				'DDD			
			EFFECTIVE OC	TOBER 1, 2021		Checklist-Template-Reporting	
Area	Timeframe	Report	When Due	Contract Section/ Paragraph	Reference/Policy	Form	Submitted Via
DBF/TPL UNIT	Ad Hoc	Third Party Liability Reporting - Involving Commercial Insurance Payor Sources: TPL Leads File or Via the TPL Referral Web Portal	Within 10 days of discovery	D,58	AHCCCS Technical Interface Guidelines	N/A	AHCCCS FTP to AHCCCS ISD or TPL Referral Web Portal: <u>ecenter.hmsy.com/ to AHCCCS</u> <u>TPL Contractor (HMS)</u>
DBF/TPL UNIT	Ad Hoc	Third Party Liability Reporting - Other Third Party Liability Recoveries: For Determination of a Mass Tort, Total Plan Case, or	Within 10 days of discovery	D,58	AHCCCS Technical Interface Guidelines	N/A	Email, Fax, or mail submission to AHCCCS TPL Contractor (HMS)
DBF/TPL UNIT	Ad Hoc	Joint Case Total Plan Case Settlement Reporting via the Settlement Notification Form (When reporting, Contractors must use the monthly file or the ad hoc form)	Within 10 business days from the settlement date	D,58	ACOM Policy 434	ACOM Policy 434, Attachment A	Email, Fax, or mail submission to AHCCCS TPL Management Analyst
DBF/TPL UNIT	Monthly	Total Plan Case Settlement Reporting via Monthly File (When reporting, Contractors must use the monthly file or the ad hoc form)	20th day of the month	D,59	ACOM Policy 434	ACOM Policy 434, Attachment A	Email, Fax, or mail submission to AHCCCS TPL Management Analyst
DCAIR/OFFICE OF HUMAN RIGHTS	Ad Hoc	Grievance or Request for Investigation and Grievance/Investigation Decision Letter Concerning a Member in Need of Special Assistance	Upon Occurrence	D,13	AMPM Policy 320-R	N/A	Email to: OHRts@azahcccs.gov
DCAIR/OFFICE OF HUMAN RIGHTS	Ad Hoc	Notification of a Member in Need of Special Assistance	Within 5 days of meeting criteria	D,10	AMPM Policy 320-R	N/A	AHCCCS QM Portal
DCAIR/OFFICE OF HUMAN RIGHTS	Ad Hoc	Notification of a Member No Longer in Need of Special Assistance	Within 10 days of no longer meeting criteria	D,10	AMPM Policy 320-R	N/A	AHCCCS QM Portal
DCAIR/OFFICE OF HUMAN RIGHTS	Ad Hoc	Updates to Special Assistance Member Demographics	Within 5 business days of change	D,10	AMPM Policy 320-R	N/A	AHCCCS QM Portal
DCAIR/OFFICE OF HUMAN RIGHTS	Ad Hoc	Copy of Appeal, Results of an Informal Conference, and Notices of Hearing in Appeals Concerning a Member in Need of Special Assistance	Upon Occurrence	D,13	AMPM Policy 320-R	N/A	Email to: OHRts@azahcccs.gov
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
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 963, Attachment A	SharePoint
DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Quarterly	Roster of Peer and Family Committee Members	15 days after the end of each guarter	D,5	N/A	Reporting Form as provided by DCAIR, OIFA Bureau Chief	SharePoint
DCAIR/OFFICE OF INDIVIDUAL	Ad Hoc	OIFA Strategic Plan	Upon request	D,23	N/A	N/A	SharePoint
DCAIR/OFFICE OF INDIVIDUAL AND FAMILY AFFAIRS	Ad Hoc	New Peer-Run and/or Family-Run Organization Request Form	As needed	D,5	N/A	Reporting Form as provided by DCAIR, OIFA Bureau Chief	SharePoint
DGA/GRANTS	Semi-Annually	OUD Provider List	January 1; July 1	D,10	N/A	Reporting Form as Provided by the Grants Administrator	SharePoint
DHCM/CLINICAL RESOLUTION	Ad Hoc	Survivors of Sex Trafficking Outreach Activity Results	Within seven days of notification	D,19	N/A	N/A	Email to the Clinical Resolution Specialist

DHCM/CLINICAL RESOLUTION	Ad Hoc	Contractor Response to AHCCCS regarding Member Grievances (Response to Problem Resolution)	Initial 2 to 72 hour response as indicated by complaint urgency	D,20	N/A	N/A	Email to DHCM Clinical Resolution Specialist
DHCM/FINANCE	Ad Hoc	Change in Contractor Organizational Structure: Automatic Clearing House (ACH) Vendor Authorization Form	45 days prior to the effective date and commencement of operations	D,49	ACOM Policy 317	https://www.azahcccs.gov/Plans Providers/RatesAndBilling/FFS/di rectdeposit.html	SharePoint
DHCM/FINANCE	Ad Hoc	Corporate Cost Allocation Plans and Adjustment in Management Fees	Prior approval required	D,30	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Ad Hoc	Physician Incentives: Contractual Arrangements with Substantial Financial Risk	45 days prior to implementation of the contract	D,36	N/A	N/A	SharePoint
DHCM/FINANCE	Ad Hoc	Proposed Rates and Adjustments	60 or 90 days in Advance of Implementation (refer to Contract Section D)	D,25; D,51	N/A	N/A	SharePoint
DHCM/FINANCE	Ad Hoc	Related Parties or Affiliates Advances, Loans, Loan Guarantees, Investments, Profit Sharing, or Equity Distributions	30 days prior to disbursement of funds	D,45	AHCCCS Financial Reporting Guide	N/A	Email notification to DHCM Finance Manager
DHCM/FINANCE	Ad Hoc	Submission of Budget for	Upon request	F,Att F5	N/A	N/A	SharePoint
DHCM/FINANCE	Annually	Targeted Case Management APM Strategies Certification (Final), Structured Payment File, and APM Indicator	April 30 (19 months of the end of the measurement year)	D,83	ACOM Policy 307	ACOM Policy 307, Attachment B	Email notification to DHCM Value Based Purchasing Analyst
DHCM/FINANCE	Annually	APM Strategies Certification (Initial)	April 1 of the measurement year	D,83	ACOM Policy 307		Email notification to DHCM Value Based Purchasing Analys
DHCM/FINANCE	Annually	APM Strategies Certification (Interim), Structured Payment File, and APM Indicator	June 30 after the end of the measurement year	D,83	ACOM Policy 307	, ,	Email notification to DHCM Value Based Purchasing Analyst
DHCM/FINANCE	Annually	Capitation Rate Setting Actuarial Data Request	Two weeks after request	D,51	N/A	N/A	FTP Server with email notification to DHCM/Finance: <u>Managed Care Finance@azahcc</u> <u>cs.gov</u>
DHCM/FINANCE	Annually	Community Reinvestment Plan	November 30	D,51	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Annually	Community Reinvestment Report	June 30 following the contract year end	D,51	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Annually	Contract Year Annual Supplement	,	D,47	AHCCCS Financial Reporting Guide	AHCCCS Financial Reporting Guide	SharePoint
DHCM/FINANCE	Annually	DDD Subcontracted Health Plan	No later than 18 months after the end of the contract year	D,51	N/A	N/A	FTP Server
DHCM/FINANCE	Annually	Draft Audit Financial Adjustments	120 days after the Contract Year End (1/28)	D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server
DHCM/FINANCE	Annually	Draft Audit Financial Information	120 days after the Contract Year End (1/28)	D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server
DHCM/FINANCE	Annually	Draft Audit Financial Reporting Package	120 days after the Contract Year End (1/28)	D,47	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Annually	Final Audit Financial Adjustments (Flat File)		D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server
DHCM/FINANCE	Annually	Final Audit Financial Information for Contractor (Flat File)	150 days after year end (2/27)	D,47	AHCCCS Financial Reporting Guide	N/A	FTP Server
DHCM/FINANCE	Annually	Final Audit Financial Reporting Package	150 days after year end (2/27)	D,47	AHCCCS Financial Reporting Guide	N/A	SharePoint

DHCM/FINANCE	Annually	Medical Loss Ratio Report and Attestation	April 1 following the year end	D,47	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Annually	Performance Measure and MLR Report	March 15 (2.5 months after the end of the measurement year)	D,51	ACOM Policy 307, Attachment C and Attachment D	ACOM Policy 307, Attachment	Email Notification to the DHCM Value Based Purchasing Analyst
DHCM/FINANCE	Annually	Submission of Budget	August 10	D,52	N/A	N/A	SharePoint
DHCM/FINANCE	Annually	Summary of Contract Rates for Long Term Care and Home and Community Based Services	December 1	D,47	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Quarterly	Cost Avoidance Savings Recovery Report	Due 45 days after the reporting quarter (Oct - Dec: Due Feb 14; Jan – March: Due May 15; Apr – June: Due August 14; July – Sept: Due November 14)	D,58	AHCCCS Program Integrity Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Quarterly	Financial Reporting Package for Subcontracted Health Plan Medicare D-SNP LOB	60 days after the end of each quarter: (Oct - Dec: Due March 1) (Jan – March: Due May 30) (Apr – June: Due August 29) (July – Sept: Due Nov 29) If AHCCCS certified, the quarterly deliverable for Oct- Dec is due March 1st, if licensed through the Arizona Department of Insurance and Financial Institutions then the annual filing at March 31st is required and we do not require the quarterly Oct- Dec report at March 1st report.		AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Quarterly	Financial Reporting Package: Copy of Acute Care Subcontractor's Financial Reporting Package	60 days after the end of each quarter: (Oct - Dec: Due March 1) (Jan – March: Due May 30) (Apr – June: Due August 29) (July – Sept: Due Nov 29	D,47	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Quarterly	Financial Reporting Package: DES/DDD	60 days after the end of each quarter: (Oct - Dec: Due March 1) (Jan – March: Due May 30) (Apr – June: Due August 29) (July – Sept: Due Nov 29	D,47	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Quarterly	FQHC Member Information	60 days after the end of each quarter: (Oct - Dec: Due March 1) (Jan – March: Due May 30) (Apr – June: Due August 29) (July – Sept: Due Nov 29)	D,38	AHCCCS Financial Reporting Guide	N/A	SharePoint
DHCM/FINANCE	Quarterly	Premium Tax Reporting	March 15, June 15, September 15, December 15	D,51	ACOM Policy 304	https://insurance.az.gov/insurers /taxes/ahcccs-contractor	SharePoint
DHCM/FINANCE	Quarterly	Unaudited Financial Information for Contractor (Flat File)	60 days following the end of each quarter: (Oct - Dec: Due March 1) (Jan – March: Due May 30) (Apr – June: Due August 29) (July – Sept: Due Nov 29)		AHCCCS Financial Reporting Guide	N/A	FTP Server

DHCM/FINANCE	Quarterly	Services	15th day after the end of the quarter that follows the reporting quarter (Oct. – Dec: Due April 15; Jan. – March: Due July 15; April – June: Due Oct. 15; July – Sept: Due Jan. 15)		ACOM Policy 424	ACOM Policy 424, Attachment A	SharePoint
DHCM/HOUSING	Quarterly	Supportive Housing Report	15 days after the end of each guarter	D,14	N/A	N/A	SharePoint
DHCM/MCH/EPSDT	Ad Hoc	AHCCCS Certificate of Necessity for Pregnancy Termination & AHCCCS Verification of Diagnosis by Contractor for Pregnancy Termination Requests	Within 10 days of identification	D,18	AMPM Policy 410	AMPM Policy 410, Attachment C and Attachment D	SharePoint
DHCM/MCH/EPSDT	Ad Hoc	Pregnancy Termination Report	Within 10 days of identification	D,18	AMPM Policy 410	AMPM Policy 410, Attachment E	SharePoint
DHCM/MCH/EPSDT	Ad Hoc	Sterilization Reporting	Within 10 days of identification	D,9	AMPM Policy 420	AMPM Policy 420, Attachment B	SharePoint
DHCM/MCH/EPSDT	Ad Hoc	Stillbirth Supplement Request	Within six months from the delivery date	D,9	AMPM Policy 410	AMPM Policy 410, Attachment B	SharePoint
DHCM/MCH/EPSDT	Annually	EPSDT Program Plan (inclusive of Work Plan and Work Plan Evaluation)		D,18	AMPM Policy 430	AMPM Policy 430, Attachment F	SharePoint
DHCM/MCH/EPSDT	Annually		August 15	D,18	AMPM Policy 420	AMPM Exhibit 2A	SharePoint
DHCM/MCH/EPSDT	Quarterly	EPSDT and Adult Monitoring Report	Suspended	D,19	AMPM Policy 430	AMPM Appendix A	SharePoint
DHCM/MCH/EPSDT	Semi-Annually	Number of Pregnant Women	30 days after the reporting periods of: [10/1 through 3/31] & [4/1 through 9/30]	D,18	AMPM Policy 410	AMPM Policy 410, Attachment A	SharePoint
DHCM/MCH/EPSDT	Annually	Dental Program Plan (inclusive of Work Plan and Work Plan Evaluation)	August 15	D,18	AMPM Policy 431	AMPM Policy 431, Attachment B	SharePoint
DHCM/MEDICAL MANAGEMENT	Ad Hoc	ALTCS Out of State Placement Approval (Request for Renewal)	Prior to the termination of the initial approval period	D,9	AMPM Policy 1620-J	N/A	SharePoint
DHCM/MEDICAL MANAGEMENT	Ad Hoc	ALTCS Out of State Placement Request for Approval	Prior to placement	D,9	AMPM Policy 1620-J	N/A	SharePoint
DHCM/MEDICAL MANAGEMENT	Ad Hoc	Case Management Exception Report	As identified by the Contractor	D,23	N/A	N/A	Email to: <u>ALTCSCaseManagement@azahcc</u> <u>cs.gov</u>
DHCM/MEDICAL MANAGEMENT	Ad Hoc	Catastrophic Reinsurance Request	Within 30 days for a newly enrolled member to plan or newly diagnosed	D,53	AHCCCS Reinsurance Policy Manual	AHCCCS Reinsurance Form - Request for Catastrophic Reinsurance https://www.azahcccs.gov/Plans Providers/HealthPlans/Reinsuran ce/ Letter and Supporting Medical Documentation	Right Fax
DHCM/MEDICAL MANAGEMENT	Ad Hoc	Changes to Interventions and Parameters to Contractor's Exclusive Pharmacy and/or Single Prescriber Process	30 days prior to implementation	D,19	AMPM Policy 310-FF; AMPM Policy 1025		SharePoint
DHCM/MEDICAL MANAGEMENT		Mental Health Parity Deficiencies	Within 5 business days of identifying the deficiency	D,10	ACOM Policy 110	Reporting Form as provided by DHCM, Medical Management Manager	SharePoint
DHCM/MEDICAL MANAGEMENT	Ad Hoc	PASRR Packet Including Invoice	Ad Hoc	D,17	AMPM Policy 680-C	N/A	Email to: PASRRProgram@azahcccs.gov

DHCM/MEDICAL MANAGEMENT	Ad Hoc	Transplant Reinsurance Request	Within 30 days of the first	D,53	AHCCCS Reinsurance Policy	AHCCCS Reinsurance Form -	Right Fax
DHCM/MEDICAL MANAGEMENT			component of the transplant	55,55	Manual	Request for Transplant	
			component of the transplant		Walluar		
						Reinsurance	
						https://www.azahcccs.gov/Plans	
						Providers/HealthPlans/Reinsuran	
						<u>ce/</u>	
DHCM/MEDICAL MANAGEMENT	Annually	Case Management and Targeted	December 15	D,14	AMPM Policy 1630	AMPM Policy 1630, Attachment	SharePoint
		Case Management Plan				A	
DHCM/MEDICAL MANAGEMENT	Annually	Catastrophic Reinsurance and	By October 30 of each contract	D,53	AHCCCS Reinsurance Policy	Request for Catastrophic	SharePoint
		Crossover Member List	year		Manual	Reinsurance Form Letter and	
			,			Member List Template	
DHCM/MEDICAL MANAGEMENT	Annually	Documentation Supporting	August 15	D,10	ACOM Policy 110		SharePoint
,		Compliance with Mental Health		- ,	,	DHCM, Medical Management	
		Parity					
	A and the line	- '	20 days often receipt of the	D 10	N1/A	Manager	Chara Daint
DHCM/MEDICAL MANAGEMENT	Annually	Drug Utilization Review	30 days after receipt of the	D,18	N/A	N/A	SharePoint
			questions from AHCCCS				
DHCM/MEDICAL MANAGEMENT	Annually	High Cost Behavioral Health	December 15 (for July 1- June 30	D,23	N/A	N/A	SharePoint
		Report	timeframe)				
DHCM/MEDICAL MANAGEMENT	Annually	Medical Management Program	August 15	D,19	AMPM Policy 1010	AMPM Policy 1010, Attachment	SharePoint
		Plan (inclusive of Work Plan and				A and Attachment B	
		Work Plan Evaluation)					
		,					
DHCM/MEDICAL MANAGEMENT	Appually	Transplant Reinsurance	By October 30 of each contract	D,53	AHCCCS Reinsurance Policy	Request for Catastrophic	SharePoint
	Annually	Crossover Member List	year	6,55	Manual	Reinsurance Form Letter and	
			year		Manual		
				D 22		Member List Template	
DHCM/MEDICAL MANAGEMENT	Monthly	24 Hours Post Medical Clearance		D,23	AMPM Policy 1021	AMPM Policy 1021, Attachment	SharePoint
		ED Report	month			В	
DHCM/MEDICAL MANAGEMENT	Quarterly	AAC Report	15 days following the Quarter	D,25	АМРМ 310-Р	TBD	SharePoint
DHCM/MEDICAL MANAGEMENT	Quarterly	DME Service Delivery Reporting	90 days after the end of the	D,25	AMPM Policy 310-P	AMPM Policy 310-P, Attachment	SharePoint
			quarter (e.g., April-June due			A	
			October 1)				
DHCM/MEDICAL MANAGEMENT	Quarterly	Inpatient Hospital Showings	15 days after the end of each	D,19	AMPM Policy 1020	N/A	SharePoint
	<u></u>	Report	quarter	-,			
		Report					
DHCM/MEDICAL MANAGEMENT	Quarterly	Justice System Reach-In	15 days after the end of each	D,19	AMPM Policy 1022	AMPM Policy 1022, Attachment	SharePoint
		Monitoring Report	quarter			А	
DHCM/MEDICAL MANAGEMENT	Quarterly	Pharmacy and/or Prescriber -	15 days after the end of each	D,19	AMPM Policy 310-FF; AMPM	AMPM Policy 1025, Attachment	SharePoint
		Member Assignment Report	quarter		Policy 1025	А	
DHCM/MEDICAL MANAGEMENT	Quarterly	Transplant Log	15 days after the end of each	D,19	AHCCCS Reinsurance Policy	AHCCCS Reinsurance Manual,	SharePoint
	l í		quarter		Manual	Reinsurance Form, Quarterly	
						Transplant Log	
DHCM/MEDICAL MANAGEMENT	Quarterly	NOA Self-Audit Scores and	45 days after the end of each	D,9	ACOM Policy 414	· · ·	SharePoint
				0,0		,	
		Executive Summary	quarter			DHCM, Medical Management	
						Manager	
DHCM/MEDICAL MANAGEMENT	Semi-Annually	Emergency Department	April 15; October 15	D,19	AMPM Policy 1021	AMPM Policy 1021, Attachment	SharePoint
		Diversion Summary				С	
DHCM/MEDICAL MANAGEMENT	Annually	Drug Utilization Review Survey	June 1	D,18	N/A	N/A	SharePoint
(PHARMACY DIRECTOR)							
DHCM/NETWORK	Ad Hoc	Appointment Availability Review	30 days prior to implementation	D,35	ACOM Policy 417	N/A	SharePoint
		Methods	of the proposed method		· · · · · · · · · · · · · · · · · · ·		
	l	Material Change to Provider	60 days prior to expected	D,26	ACOM Policy 439	ACOM Policy 439, Attachment A	SharePoint
	Ad Hoc		oo days prior to expected	0,20	ACOIVI FUILY 439	ACOIVI FOILY 459, ALLACHMENT A	
DHCM/NETWORK	Ad Hoc	-	transformations of the second				
DHCM/NETWORK	Ad Hoc	Network	implementation of the change				
		Network					
	Ad Hoc Ad Hoc	Network Proposed Alternative Multi-	implementation of the change 60 days prior to implementation	D,25	ACOM Policy 436	N/A	SharePoint
		Network		D,25	ACOM Policy 436	N/A	SharePoint

Ad Hoc	Provider/Network Changes Due	Within 30 days of identification of	D 26	ACOM Policy 415	ACOM Policy 415 Attachment D	SharePoint
	to Rates Report	a provider change due to rates	0,20			
		lana diatahan ang idan tilan tilan	D 25			Chaus Daist
Ай Нос		Immediately upon identification	D,25		N/A	SharePoint
Ad Hoc		Within one week of the	D,26	N/A	N/A	SharePoint
	Provider Network - Analysis	'Unexpected Material Change to				
		Provider Network – Notification				
Ad Hoc	Unexpected Material Change to	Within one business day	D,26	N/A	N/A	SharePoint
	Provider Network - Notification					
Annually	Provider Network Development	December 15	D,26	ACOM Policy 415	ACOM Policy 415, Attachment B	SharePoint
	and Management Plan					
Quarterly	Appointment Availability Review		D,35	ACOM Policy 417	ACOM Policy 417, Attachment A	SharePoint
Quarterly	Therapeutic Foster Care, Adult		D,26	ACOM Policy 415	ACOM Policy 415, Attachment G	SharePoint
	Behavioral Health Therapeutic	quarter	,	,	, ,	
	Home, and Adult Foster Care					
	Report					
Semi-Annually		April 15; October 15	D,26	ACOM Policy 415	ACOM Policy 415	SharePoint
Semi-Annually		May 15; November 15	D,29	ACOM Policy 436	ACOM Policy 436, Attachment A	SharePoint
	Verification Template					
Semi-Annually	Provider Affiliation Transmission	April 15; October 15	D,29	AHCCCS Provider Affiliation	N/A	FTP server with email notification
	(PAT)			Transmission Manual		to DHCM Network Administrator
Semi-Annually	Provider Affiliation Transmission	April 30; October 30	D,29	AHCCCS Provider Affiliation	N/A	SharePoint
	(PAT) for each DDD			Transmission Manual		
	Subcontracted Health Plan					
Annually	Network Workforce	December 15	D,25	ACOM Policy 407	ACOM Policy 407, Attachment A	SharePoint
	Development Plan					
	Administrative Directives	Within 1E days of identification	D 24	N1/A	N/A	SharePoint
Aunoc	Automistrative Directives	Within 15 days of identification	0,24	N/A	N/A	Sharerollit
Ad Hoc	Administrative Services	Within 30 days of discovery	D,30	ACOM Policy 438	N/A	SharePoint
	Subcontractor Non-Compliance					
Ad Hoc	Reporting	60 days prior to the beginning	D 30	ACOM Policy 438	ACOM Policy 438 Attachment A	SharePoint
Ad Hoc		60 days prior to the beginning date of the subcontract	D,30	ACOM Policy 438	ACOM Policy 438, Attachment A	SharePoint
Ad Hoc Ad Hoc	Reporting Administrative Services	date of the subcontract	D,30 D,50	ACOM Policy 438 ACOM Policy 317		SharePoint SharePoint
	Reporting Administrative Services Subcontracts Change in Contractor Organizational Structure:	date of the subcontract				
Ad Hoc	ReportingAdministrative ServicesSubcontractsChange in ContractorOrganizational Structure:Notification	date of the subcontract 180 days prior to the effective date	D,50	ACOM Policy 317	N/A	SharePoint
	ReportingAdministrative ServicesSubcontractsChange in ContractorOrganizational Structure:NotificationChange in Contractor	date of the subcontract 180 days prior to the effective date 90 days prior to the effective			N/A	
Ad Hoc	ReportingAdministrative ServicesSubcontractsChange in ContractorOrganizational Structure:Notification	date of the subcontract 180 days prior to the effective date	D,50	ACOM Policy 317	N/A	SharePoint
Ad Hoc	ReportingAdministrative ServicesSubcontractsChange in ContractorOrganizational Structure:NotificationChange in ContractorOrganizational Structure:Transition Plan Final Documents	date of the subcontract 180 days prior to the effective date 90 days prior to the effective date	D,50	ACOM Policy 317	N/A N/A	SharePoint
Ad Hoc Ad Hoc	ReportingAdministrative ServicesSubcontractsChange in ContractorOrganizational Structure:NotificationChange in ContractorOrganizational Structure:NotificationChange in ContractorOrganizational Structure:	date of the subcontract 180 days prior to the effective date 90 days prior to the effective date	D,50 D,49	ACOM Policy 317 ACOM Policy 317	N/A N/A	SharePoint SharePoint
Ad Hoc Ad Hoc	ReportingAdministrative ServicesSubcontractsChange in ContractorOrganizational Structure:NotificationChange in ContractorOrganizational Structure:Transition Plan Final DocumentsChange in ContractorChange in Contractor	date of the subcontract 180 days prior to the effective date 90 days prior to the effective date 180 days prior to the effective	D,50 D,49	ACOM Policy 317 ACOM Policy 317	N/A N/A	SharePoint SharePoint
Ad Hoc Ad Hoc	ReportingAdministrative ServicesSubcontractsChange in ContractorOrganizational Structure:NotificationChange in ContractorOrganizational Structure:Transition Plan Final DocumentsChange in ContractorOrganizational Structure:Transition Plan Final DocumentsChange in ContractorOrganizational Structure:	date of the subcontract 180 days prior to the effective date 90 days prior to the effective date 180 days prior to the effective	D,50 D,49 D,49	ACOM Policy 317 ACOM Policy 317	N/A N/A N/A	SharePoint SharePoint
	Annually Quarterly Quarterly Quarterly Semi-Annually Semi-Annually Semi-Annually Semi-Annually Annually Annually Annually Annually Annually Annually Annually Annually Annually	to Rates ReportAd HocRequest for Exception to Network StandardsAd HocUnexpected Material Change to Provider Network - AnalysisAd HocUnexpected Material Change to Provider Network - NotificationAnnuallyProvider Network Development and Management PlanQuarterlyAppointment Availability ReviewQuarterlyTherapeutic Foster Care, Adult Behavioral Health Therapeutic Home, and Adult Foster Care ReportSemi-AnnuallyHCBS Service Delivery Standard ReportSemi-AnnuallyProvider Affiliation Transmission (PAT)Semi-AnnuallyNetwork Method Dip Subcontracted Health PlanAnnuallyNetwork Workforce Development PlanAnnuallyNetwork Workforce Development PlanAd HocAdministrative Directives	Ad HocRequest for Exception to Network StandardsImmediately upon identification Network StandardsAd HocUnexpected Material Change to Provider Network - AnalysisWithin one week of the Unexpected Material Change to Provider Network - NotificationAd HocUnexpected Material Change to Provider Network - NotificationWithin one business dayAd HocUnexpected Material Change to Provider Network - NotificationWithin one business dayAnnuallyProvider Network Development and Management PlanDecember 15QuarterlyAppointment Availability Review and Adult Foster Care, Adult Behavioral Health Therapeutic Home, and Adult Foster Care Report30 days after the end of each quarterSemi-AnnuallyHCBS Service Delivery Standard ReportApril 15; October 15Semi-AnnuallyProvider Affiliation Transmission (PAT) for each DDD Subcontracted Health PlanApril 30; October 30Semi-AnnuallyNetwork Workforce Development PlanDecember 15AnnuallyProvider Affiliation Transmission (PAT) for each DDD Subcontracted Health PlanApril 30; October 30AnnuallyNetwork Workforce Development PlanDecember 15Ad HocAdministrative DirectivesWithin 15 days of identificationAd HocAdministrative ServicesWithin 30 days of discovery	Ad HocRequest for Exception to Network StandardsImmediately upon identificationD.25Ad HocUnexpected Material Change to Provider Network - AnalysisWithin one week of the 'Unexpected Material Change to Provider Network - AnalysisD.26Ad HocUnexpected Material Change to Provider Network - AnalysisWithin one business dayD.26Ad HocUnexpected Material Change to Provider Network - NotificationD.26Ad HocUnexpected Material Change to Provider Network - NotificationD.26AnnuallyProvider Network Development and Management PlanDecember 15D.26QuarterlyAppointment Availability Review Behavioral Health Therapeutic Home, and Adult Foster Care, Adult Behavioral Health Therapeutic Home, and Adult Foster Care ReportApril 15; October 15D.26Semi-AnnuallyHCBS Service Delivery Standard ReportMaril 15; October 15D.29Semi-AnnuallyProvider Affiliation Transmission (PAT)April 15; October 15D.29Semi-AnnuallyProvider Affiliation Transmission (PAT)April 30; October 30D.29Semi-AnnuallyNetwork Workforce Development PlanDecember 15D.25AnnuallyNetwork Workforce DevelopmentDecember 15D.26AnnuallyNetwork Requirements (PAT)April 30; October 30D.29Semi-AnnuallyNetwork Workforce Development PlanDecember 15D.25AnnuallyNetwork Workforce Development PlanDecember 15D.25	IndexInterpreta provider change due to ratesActionAd HocRequest for Exception to Network StandardsImmediately upon identificationD.25ACOM Policy 436Ad HocUnexpected Material Change to Provider Network - AnalysisWithin one week of the Unexpected Material Change to Provider Network - NotificationD.26N/AAd HocUnexpected Material Change to Provider Network - NotificationWithin one week of the Unexpected Material Change to Provider Network - NotificationD.26N/AAnnuallyProvider Network Development and Management PlanDecember 15D.26ACOM Policy 415QuarterfyAppointment Availability Review Behaviori Health Therapeutic Report30 days after the end of each quarterD.26ACOM Policy 417QuarterfyBehaviori Health Therapeutic ReportService Caree ReportD.26ACOM Policy 415Semi-AnnuallyMinimum Network Requirements NetrontMay 15; Notember 15D.26ACOM Policy 415Semi-AnnuallyProvider Affiliation Transmission (PAT)April 35; October 15D.29ACOM Policy 436Semi-AnnuallyProvider Affiliation Transmission (PAT)April 30; October 30D.29AHCCCS Provider Affiliation Transmission ManualSemi-AnnuallyNetwork Workforce Development PlanDecember 15D.26ACOM Policy 407Ad HocAdministrative DirectivesWithin 15 days of identificationD.24N/A	Image: Step of the Respondence of Step of the Respondence of Step of S

DHCM/OPERATIONS	Ad Hoc	Completed Change in Contractor Organizational Structure:	Within 120 days of the completed Change in	D,49	ACOM Policy 317	N/A	SharePoint
		Documents Required After AHCCCS Approval	Organizational Structure				
DHCM/OPERATIONS	Ad Hoc	Contractor Request to Add Organizations to Attachment A, Organizations Recognized by AHCCCS	30 days prior to intended use	D,15	ACOM Policy 404	ACOM Policy 404, Attachment A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Data Processes for Recoupments	120 days from receipt of approval	D,40	ACOM Policy 412	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	DDD Subcontracted Health Plan Contract Amendments (with redline/tracked changes version)	Upon issuance of the Final Contract to DDD Subcontracted Health Plan	D,30	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	DDD Subcontracted Health Plan RFP and RFP Amendments	At the time they are formally issued to the Public	D,30	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	D-SNP related CMS Warning Letters or CAPs	Within 10 calendar days of receipt	D,67	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	ID Cards Requiring AHCCCS Approval	45 days prior to dissemination	D,15	ACOM Policy 433	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Independent Audits of Claims Payment/Health Information Systems	Upon request by AHCCCS	D,40	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Key Staff: Contact Information Change	Within one business day of the change	D,23	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Key Staff: Key Position Change		D,23	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Key Staff: Notification of Moving Functions Out of State	60 days prior to proposed change	D,23	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Marketing Materials	21 days prior to dissemination	D,63	ACOM Policy 101	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Material Change to Business Operations	· · ·	D,39	ACOM Policy 439	ACOM Policy 439, Attachment A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Member Information Materials	15 days prior to release	D,15	ACOM Policy 404	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Non-AHCCCS Required Survey Notification	15 days prior to conducting the survey	D,61	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Non-AHCCCS Required Survey Results	· · · · ·	D,61	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Notification of Change to Website, Member Handbook, and/or Formulary URL	Within one business day	D,15	ACOM Policy 404	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Provider Advances, Loans, Loan Guarantees, or Investments	10 days prior to disbursement of Funds	D,45	ACOM Policy 418	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Repayment of Advances, Loans, Loan Guarantees, or Investments		D,45	ACOM Policy 418	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Requests for Changes to Uniform Warranty Requirements	As identified	D,9	AMPM Policy 431	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Single Claim Recoupments >\$50,000	Submit for approval 30 days prior to anticipated date of distribution		ACOM Policy 412	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Social Networking Applications Listing with URLs (if participating in Social Networking Activities)	Within 30 days of any changes	D,15	ACOM Policy 425	ACOM Policy 425, Attachment A	SharePoint

DHCM/OPERATIONS	Ad Hoc	Social Networking Attestation and Applications Listing with URLs (if participating in Social	Within 90 days of the start of the Contract Year	D,15	ACOM Policy 425	ACOM Policy 425, Attachment A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Networking Activities) System Change Plan	Six months prior to expected	D,68	N/A	N/A	SharePoint
DHCM/OPERATIONS	Ad Hoc	Requests for Changes to Dental Prior Authorization Requirements	implementation As Identified	D,9	AMPM Policy 431	N/A	SharePoint
DHCM/OPERATIONS	Annually	Administrative Services Subcontractor Evaluation Report	Within 90 days of the start of the Contract Year	D,30	ACOM Policy 438	ACOM Policy 438, Attachment B	SharePoint
DHCM/OPERATIONS	Annually	Continuity of Operations and Recovery Plan Summary	15 days after the start of the contract year	D,79	ACOM Policy 104	ACOM Policy 104, Attachment A	SharePoint
DHCM/OPERATIONS	Annually	Cultural Competency Plan Assessment		D,64	ACOM Policy 405	ACOM Policy 405, Attachment A	SharePoint
DHCM/OPERATIONS	Annually	Key Staff: Organization Chart, Functional Organization Chart, Listing of All Key Staff Information	15 days after the start of the contract year	D,23	N/A	N/A	SharePoint
DHCM/OPERATIONS	Annually	Language Access Plan	45 days after the start of the contract year	D,15	ACOM Policy 405	ACOM Policy 405, Attachment A	SharePoint
DHCM/OPERATIONS	Annually	Marketing Attestation Statement	60 days after the start of the contract year	D,63	ACOM Policy 101	ACOM Policy 101, Attachment A	SharePoint
DHCM/OPERATIONS	Annually	Member Handbook		D,15	ACOM Policy 406	ACOM Policy 406, Attachment A	SharePoint
DHCM/OPERATIONS	Annually	Member Handbook (Final Approved Version)	On or before the start of the contract year	D,15	ACOM Policy 406	ACOM Policy 406, Attachment A	SharePoint
DHCM/OPERATIONS	Annually	Member Information Attestation Statement	45 days after the start of the contract year	D,15	ACOM Policy 404	ACOM Policy 404, Attachment C	SharePoint
DHCM/OPERATIONS	Annually	Report of Member Council Activities	December 31	D,22	N/A	N/A	SharePoint
DHCM/OPERATIONS	Annually	Website Certification	45 days after the start of the contract year	D,15	ACOM Policy 404	ACOM Policy 404, Attachment B	SharePoint
DHCM/OPERATIONS	Monthly	Claims Dashboard	30th day of the month following the reporting period	D,40	AHCCCS Claims Dashboard Reporting Guide	N/A	SharePoint
DHCM/OPERATIONS	Monthly	Corrected Pended Encounter Data	Monthly, according to established schedule	D,69	AHCCCS Encounter Manual	N/A	FTP server
DHCM/OPERATIONS	Monthly	Grievance and Appeal System Report	10th of the 2nd Month following the month Being Reported	D,20	AHCCCS Grievance and Appeal System Reporting Guide	N/A	SharePoint
DHCM/OPERATIONS	Quarterly	DCS and Adopted Children Services Reporting: Access to Services	30 days after the end of each quarter	D,9	ACOM Policy 449	ACOM Policy 449, Attachment A	SharePoint
DHCM/OPERATIONS	Quarterly	DCS and Adopted Children Services Reporting: Calls and Emails and Rapid Response Reconciliation	45 days after the reporting quarter	D,9	ACOM Policy 449	ACOM Policy 449, Attachment B	SharePoint
DHCM/OPERATIONS	Semi-Annually	Developmental Disabilities Advisory Council Correspondence Including Agendas, Meeting Minutes, List of Attendees	December 31; June 30	D,22	N/A	N/A	SharePoint
DHCM/OPERATIONS	Semi-Annually	Marketing Activities Report	Every six months (for the previous six months of data) April 10; October 10	D,61	ACOM Policy 101	ACOM Policy 101, Attachment B	SharePoint
DHCM/OPERATIONS	Semi-Annually	Member Newsletter	30 days prior to intended publication date	D,15	ACOM Policy 404	N/A	SharePoint
DHCM/OPERATIONS	Monthly	New Day Encounter	•	D,61	AHCCCS Encounter Manual	N/A	FTP server
DHCM/OPERATIONS	Quarterly	Encounter Submission and Tracking	15 days after the end of each quarter	D,61	AHCCCS Encounter Manual	N/A	FTP server

DHCM/OPERATIONS	Quarterly	Plan Overrides	45 days after the end of each quarter	D,69	AHCCCS Encounter Manual	https://www.azahcccs.gov/Plans Providers/HealthPlans/encounter s.html	FTP server
DHCM/OPERATIONS	Quarterly	Plan Voids	45 days after the end of each quarter	D,69	AHCCCS Encounter Manual		FTP server
DHCM/QUALITY IMPROVEMENT	Ad Hoc	Accreditation Status – Receipt, Renewal, or Loss	Within 15 calendar days of notification or receipt	D,18	N/A	N/A	SharePoint
DHCM/QUALITY IMPROVEMENT	Ad Hoc	AHCCCS-Mandated PIP Report Updates (including required AHCCCS-Mandated PIP Final Reports)	As requested/required by AHCCCS	D,18	AMPM Policy 980	As found on the AHCCCS QM/PI Templates & Checklists web page: <u>https://www.azahcccs.gov/Reso</u> <u>urces/Contractor/Manuals/QMPI</u> Reporting.html	SharePoint
DHCM/QUALITY IMPROVEMENT	Ad Hoc	Contractor Self-Selected PIP Reports – Baseline, Remeasurement, or Final (Reflective of CY 2021 Measurement Period)	30-Jul	D,18	AMPM Policy 980	AMPM Policy 980, Attachment C - Submit a report for each applicable PIP within its Baseline, Remeasurement, or Final reporting year during CY 2021	SharePoint
DHCM/QUALITY IMPROVEMENT	Ad Hoc	Contractor Self-Selected PIP Reports Updates	As requested by AHCCCS	D,18	AMPM Policy 980	As found on the AHCCCS QM/PI Templates & Checklists web page: <u>https://www.azahcccs.gov/Reso</u> <u>urces/Contractor/Manuals/QMPI</u> Reporting.html	SharePoint
DHCM/QUALITY IMPROVEMENT	Ad Hoc	Immunization Audit	As requested by AHCCCS	D,18	AMPM Policy 430	Reporting Form as provided by DHCM, Quality Improvement	FTP Server with email notification DHCM Quality Improvement Manager
DHCM/QUALITY IMPROVEMENT	Ad Hoc	Physician Incentives: Contractor- Selected and/or Developed Pay for Performance Initiatives	Prior Approval required	D,18	N/A	N/A	SharePoint
DHCM/QUALITY IMPROVEMENT	Annually	AHCCCS-Mandated PIP Reports – Baseline and Remeasurement (Reflective of CY 2021 Measurement Period)	July 30	D,18	AMPM Policy 980	As found on the AHCCCS QM/PI Templates & Checklists web page: <u>https://www.azahcccs.gov/Reso</u> <u>urces/Contractor/Manuals/QMPI</u> Reporting.html	SharePoint
DHCM/QUALITY IMPROVEMENT	Annually	Contractor Self-Selected PIP Reports – Baseline Remeasurement (Reflective of CY 2021 Measurement Period)	July 30	D,18	AMPM Policy 980		SharePoint
DHCM/QUALITY IMPROVEMENT	Annually	Contractor Self-Selected PIP Reports – Baseline, Remeasurement or Final (Reflective of CY 2021 Measurement Period)	July 30	D,18	AMPM Policy 980		SharePoint
DHCM/QUALITY IMPROVEMENT	Annually	Contractor's Best Practices and Follow Up on Previous Year's EQF Report Recommendations (Reflective of Activities occurring during CYE 2021)		D,18	AMPM Policy 920	As found on the AHCCCS QM/PI Templates & Checklists web page: <u>https://www.azahcccs.gov/Reso</u> <u>urces/Contractor/Manuals/QMPI</u> Reporting.html	SharePoint
DHCM/QUALITY IMPROVEMENT	Annually	QM/PI Program Plan (inclusive of Work Plan and Work Plan Evaluation)	August 15	D,18	AMPM Policy 920		SharePoint

DHCM/QUALITY IMPROVEMENT	Quarterly		May 15; August 15; November 15	D,18			SharePoint
		Monitoring Report - Reflective of Year to Date Performance				Templates & Checklists web page: <u>https://www.azahcccs.gov/Reso</u> <u>urces/Contractor/Manuals/QMPI</u> <u>Reporting.html</u>	
DHCM/QUALITY MANAGEMENT	Ad Hoc	Actions Reported to the National Provider Data Bank (NPDB) or a Regulatory Board	Within one business day of decision for formal action to be taken in accordance with AMPM Chapter 900 requirements	D,18	AMPM Policy 960	N/A	Secure email notification to DHCM Quality Management at: <u>CQM@azahcccs.gov</u>
DHCM/QUALITY MANAGEMENT	Ad Hoc	Adverse Action Reporting and Rationale for the Adverse Action (Including Limitations and Terminations) of decision for formal action to be taken in accordance with Chapter 900 requirements	Within one business day of awareness	D,18	AMPM Policy 960	N/A	Secure email notification to DHCM Quality Management at: <u>CQM@azahcccs.gov</u>
DHCM/QUALITY MANAGEMENT	Ad Hoc	Advisement of Sentinal Incidents, Accidents, and Deaths	Within one business day of awareness	D,18	AMPM Policy 961	N/A	Secure Email to DHCM Quality Management at CQM@azahcccs.gov
DHCM/QUALITY MANAGEMENT	Ad Hoc	Communication of Adverse Action to Provider	Within one business day	D,18	AMPM Policy950	N/A	Secure Email to DHCM Quality Management at <u>CQM@azahcccs.gov</u>
DHCM/QUALITY MANAGEMENT	Ad Hoc	Credentialing and Re- Credentialing Denials	Within one business day	D,18	AMPM Policy 950	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,18	AMPM Policy 960	•	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	AMPM Policy 961	N/A	AHCCCS QM Portal-
DHCM/QUALITY MANAGEMENT	Ad Hoc	Notification of Sentinel, High Profile and/or Potential Media- Coverage incidents		D,22	AMPM Policy 961		Secured email notification to Quality Management at <u>CQM@azahcccs.gov</u> with cc to DHCM Clinical Administrator as appropriate
DHCM/QUALITY MANAGEMENT	Ad Hoc	QOC Resolution Report	As specified in AMPM Policy 960 Within 72 hours of completion	D,18	AMPM Policy 960N/A	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 SMI, Children, and anyone Under COE or COT	Within three days of Contractor review or completion of IAD/IRF/QOC process	D,22	AMPM Policy 960	N/A	AHCCCS QM Portal
DHCM/QUALITY MANAGEMENT	Ad Hoc	Redacted S&R Individual Reports Concerning All Enrolled Individuals Receiving Services From A Behavioral Health Provider	Within three days of Contractor review or completion of IAD/IRF/QOC process	D,22	AMPM Policy 962	AMPM 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	AMPM Policy 962	AMPM Policy 962, Attachment A	AHCCCS QM Portal
DHCM/QUALITY MANAGEMENT	Annually		December 15	D,18	AMPM Policy 910	N/A	SharePoint
DHCM/QUALITY MANAGEMENT	Quarterly	Credentialing Report	45 days after the end of each quarter	D,18	AMPM Policy 950	AMPM Policy 950, Attachment A	SharePoint

DHCM/QUALITY MANAGEMENT	Quarterly	IRR Metrics and Evidence of Completed IRR Activities	45 days after the end of each quarter	D,18	N/A	As found on the AHCCCS QM/PI Templates & Checklists web page: https://www.azahcccs.gov/Reso	SharePoint
						urces/Contractor/Manuals/QMPI Reporting.html	
DHCM/REIMBURSEMENT	Annually	Submission of Draft Report (Pursuant to A.R.S. §36-2959) on Adequacy and Appropriateness of Provider Reimbursement Rates	August 15	D,73	N/A	N/A	SharePoint
DHCM/SYSTEMS OF CARE	Ad Hoc	Behavioral Health Clinical Chart Audit Methodology	Suspended	D,10	AMPM Policy 940	N/A	SharePoint
DHCM/SYSTEMS OF CARE	Ad Hoc	Behavioral Health Residential Facility Medical Necessity Criteria	As changes are made to criteria	D,9	AMPM Policy 320-V	N/A	SharePoint
DHCM/SYSTEMS OF CARE	Ad Hoc	CALOCUS Initial Monitoring Plan	January 15, 2022	D,10	N/A	N/A	SharePoint
DHCM/SYSTEMS OF CARE	Ad Hoc	Out of State Placement Initial Notification	Prior to placement or upon notification of placement	D,9	AMPM Policy 450	N/A	AHCCCS QM Portal
DHCM/SYSTEMS OF CARE	Ad Hoc	Out of State Placement Progress Update	Every 30 days following initial placement	D,9	AMPM Policy 450	N/A	AHCCCS QM Portal
DHCM/SYSTEMS OF CARE	Ad Hoc	Performance Improvement Plans for System of Care Based on SOCPR Findings	Suspended	D,10	N/A	N/A	SharePoint
DHCM/SYSTEMS OF CARE	Annually	ABHTH Placement Medical Necessity Criteria	December 15	D,9	AMPM Policy 320-X	N/A	SharePoint
DHCM/SYSTEMS OF CARE	Annually	Provider Case Management Plan	December 15	D,10	AMPM Policy 570	AMPM Policy 570, Attachment A	SharePoint
DHCM/SYSTEMS OF CARE	Annually	SMI Targeted Services Report	May 15	D,10	N/A	Reporting Form as provided by DHCM/Systems of Care, Integrated Care Administrator	SharePoint
DHCM/SYSTEMS OF CARE	Annually	TFC Placement Medical Necessity Criteria	December 15	D,9	AMPM Policy 320-W	N/A	SharePoint
DHCM/SYSTEMS OF CARE	Monthly	AzSH Monitoring Report	15 days after the end of the month	D,10	AMPM Policy 1021	AMPM Policy 1021, Attachment D	SharePoint
DHCM/SYSTEMS OF CARE	Monthly	Outpatient Commitment COT Monitoring	15 days after month end	D,9	AMPM Policy 320-U	Reporting Form as Provided by DHCM, Integrated Care Manager	SharePoint
DHCM/SYSTEMS OF CARE	Monthly	Psychiatric Security Review Board (PSRB)/Guilty Except Insane (GEI) Conditional Release Report	15 th day of the following month	D,11	AMPM Policy 1021	AMPM Policy 1021, Attachment A	SharePoint
DHCM/SYSTEMS OF CARE	Quarterly	Behavior Analysis Benefit Report	15 days after the end of each quarter	D,10	N/A	Reporting Form as provided by DHCM, Integrated Care Administrator	SharePoint
DHCM/SYSTEMS OF CARE	Semi-Annually	Behavioral Health Clinical Chart Audit Findings and Summary Report	Suspended	D,10	AMPM Policy 940	Reporting Form as provided by DHCM, Clinical Quality Project Manager	SharePoint
DHCM/SYSTEMS OF CARE	Semi-Annually		April 15; October 15	D,10	N/A	N/A	SharePoint
DMPS/CRS	Monthly	CRS Members With Completed Treatment	15 days after the start of the month (reporting for the prior month)	D,9	ACOM Policy 426	N/A	Email to: <u>DMSCRS@azahcccs.gov</u>
DMPS/MEMBER CONTACT AND DATA UNIT	Ad Hoc	AHCCCS Notification to Waive Medicare Part D Co-Payments	Immediately upon identification	D,59	ACOM Policy 201	ACOM Policy 201, Attachment A	Email to: <u>mcdumemberescalations@azahc</u> <u>ccs.gov</u>
OALS	Ad Hoc	Change in Contractor Organizational Structure: Disclosure of Ownership and Control and Disclosure of Information on Persons Convicted of a Crime Information	No later than 35 days after any change	D,49	ACOM Policy 103; ACOM Policy 317	ACOM Policy 103, Attachment A and Attachment A1	SharePoint

OALS	Ad Hoc	State Fair Hearing Request	No later than five business days	F,Att F2	ACOM Policy 445	ACOM Policy 445, Attachment A	FTP server
		Documentation: Claim Dispute	from receipt of the hearing				
		Request	request				
OALS	Ad Hoc	State Fair Hearing Request	No later than one business day	F,Att F1	ACOM Policy 445	ACOM Policy 445, Attachment A	FTP server
		Documentation: Expedited	from receipt of the expedited				
		Member Appeal Request	hearing request				
OALS	Ad Hoc	State Fair Hearing Request	No later than five business days	F,Att F1	ACOM Policy 445	ACOM Policy 445, Attachment A	FTP server
		Documentation: Standard	from receipt of the hearing				
		Member Appeal Request	request				
OALS	Annually	Disclosure Information:	October 1	D,65	ACOM Policy 103	ACOM Policy 103, Attachment A	SharePoint
		Disclosure of Ownership and				and Attachment A1	
		Control and Disclosure of					
		Information on Persons					
		Convicted of a Crime including					
		Attestation					
OALS	Quarterly	SMI Grievance and Appeal Report	30 days after quarter end	D,20	ACOM Policy 444; ACOM Policy	Reporting Form as provided by	SharePoint
					446	BHGA, Unit Administrator	
ODA	Ad Hoc	Corporate Compliance: CMS	Immediately upon discovery	D,65	N/A	N/A	SharePoint
		Compliance Issues Related to					
		HIPAA Transaction and Code Set					
		Complaints or Sanction					
ODA	Ad Hoc	IMD Placement Exceeding 15	Within one business day of	D,10	ACOM Policy 109	ACOM Policy 109, Attachment A	Email to:
		Days	identification				IMDPlacement@azahcccs.gov
ODA	Ad Hoc	Medical Records or Supporting	As specified in the requesting	D,69	AHCCCS Data Validation	N/A	FTP server
		Documentation	letter		Technical Document		
ODA	Annually	AHCCCS Security Rule	June 1	D,68	ACOM Policy 108	ACOM Policy 108, Attachment A	FTP server
		Compliance Report					
OIG	Ad Hoc	Corporate Compliance:	Immediately upon identification	D,66	N/A	N/A	SharePoint
		Exclusions Identified Regarding					
		Persons Convicted of a Crime					
OIG	Ad Hoc	Recovered Overpayment	Within 10 days of recovered	D,66	ACOM Policy 103	N/A	SharePoint
			overpayment				
OIG	Ad Hoc	Report of Alleged Fraud, Waste,	Within 10 calendar days	D,66	ACOM Policy 103	N/A	AHCCCS Website:
		Abuse of the AHCCCS Program					www.azahcccs.gov/Fraud/Report
							Fraud/
OIG	Ad Hoc	Transactions Between the	Within 7 business days	D,66	ACOM Policy 103	ACOM Policy 103, Attachment A	SharePoint
		Contractor and a Party in Interest				and Attachment A1	
OIG	Annually	Corporate Compliance Plan	15 days after the start of the	D,65	ACOM Policy 103	ACOM Policy 103, Attachment B	SharePoint
			Contract Year				
OIG	Semi-Annually	Corporate Compliance: Audit	January 15; July 15	D,65	ACOM Policy 103	N/A	SharePoint
		Report					
OIG	Semi-Annually	Corporate Compliance: External	November 1; May 1	D,65	ACOM Policy 103	ACOM Policy 103, Attachment C	SharePoint
		Audit Plan/Schedule					