ARIZONA
HEALTH CARE COST
CONTAINMENT SYSTEM

DUGLess Portal Version 3.0

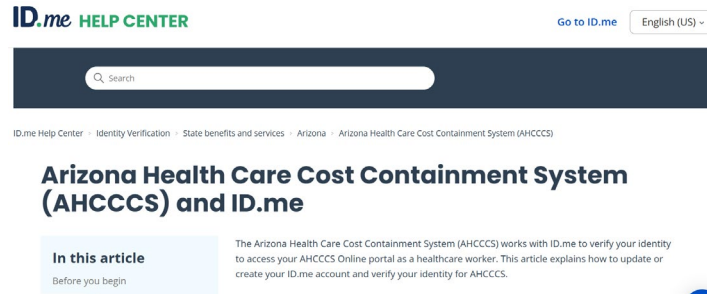July 2025 Updates

DUGLess v.3.0 – July 2025 Updates Overview

The following updates have been made to the DUGLess Portal,

as of July 24, 2025:

❖ Addition of ID.me requirements for portal registration

❖ Removal of CASII fields

❖ Updates to CALOCUS Level of Care values

❖ Addition of SED Identification/Removal fields

The updated [DUGLess Guide](#) can be found on our website, under
[Resources](#), then Guides – Manuals – Policies.

DUGLess v.3.0 – AHCCCS Online Registration

❖ AHCCCS is working with ID.me to verify your identity to access your AHCCCS Online portal as a healthcare worker.

❖ As of January 4, 2024, you are required to use ID.me to access the AHCCCS Online portal.

❖ See Portal Registration section (II.) on page 5 of the DUGLess Guide for more information.

DUGLess v.3.0 – Removal of CASII Fields

❖ Removed the following fields from Single and Multiple Records options:

>   19. CASII Intensity Level
>
>   20. CASII Intensity Date

❖ For the Multiple Records (file upload) option, providers are to leave the spaces (56-65) for these fields blank/null in the record.

❖ See the file layout on page 13 of the DUGLess Guide.

DUGLess v.3.0 – Updates to CALOCUS Level of Care values

❖ For the Multiple Records (file upload) option, the values for CALOCUS Level of Care remain the same. See page 32 of the DUGLess Guide.

❖ For the Single Record option, the CALOCUS Level of Care values have been updated as follows:

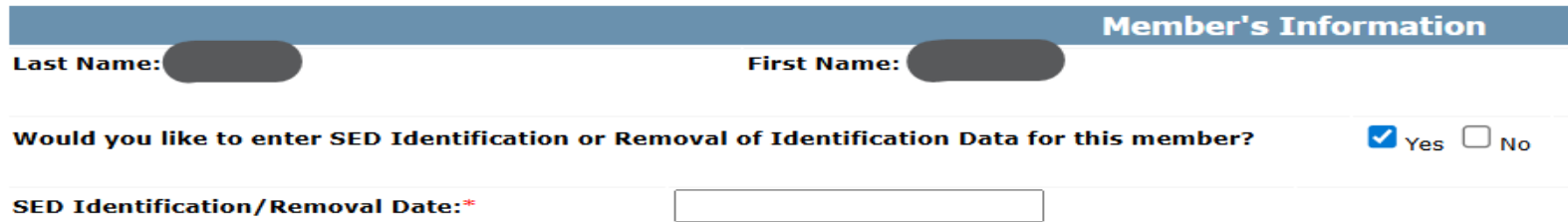| Value	Level of Care
00	Level Zero - Basic Services for Prevention & Maintenance
01	Level One - Recovery Maintenance & Health Management
02	Level Two - Low Intensity Community Based Services
03	Level Three - High Intensity Community Based Services
04	Level Four - Medically Monitored Community Based Services
05	Level Five - Medically Monitored Residence Based Services
06	Level Six - Medically Managed Residence Based Services
OR	
99	Not applicable due to age (0-5, AIHP/TRBHA)

❖ See page 32 of the DUGLess Guide for complete rules and definitions.

DUGLess v.3.0 – SED Identification/Removal

❖ The data for the identification and removal of identification of members with a Serious Emotional Disturbance (SED) will now be submitted into the DUGLess portal.

❖ A new SED panel has been added in the Single Record option ONLY.

❖ These fields are effective as of July 24, 2025.

DUGLess v.3.0 – SED Identification

❖ After the member's AHCCCS ID and Date of Birth is entered and verified, select 'Yes' to the following question is under the Member's Information panel:

Member's Information
Last Name: ⬤   **First Name:** ⬤
Would you like to enter SED Identification or Removal of Identification Data for this member?   ☑ Yes ☐ No
SED Identification/Removal Date:*   [ ]

❖ Next enter the date of the SED Identification.

   ❖ Date must be within a year of data record is being entered

   ❖ The system will look for active enrollment using this date.

   ❖ If an active enrollment is not found, an error will appear.

DUGLess v.3.0 – SED Identification

SED Identification		
Enrolled Health Plan: UNITEDHEALTHCARE		Behavioral Health Category: C
SED Identification:*	--Please Select--	SED Diagnosis:**
CALOCUS Level Of Care:**	--Please Select--	CALOCUS Date:**

❖ The active Enrolled Health Plan & Behavioral Health Category will appear in the panel

❖ Under SED Identification, select 'Yes' from the drop-down list. This will identify the record as SED Identification.

❖ All fields in the SED Identification panel are required.

DUGLess v.3.0 – SED Identification

SED Identification	
Enrolled Health Plan: UNITEDHEALTHCARE	Behavioral Health Category: C

SED Identification:*	--Please Select--	SED Diagnosis:**	
CALOCUS Level Of Care:**	--Please Select--	CALOCUS Date:**	

❖ Next enter the SED Diagnosis, enter a qualifying diagnosis by typing in the diagnosis and a pop-up list will appear, where a diagnosis can be selected.

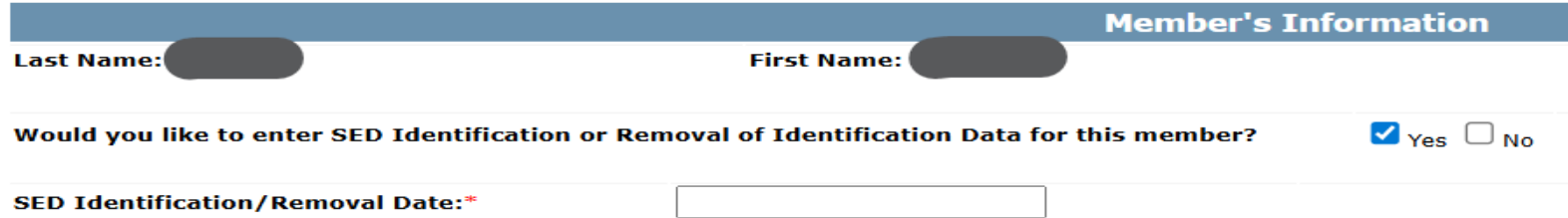❖ The list of qualifying list of SED diagnosis can be found on the AHCCCS website. Click here

DUGLess v.3.0 – SED Identification

SED Identification	
Enrolled Health Plan: UNITEDHEALTHCARE	Behavioral Health Category: C
SED Identification:* --Please Select--	SED Diagnosis:** [ ]
CALOCUS Level Of Care:** --Please Select--	CALOCUS Date:** [ ]

❖ Next enter the CALOCUS Level of Care and CALOCUS Date

❖ For SED Identification, the CALOCUS Level of Care must be 02 thru 06 and the CALOCUS date must be with in a year of the SED Identification/Removal Date.

❖ Next, the rest of the DUGLess record must be completed, and then click on the Submit button on the bottom of the page to submit record.

DUGLess v.3.0 – SED Removal

❖ After the member's AHCCCS ID and Date of Birth is entered and verified, select 'Yes' to the following question is under the Member's Information panel:

Member's Information		
Last Name: ▬▬▬	**First Name:** ▬▬▬	
Would you like to enter SED Identification or Removal of Identification Data for this member?	☑ Yes ☐ No	
SED Identification/Removal Date: *		

❖ Next enter the date of the Removal of SED

    ❖ Date must be within a year of data record is being entered

    ❖ The system will look for active enrollment using this date.

    ❖ If an active enrollment is not found, an error will appear.
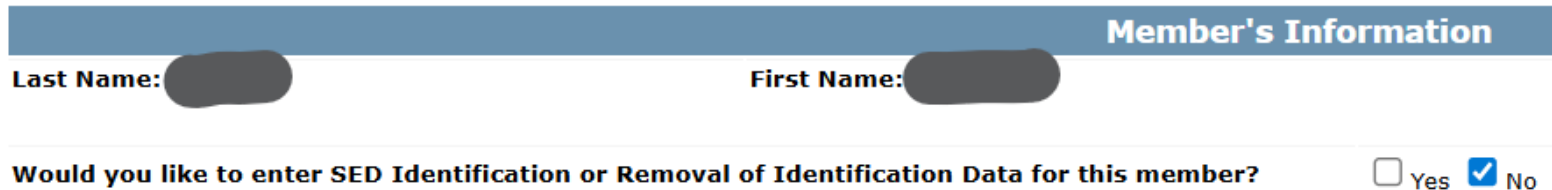
DUGLess v.3.0 – SED Removal

SED Identification				
Enrolled Health Plan: UNITEDHEALTHCARE			**Behavioral Health Category: C**	
SED Identification: *	--Please Select--		**SED Diagnosis:** **	
CALOCUS Level Of Care: **	--Please Select--		**CALOCUS Date:** **	

- ❖ The active Enrolled Health Plan & Behavioral Health Category will appear in the panel
- ❖ Under SED Identification, select 'No' from the drop-down list. This will identify the record as SED Removal, as of the SED Identification/Removal Date.
- ❖ The rest of the fields in the SED Identification panel are <u>not</u> required.
- ❖ Next, the rest of the DUGLess record must be completed, and then click on the Submit button on the bottom of the page to submit record.

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DUGLess v.3.0 – Non-SED Record

❖ If you are entering a DUGLess record that does not include SED data, select 'No' to the following question is under the Member's Information panel:

Member's Information
Last Name: [redacted]   **First Name:** [redacted]
Would you like to enter SED Identification or Removal of Identification Data for this member?   ☐ Yes   ☑ No

❖ The SED Panel will not appear

❖ You can continue to enter the rest of the DUGLess data, including the CALOCUS Level of Care and Date, as applicable.

Thank you!

Questions?

Please contact us:

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