

NOTICE: Serious Emotional Disturbance (SED) Determination Process Update

April 30, 2025

Dear Providers,

This memo provides an update to the March 28, 2025, guidance regarding the Serious Emotional Disturbance (SED) identification process.

Effective immediately, all SED Identification requests must be submitted through the [Serious Emotional Disturbance \(SED\) Identification/Removal of Identification Request Form](https://forms.office.com/r/K2Uq47njaA) found at <https://forms.office.com/r/K2Uq47njaA>. This form is secure and approved for submitting Protected Health Information (PHI). A separate secure email will no longer be accepted if submitted to the previous inbox of systemofcare@azahcccs.gov.

In addition to the required information outlined in the original March 28, 2025 memo—including **AHCCCS ID / FIRST AND LAST NAME OF CHILD OR ADOLESCENT / DOB / QUALIFYING DIAGNOSIS / CALOCUS SCORE (or 99) / DATE OF IDENTIFICATION**—the provider will now also include the **member's current health plan and enrollment date**.

A member is **required** to have an AHCCCS ID and open enrollment plan for AHCCCS to input information into the AHCCCS PMMIS system. In instances where an AHCCCS ID is not found and/or an enrollment is not active, providers shall coordinate with the ACC-RBHA/TRBHA Contractor (if applicable for Non-Title XIX/XXI eligibility) to ensure member eligibility records are created and updated. Providers shall coordinate with the identified ACC-RBHA/TRBHA Contractors to receive the AHCCCS ID number and open enrollment to provide the information to AHCCCS to complete the process of SED identification.

If any of the above information is missing, the child or adolescent will not be identified as SED.

Please share this notification within your organizations and contracted providers to promote consistent messaging across the state. An updated [SED Identification FAQs](#) is posted on the AHCCCS website at www.azahcccs.gov/systemofcare.

Your continued cooperation and partnership in providing behavioral health support to Arizona's youth is greatly appreciated.

For questions contact:

SEDidentification@azahcccs.gov and cc: Andrea.Lustfield@azahcccs.gov

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