

.03 FES Referrals - DDSA Packets

REVISION 13
(07/10/10 – 09/30/10)

FAA staff located in medical facilities that have the opportunity to meet with the participant will assist applicants in completing the Disability Determination Services Administration (DDSA) packet. FAA assists the applicants for the following reasons:

- A completed packet expedites the SSIMAO eligibility determination.
- FAA staff has the opportunity to meet with the applicant while the applicant is still in the medical facility.
- FAA and AHCCCS are able to obtain all necessary information in a timely manner, while the applicant is still in the medical facility.

Complete the DDSA packet as follows:

- Assist the applicant in completing the AHCCCS Medical Benefits Disability Report (DE-121).

NOTE Explain that the applicant's information in the packet is being forwarded to the AHCCCS SSIMAO eligibility unit.

- For each provider listed on the DE-121, complete an Authorization to Release Medical Information (D-202). Complete ONLY the following sections on the DE-202:

Name and address of Medical Source (when available)

Customer Name (Applicant)

Date of Birth

Social Security Number (when available)

Customer's or Representative's Signature

Relationship to Customer (when applicable)

Witness' Information (when the applicant is unable to write their name)

Eligibility Specialist (EI) Information

NOTE Leave the date section under the AHCCCS ID section blank.

- An applicant may be [incapacitated\(g\)](#) and unable to communicate or verify their eligibility factors. When this occurs, complete the Medical Incapacity Statement (FAA-1148A). This will allow the designation of a representative. Include the complete FAA-1148A in the packet with either of the following:
 - A completed Authorization to Share Information (FAA-1145A) form
 - A completed Section E of the Application for AHCCCS Health Insurance (FA-001H)

[Upload\(g\)](#) into OnBase or send the following to [Research & Analysis \(R&A\)](#) by close of business one [workday\(g\)](#) after keying [AZTECS](#):

- A copy of the application for MA
- Copies of all verification provided by the applicant
- The completed DDSA packet
- All available medical records and disability statements

Document [CADO](#) indicating that the DDSA packet has been sent to R&A.

R&A forwards the DDSA packet and the application to the AHCCCS SSI/MAO Unit.

NOTE When the applicant leaves the medical facility before FAA is able to assist with completing the DDSA packet, the AHCCCS SSI/MAO Unit ensures that the DDSA packet is complete.