

**Office of Licensing, Certification &
Regulation (OLCR)**

HCBS Certification

March 17, 2014



HCBS Providers

- Home & Community-Based Services (HCBS):
 - ♦ Attendant Care
 - ♦ Day Programs (DTA, DTS, DTT)
 - ♦ Habilitation
 - ♦ Therapies (PT, Speech, OT)
 - ♦ Respite Care
 - ♦ Housekeeping
 - ♦ Non-Emergency Transportation
- The Qualified Vendors & Independent Providers for these services must meet the [standards for HCBS Certification](#).



Employees of Qualified Vendors

Frequently Asked Question:

Q: Do my direct care workers need to apply for individual certification for HCBS?

A: They don't need individual certification by OLCR, but **YOU** need to ensure they continually meet the requirements for direct care workers ([A.A.C. R6-6-1500](#)).



How do I Apply for Initial HCBS Certification?

- Agencies, Therapists, and Independent Providers must have a **contract with DDD** before applying for HCBS Certification.
- After securing your contract, an [application packet](#) for **HCBS Certification** must be submitted to OLCR.



Application Packet

Please see the [Letter of Introduction](#) on our [website](#) for instructions on initial certification. Here's a list of forms & documents needed for the application packet:

- Application for Initial HCBS Certification / [LCR-1025](#)
- Provider Registration Form / [PRF](#)
- Provider Participation Agreement / [PPA](#)
- [Disclosure of Ownership](#)
- [W-9](#) & Vendor Authorization Form
- Criminal History Self-Disclosure Affidavit / [LCR-1034](#)
- Level 1 Fingerprint Clearance Card
- 3 character reference letters from non-family
- Staff Matrix / [LCR-1028](#)



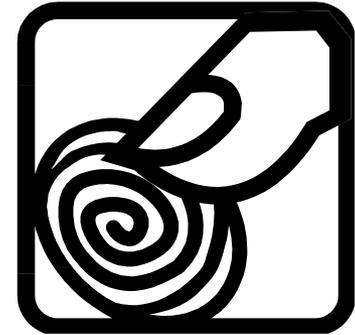
Special Training Requirements

- If you have direct care staff, they must have training in:
 - CPR & First Aid
 - Article 9
 - Habilitation & CIT (as applicable)
 - Orientation to consumers
- If you or your staff are certified to provide therapy, evidence of professional license must be maintained and available.



Fingerprint Clearance Card (FCC) & Background Check

- FCC applications must clearly identify your name & contact information as the employer **and** the correct statute: **ARS § 36-594.01**
- Background checks with CPS/APS must be conducted and documented at the time of hire for all direct care workers.



Life-Safety Inspection

- DDD Group Homes are **not** inspected by OLCR – they must be inspected by the Department of Health Services (DHS).
- If the setting used to deliver service is the home of the consumer, an inspection by OLCR is **not** required.
- All other settings used to deliver HCBS must pass an initial [life-safety inspection](#) conducted by OLCR.



Requesting an Inspection

- Each setting must pass an inspection **before** services can be delivered and at least every **two** years.
- The initial inspection must be done by OLCR.
- Subsequent inspections may be done by the local fire authority (but they may charge a hefty fee – the OLCR inspection is **FREE**).
- For info to prepare for and request an inspection, visit: <https://www.azdes.gov/olcrinspect/>



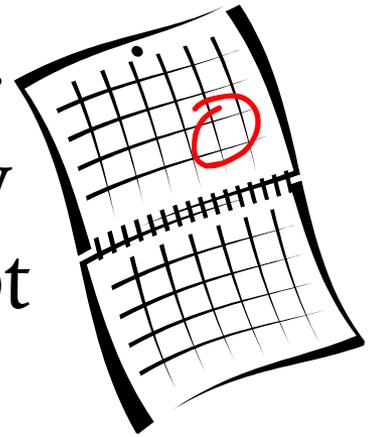
HCBS Compliance Audit

- OLCR conducts a compliance audit at least every 2 years.
- We'll look at your staff matrix and select a percentage of the employee records to review.
- Our audit is intended to confirm that you have records and systems to comply with [certification standards](#).



Annual Renewal of Certification

- HCBS Certification expires annually.
- OLCR will notify you approximately 2 months before expiration to prompt your renewal.
- In addition to signing a statement indicating your intent to renew, you may need to submit documents to OLCR demonstrating on-going compliance with certification requirements.



Renewal/Termination/Closure

- If you don't respond to the renewal notice from OLCR, your HCBS Certification **and** your AHCCCS registration will be closed.
- If you don't bill for services for 24 months, AHCCCS will terminate your registration.
- If you elect to discontinue providing services, please contact OLCR to voluntarily close your certification & registration.



Changes / Amendments

To make any of the following changes to your HCBS Certification, you'll need to contact OLCR to apply for an amendment:

- Add a Service
- Delete a Service
- Change the Address of your agency
- Change the name of your agency
- Change the authorized representative for your agency.



AHCCCS Registration

- Vendors providing therapy services must contact AHCCCS directly for registration.
- All other HCBS providers will be registered by OLCR upon completion of the certification process.
- AHCCCS will notify you in writing when an AHCCCS ID has been issued.



DDD Group Homes

- Effective January 1, 2013, all DDD Group Homes were registered with AHCCCS by OLCR.
- In order to register new group homes, OLCR requires the following documents:
 - A [PRF](#) and a copy of the DHS License for **each** group home.
 - A [PPA](#), [Disclosure of Ownership](#), [W-9](#) for your agency.



Day Program & CBE Registration

- **Coming soon!** All CBE and Day Treatment Programs will need to be registered with AHCCCS by OLCR.
- Day Treatment programs include DTA, DTT, and DTS
- CBE = Center-Based Employment
- You'll be notified via email blast from DDD of the start and due dates for this Registration Project.





OLCR Contacts



Certification caseloads are assigned alphabetically:

A – C

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Related Contacts

- AHCCCS
 - Phone: 602-417-7670 Option 5
 - Fax: 602-256-1474
 - www.azahcccs.gov/commercial/ProviderRegistration/registration.aspx#
- Arizona Department of Health Services (DHS)
 - Phone: 602-364-2536
 - Fax: 602-364-4808
 - <http://www.azdhs.gov/als/special-licensing/developmentally-disabled/>



See our website for more info:
www.azdes.gov/HCBScertification

Thank you!



DEPARTMENT OF ECONOMIC SECURITY

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