

## .02 FAA Staff Responsibilities

Responsibilities of FAA hospital staff begin once the interview has been completed and the participant appears to be eligible for MA.

When the budgetary unit meets one or more of the following criteria, a PDQC referral MUST be completed:

- Arizona residency is verified ONLY by a verbal or written statement made by the participant, a friend, or a relative.  
Arizona residency may be an issue and a PDQC referral is made. When this occurs, PDQC investigates whether the participant resides at that address. When the participant reapplies and is at the same address, new information MUST be documented in the [case file\(g\)](#) and CADO. PDQC ONLY re-investigates when new information exists. (See [Reapplication- MA Residency](#))
- A participant 18 years of age or older, who does not meet the [MA student criteria](#), or an emancipated minor who is financially supported by any of the following:

Relatives

Friends

Ex-spouse

Boyfriend

Girlfriend

NOTE Married couples, in which ONLY one spouse has income, ARE NOT mandatory referrals and MUST be evaluated for other referral criteria.

- Self-employment income is the ONLY source of income
- A pregnant participant claims no spouse or father of the child (unborn) in the home
- [Expenses Exceed Income](#) (EEI)
- The application and AZTEC system screens have conflicting information
- Participant changes story during interview
- Participant provides verification that appears to have been altered

When the participant reapplies after a denial of eligibility, the following apply:

- Evaluate the application to determine whether the budgetary unit continues to meet any of the criteria for a PDQC referral.
- When one or more of the criteria is met, complete a new PDQC referral.
- Document new or changed information in the case file and on CADO.
- PDQC does not re-investigate unless new information exists.

When the budgetary unit meets any of the referral criteria, the following process MUST be completed by close of business on the day of the interview:

- Complete ALL Sections of the Investigation Referral (FAA-1181A) form.

NOTE Document the FAA-1181A when the participant has a contagious disease such as TB or Meningitis.

- FAX the completed FAA-1181A and the following documentation to the [AHCCCS PDQC Unit](#):
  - Application page with residential address (required)
  - Application page listing the budgetary unit (participants and nonparticipants) (required)
  - Signature page of the application (required)
  - Hospital admission or cover sheet (required)
  - Address of record when different than application
  - Documents listing income
  - Documents used to establish Arizona residency
  - Documents indicating EEI or how the budgetary unit is supporting themselves
  - Other pertinent documents
- Allow PDQC staff time to complete the investigation and report findings. These actions must be completed by three p.m. three days after the referral is FAXed. (PDQC may or may not conduct a home visit.)

**WARNING**

When PDQC criteria is discovered after the interview, document on the FAA-1181A the date of discovery and refer to PDQC.

- Place the Pending Investigation (FAA-1223A) form and FAA-1181A in the case file.

When the budgetary unit DOES NOT meet the PDQC referral criteria, and still needs to be investigated, complete a referral to one of the following:

- [DES Office of Special Investigation](#) (OSI)
- [AHCCCS Office of Program Integrity](#) (AOPI)