint
DGA/GRANTS	Annually	SABG HIV Site Visit Report	September 1	D,9	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment F	SharePoint
DGA/GRANTS	Annually	SABG TB Services Treatment Procedure and Protocol	October 31	D,9	AMPM Policy 320-T1	N/A	SharePoint
DGA/GRANTS	Annually	SABG/MHBG Block Grant Plan	July 1	D,2	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment K	SharePoint
DGA/GRANTS	Annually	SABG/MHBG Block Grant Report	August 15	D,2	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment L	SharePoint
DGA/GRANTS	Annually	Substance Use Treatment Program Report	July 31	D,23	N/A	Reporting Form as provided by DGA, Grant Manager	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Substance Use Treatment Program Report deliverable in SharePoint)
DGA/GRANTS	Annually	SABG Agreements Report	August 1	D,9	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment G	SharePoint

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DGA/GRANTS	Quarterly	FEP Program Status Report	45 days after the quarter end: February 15; May 15; August 15	D,2	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment C-1	SharePoint
DGA/GRANTS	Quarterly	Oxford House Financial Reports (for RBHAs with approved Plan)	January 30; April 30; July 30; October 30	D,9	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment F-1	SharePoint
DGA/GRANTS	Quarterly	SABG HIV Activity Report	January 30; April 30; July 30; October 30	D,9	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment E	SharePoint
DGA/GRANTS	Quarterly	SABG Priority Population Waitlist Report	January 30; April 30; July 30; October 30	D,9	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment I	SharePoint
DGA/GRANTS	Quarterly	SED Program Status Report	45 days after the quarter end: February 15; May 15; August 15; November 15	D,9	AMPM Policy 320-T1	AMPM Policy 320-T1, Attachment B	SharePoint
DGA/GRANTS	Semi-Annually	OUD Provider List	January 1; July 1	D,11	N/A	Reporting Form as Provided by the Grants Administrator	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the ACC Deliverable in SharePoint)
DGA/GRANTS	Semi-Annually	SABG/MHBG Treatment Providers Oversight Monitoring Report	March 1; September 1	D,9	N/A	N/A	SharePoint
DHCM/CLINICAL RESOLUTION	Ad Hoc	Contractor Response to AHCCCS Regarding Member Grievances (Response to Problem Resolution)	Initial two to 72 hour response as indicated by complaint urgency	D,25	N/A	N/A	Email to the Clinical Resolution Specialist
DHCM/FINANCE	Ad Hoc	Non-XIX/XXI State Fiscal Year Statement of Activities and Schedule A Disclosure by Funding Source (If applicable)	30 Days after Final Audit Submission	D,50	ACOM Policy 323; AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Ad Hoc	Final Non-Title XIX/XXI Profit Limit Template (If applicable)	30 Days after Final Audit Submission	D,50	ACOM Policy 323; AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Annually	Draft Audit Financial Adjustments (Flat File)	90 days after the Contractor's Fiscal Year End	D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint)
DHCM/FINANCE	Annually	Draft Audit Financial Information for Contractor (Flat File)	90 days after the Contractor's Fiscal Year End	D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint)
DHCM/FINANCE	Annually	Draft Audit Financial Reporting Package and Single Audit Report	90 days after Contractor's Fiscal Year end	D,50	AHCCCS Financial Reporting Guide	N/A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the ACC Deliverable in SharePoint)

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DHCM/FINANCE	Annually	Final Audit Financial Adjustments (Flat File)	120 days after the Contractor's Fiscal Year End	D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint)
DHCM/FINANCE	Annually	Final Audit Financial Information for Contractor (Flat File)	120 days after the Contractor's Fiscal Year End	D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint)
DHCM/FINANCE	Annually	Non-Title XIX/XXI State Fiscal Year Statement of Activities and Schedule A Disclosure as of May 31	June 30	D,50	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Annually	Notification of Unexpended Funds	March 31	D,50	AHCCCS Financial Reporting Guide	N/A	Email and Notification to the DHCM Finance Manager
DHCM/FINANCE	Annually	Final Audit Financial Reporting Package and Single Audit Report	120 days after Contractor's Fiscal Year end	D,50	AHCCCS Financial Reporting Guide	N/A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the ACC Draft Audit Financial Reporting Package Deliverable in SharePoint)
DHCM/FINANCE	Annually	Notification of Housing Unexpended Funds	November 30	D,50	AHCCCS Financial Reporting Guide	N/A	Email and Notification to the DHCM Finance Manager
DHCM/FINANCE	Monthly	Contractor Expenditure Report	15th day of the month following the expenditure period	D,50	N/A	Refer to the AHCCCS Contractor Guides & Manuals section of the AHCCCS website for the AHCCCS Contractor Expenditure Report (CER) Form and Instructions	Email to: BHSInvoices@azahcccs.gov
DHCM/FINANCE	Quarterly	Financial Reporting Package	45 days after quarter end (Oct - Dec: Due Feb 14) (Jan - March: Due May 15) (Apr - June: Due August 14) (July - Sept: Due Nov 14)	D,50	AHCCCS Financial Reporting Guide	N/A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint)
DHCM/FINANCE	Quarterly	Unaudited Financial Information for Contractor (Flat File)	45 days after the end of each quarter: (Oct - Dec: Due Feb 14) (Jan - March: Due May 15) (Apr - June: Due August 14) (July - Sept: Due Nov 14)	D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and Submit as one Deliverable in SharePoint)
DHCM/HOUSING	Quarterly	Supervisory Care Home Census Report (Maricopa County Only)	30 days after quarter end	D,73	ACOM Policy 448	Reporting Form as provided by the Director of Housing Programs	SharePoint

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DHCM/MEDICAL MANAGEMENT	Ad Hoc	Drug Lists	Submit each drug list for approval prior to making any changes	D,9	AMPM Policy 310-V	N/A	SharePoint
DHCM/MEDICAL MANAGEMENT	Annually	High Cost Behavioral Health Report	December 15 (for July 1 - June 30 timeframe)	D,23	N/A	N/A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and Submit as one Deliverable in SharePoint)
DHCM/MEDICAL MANAGEMENT (PHARMACY DIRECTOR)	Ad Hoc	PBM Proposal	November 1, 2021	D,9	N/A	N/A	SharePoint
DHCM/NETWORK	Ad Hoc	Material Change to the Provider Network for Grants and Non-Title XIX/XXI Services	Within 7 days of notification	D,28	AMPM Policy 320-T1; ACOM Policy 439	ACOM Policy 439, Attachment A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Member Handbook (Final Approved Version)	On or before the start of the contract year	D,17	ACOM Policy 406	ACOM Policy 406, Attachment A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint)
DHCM/OPERATIONS	Ad Hoc	Non-Title XIX/XXI Member Information Materials	15 days prior to release	D,17	ACOM Policy 404	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Staff: Notification of Moving Functions Out of State	60 days prior to proposed change	D,15	N/A	N/A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and Submit as one Deliverable in SharePoint)
DHCM/OPERATIONS	Annually	Member Handbook	August 1	D,17	ACOM Policy 406	ACOM Policy 406, Attachment A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under Title XIX/XXI RBHA Deliverable in SharePoint)
DHCM/OPERATIONS	Annually	Staff: Organization Chart, Functional Organization Chart, Listing of All Staff Information	15 days after the start of the Contract Year	D,15	N/A	N/A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the ACC Deliverable in SharePoint)
DHCM/OPERATIONS	Monthly	Crisis Call Report	15 days after month end	D,9	N/A	N/A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and Submit as one Deliverable in SharePoint)

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DHCM/QUALITY MANAGEMENT	Ad Hoc	Significant and/or Potential Media-Coverage IADs must also be Sent Directly via secured email to Quality Management Staff as soon as the Contractor is Aware of the Issue	Within 24 hours of awareness for Media, high profile and sentinel events that can be made via secure email or phone	D,22	AMPMP Policy 961	N/A	AHCCCS QM Portal and secured email notification to Quality Management at CQM@azahcccs.gov cc to DHCM Clinical Administrator as appropriate (significant and/or potential media cases)
DHCM/QUALITY MANAGEMENT	Ad Hoc	Advisement of Sentinal Incidents, Accidents, and Deaths	Within one business day of awareness	D,22	AMPMP Policy 961	N/A	Secure Email to DHCM Quality Management at CQM@azahcccs.gov
DHCM/QUALITY MANAGEMENT	Ad Hoc	Health and Safety On-Site Review	Within 24 hours of completing the review	D,22	AMPMP Policy 960	AMPMP Policy 960, Attachment C	Secure Email to DHCM Quality Management at CQM@azahcccs.gov
DHCM/QUALITY MANAGEMENT	Ad Hoc	Incident, Accident, and Death Reports (IAD/IRF)	Within one business day of awareness for Sentinal IAD's and within two business days of awareness for all others	D,22	AMPMP Policy 961	N/A	AHCCCS QM Portal
DHCM/QUALITY MANAGEMENT	Ad Hoc	Notification of Sentinel, High Profile and/or Potential Media-Coverage incidents	Within 24 hours of awareness	D,22	AMPMP Policy 961	N/A	Secured email notification to Quality Management at CQM@azahcccs.gov with cc to DHCM Clinical Administrator as appropriate
DHCM/QUALITY MANAGEMENT	Ad Hoc	QOC Resolution Report	As specified in AMPMP Policy 960	D,22	AMPMP Policy 960	N/A	AHCCCS QM Portal with QM Portal notification to assigned DHCM QM Coordinator
DHCM/QUALITY MANAGEMENT	Ad Hoc	Redacted IAD,IRF and QOC Documents Involving a Behavioral Health Provider Serving Children and anyone Under COE or COT	Within three days of Contractor review or completion of IAD/IRF/QOC process	D,22	AMPMP Policy 960	N/A	AHCCCS QM Portal
DHCM/QUALITY MANAGEMENT	Ad Hoc	Redacted IAD,IRF and QOC Documents Involving a Behavioral Health Provider Serving SMI, Children, and anyone Under COE or COT	Within three days of Contractor review or completion of IAD/IRF/QOC process	D,22	AMPMP Policy 962	AMPMP Policy 962, Attachment A	AHCCCS QM Portal
DHCM/QUALITY MANAGEMENT	Ad Hoc	S&R Individual Reports Concerning All Enrolled Individuals	Within three days of Contractor receipt	D,22	AMPMP Policy 962	AMPMP Policy 962, Attachment A	AHCCCS QM Portal
DHCM/SYSTEMS OF CARE	Ad Hoc	Behavioral Health Residential Facility Medical Necessity Criteria	As changes are made to criteria	D,9	AMPMP Policy 320-V	N/A	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the ACC Deliverable in SharePoint)
DHCM/SYSTEMS OF CARE	Annually	SMI Targeted Services Report	May 15	D,11	N/A	Reporting Form as provided by DHCM/Systems of Care, Integrated Care Administrator	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint)
DHCM/SYSTEMS OF CARE	Quarterly	Pre-Petition Screening and Court Ordered Evaluation (COE) Report	45 days after quarter end	D,28	N/A	Reporting Form as provided by DHCM/Systems of Care, Integrated Care Administrator	SharePoint

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OALS	Quarterly	Non-Title XIX/XXI and SMI Grievance and Appeal Report	30 days after quarter end	D,25	ACOM Policy 444; ACOM Policy 446	Reporting Form as provided by BHGA, Unit Administrator	SharePoint (Combine Non-Title XIX/XXI Contract Deliverable with Title XIX/XXI Contract Deliverable and submit under the Title XIX/XXI RBHA Deliverable in SharePoint)