



## ***Division of Behavioral Health Services***

### ***Division of Compliance***

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**TO:** RBHA CEOs, TRBHA Directors and Benefit Specialists

**FROM:** Laura K. Nelson, M.D.  
Acting Deputy Director

Margaret Russell  
Bureau Chief of Policy

**SUBJECT:** **POLICY CLARIFICATION: AHCCCS Eligibility Screening**

**DATE:** May 4, 2010

This memorandum is intended to clarify the responsibilities of Tribal and Regional Behavioral Health Authorities (T/RBHAs) and T/RBHA providers in meeting the Arizona Department of Health Services/Division of Behavioral Health Services' (ADHS/DBHS) expectations regarding requirements in the following ADHS/DBHS documents:

- [Assisting Behavioral Health Recipients with AHCCCS Eligibility Manual](#); and
- [Provider Manual Section 3.1, Eligibility Screening for AHCCCS Health Insurance, Medicare Part D Prescription Drug Coverage and the Limited Income Subsidy Program.](#)

Both of the above documents contain [Form ADHS AE-01, AHCCCS \(Title XIX/XXI\) Eligibility Screening](#), which is a tool required to screen behavioral health recipients for potential eligibility and to prompt providers to assist potentially eligible persons with applying for AHCCCS coverage. Effective immediately, the public access version of Health-e Arizona (see <https://www.healtharizona.org/app/Default.aspx>) will replace Form ADHS AE-01. Using the Health-e Arizona site will expedite the screening and eligibility determination processes. Providers will be able to immediately verify potential eligibility and submit behavioral health recipient's information for formal eligibility determination and screening for other public assistance programs simultaneously. While the Health-e Arizona online application replaces Form ADHS AE-01, requirements established for screening still remain in effect. Providers must screen individuals upon initial request for behavioral health services, at least annually after initial screening and upon any significant changes in a behavioral health recipient's financial status. Evidence of screening must be documented in the behavioral health recipient's comprehensive clinical record.

ADHS/DBHS will replace links to Form ADHS AE-01 in the online versions of [Assisting Behavioral Health Recipients with AHCCCS Eligibility Manual](#) and [Provider Manual Section 3.1, Eligibility Screening for AHCCCS Health Insurance, Medicare Part D Prescription Drug Coverage and the Limited Income Subsidy Program.](#) T/RBHAs must replace links to Form ADHS AE-01 in the T/RBHA editions of the Provider Manual posted on the T/RBHA websites.

Questions regarding this clarification may be directed to the ADHS/DBHS Policy Office at (602) 364-4670.