



DDD Agency With Choice User Guide – FOCUS Vendor

Version 1.0
July 28, 2014



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1. Introduction

Agency with Choice is a member-directed option that is available to home-based ALTCS members. Under the Agency with Choice option, the provider agency and the member enter into a co-employment relationship and share employer-based responsibilities for the paid caregiver. The provider agency maintains the authority to hire and fire the caregiver and provide or arrange for the required minimum standardized training for the caregiver.

Member directed models or options allow members to have more control over how certain services are provided, including services like attendant care, personal care and housekeeping – HSK, HAI, ATC and HAH. The models are not a service, but rather define the way in which services are delivered. Member-directed options are available to most Arizona Long Term Care System (ALTCS) members who live in their own home. The options are not available to members who live in an alternative residential setting or nursing facility. ALTCS members or their representatives are encouraged to contact their case manager to learn more about and consider member-directed options.

2. Changes in FOCUS Vendor Application

The following changes will be seen in FOCUS Vendor application by Vendors that opted for Agency With Choice.

2.1 Acknowledge within 3 business days

User needs to log in to the FOCUS Vendor application > Service Authorizations > Acknowledge Authorizations

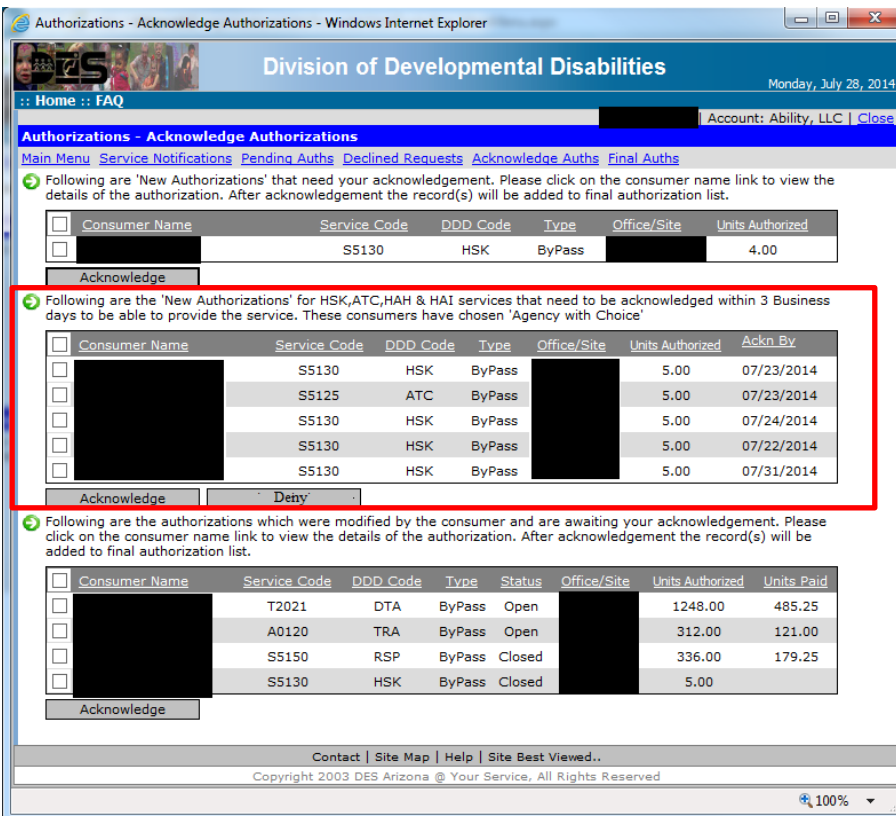
User will see a new grid displaying the list of members with 'AWC' authorizations awaiting for acknowledgement within 3 business days. User as a choice to select the members and 'acknowledge/deny' within 3 busniess days.

Unacknowledged AWC authorizations in this grid past the 3 business day rule will be automatically terminated.

Example:



Count for Authorizations awaiting acknowledgement/deny within 3 business days is displayed on the Service authorizations main screen require AWC Count



User will be able select members and Acknowledge/Deny the authorization.

2.2 Use U-7 modifier

User needs to log in to the FOCUS Vendor application > Service Authorizations > Acknowledge Authorizations > Select a member with authorization created with AWC

Upon Acknowledgement, user will be prompted to use U-7 modifier for submitting claims for services provided under Agency with choice option.

Example:

Authorizations - Acknowledge Authorizations - Windows Internet Explorer

Division of Developmental Disabilities
Monday, July 28, 2014
Account: Ability, LLC | Close

Home :: FAQ

Authorizations - Acknowledge Authorizations

Main Menu Service Notifications Pending Auths Declined Requests Acknowledge Auths Final Auths

Following are 'New Authorizations' that need your acknowledgement. Please click on the consumer name link to view the details of the authorization. After acknowledgement the record(s) will be added to final authorization list.

Consumer Name	Service Code	DDD Code	Type	Office/Site	Units Authorized
[Redacted]	S5130	HSK	ByPass	[Redacted]	4.00

Acknowledge

Following are the 'New Authorizations' for HSK,ATC,HAH & HAI services that need to be acknowledged within 3 Business days to be able to provide the services. The record(s) will be added to final authorization list.

Consumer Name	Units Authorized	Units Paid	Authorized	Ackn. By
[Redacted]	00	00	00	07/23/2014
[Redacted]	00	00	00	07/23/2014
[Redacted]	00	00	00	07/24/2014
[Redacted]	00	00	00	07/22/2014
[Redacted]	00	00	00	07/31/2014

Acknowledge Deny

Following are the authorizations which were modified by the consumer and are awaiting your acknowledgement. Please click on the consumer name link to view the details of the authorization. After acknowledgement the record(s) will be added to final authorization list.

Consumer Name	Service Code	DDD Code	Type	Status	Office/Site	Units Authorized	Units Paid
[Redacted]	T2021	DTA	ByPass	Open	[Redacted]	1248.00	485.25
[Redacted]	A0120	TRA	ByPass	Open	[Redacted]	312.00	121.00
[Redacted]	S5150	RSP	ByPass	Closed	[Redacted]	336.00	179.25
[Redacted]	S5130	HSK	ByPass	Closed	[Redacted]	5.00	

Acknowledge

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