

DATE: July 30, 2014
TO: Holders of AHCCCS Contractor Operations Manual
FROM: Sandi Borys, Contracts & Policy Specialist
Division of Health Care Management, AHCCCS
SUBJECT: AHCCCS Contractor Operations Manual (ACOM),
July 2014 Update

This memo describes revisions and/or additions to the [ACOM](#), Guides and Manuals for the month of June. *Please direct questions regarding policy updates to Sandi Borys at 602-417-4055 or by e-mail at: sandi.borys@azahcccs.gov.*

CHAPTER 300, POLICY 320, HEALTH INSURER FEE

Section 9010 of the Patient Protection and Affordable Care Act (ACA) requires that the Contractor, if applicable, pay a Health Insurer Assessment Fee (Assessment Fee) annually beginning in 2014 based on its respective market share of premium revenues from the preceding year. AHCCCS will provide funding to the Contractors. Therefore, Policy 320 has been developed to define both Contractor requirements and the process by which AHCCCS will provide funding to the Contractors for the Health Insurer Fee.

ATTACHMENT A, HEALTH INSURER FEE LIABILITY REPORTING TEMPLATE

Attachment A was developed to provide a template of required information when reporting the Health Insurer Fee to AHCCCS.

CHAPTER 400, POLICY 404, MEMBER INFORMATION POLICY

Policy 404 attachments updated to align with current requirements regarding the Member Handbook and Contractor Website.

ATTACHMENT B, MEMBER HANDBOOK CHECKLIST

Attachment B, Member Handbook Checklist was also updated to reflect the changes and align with the Contract requirements in relation to ACOM Policy 426, CRS Referrals, Enrollment, and Coverage Guidelines.

ATTACHMENT C, WEBSITE CHECKLIST

Adding reporting guidelines to Attachment C, Website Checklist to align with the Contract requirements in relation to the Minimum Required Prescription Drug List (MRPDL).

CHAPTER 400, CRS REFERRALS, ENROLLMENT, AND COVERAGE GUIDELINES

The title of Policy 426, Eligibility Reviews for CRS Applicants and Referrals has been changed to CRS Referrals, Enrollment, and Coverage Guidelines to provide a better understanding of what information can be found within the Policy. In addition, the Policy has been updated to outline current processes used to accept and process applications and referrals to the CRS program, CRS redeterminations, and to delineate the responsibility for coverage and payment of CRS conditions as well as other services that are the responsibility of the respective Contractor.

APPROVED POLICIES NOT YET EFFECTIVE

CHAPTER 300, POLICY 315 CYE 15, ACUTE PROGRAM PAYMENT REFORM INITIATIVE

The Acute Program Payment Reform Initiative will be amended to incorporate the changes for CYE 15. The changes will be implemented on October 01, 2014.

CHAPTER 300, POLICY 318 CYE 15, ALTCS/EPD PROGRAM PAYMENT REFORM INITIATIVE

Additional changes have been made to the ALTCS/EPD Program Payment Reform Initiative Policy as a result of Contractor questions and feedback. The ALTCS/EPD Program Payment Reform Initiative is a new Policy to be implemented, October 01, 2014. The Draft Policy and Attachments are available to provide Contractors the opportunity to review and provide feedback.

CHAPTER 300, POLICY 319 CYE 15, CRS PROGRAM PAYMENT REFORM INITIATIVE

The CRS Program Payment Reform Initiative is a new Policy to be implemented, October 01, 2014.

POLICY 416, PROVIDER NETWORK INFORMATION

Requirements were added to Policy 416, Provider Network Information to ensure Contractors are updating their formularies (MRPDL) timely and providing notification to subcontractors when modifications are made to AHCCCS guidelines, policies, and manuals.

POLICY 438, ADMINISTRATIVE SERVICES SUBCONTRACTOR EVALUATION

This is a new Policy establishing guidelines and requirements for Contractors entering into administrative services subcontracts. It provides further guidance in monitoring subcontractor performance, reporting performance review results, and notifying AHCCCS of subcontractor non-compliance and corrective action plans. The Policy also includes a check list and report template (Administrative Services Subcontract Checklist and Administrative Services Subcontractor Evaluation Report Template) to further encourage consistency across Contractors and ensure AHCCCS receives required information.

POLICY 438, ATTACHMENT A, ADMINISTRATIVE SERVICES SUBCONTRACT CHECKLIST

This template serves as a tool to ensure that the Contractor is identifying and incorporating AHCCCS requirements into administrative services subcontracts.

POLICY 438, ATTACHMENT B, ADMINISTRATIVE SERVICES SUBCONTRACTOR EVALUATION REPORT TEMPLATE

This template serves as a tool to increase the quality and consistency of information received from Contractors when reporting to AHCCCS.

To view the policies that are approved but not yet effective, please access the following link:

[Approved Policies Not Yet Effective](#)