

All Group Home Site Code Process

Target Audience - Qualified Vendors and Providers

Transmittal Date - 04/07/2026

Effective May 1, 2026, each new or relocated Group Home, Nursing Supported Group Home, and Behavioral Supported Group Home site must have the following for a site code to be issued:

- DES OLCR HCBS Certificate
- AZDHS License
- Proof of fire inspection
- AHCCCS ID for the service site
- An approval letter from the DES DDD Credentialing team for the service site
- For new sites, evidence of the DDD Program Monitoring visit

On-site DDD Program Monitoring will be completed within the first 30 days following the issuance of a site code for site relocations.

To credential all Group Home sites, Qualified Vendors should refer to the [Initial Credentialing Checklist](#) for new group home locations, and the [Recredentialing Checklist](#) for previously credentialed group home locations, including site relocations. Qualified Vendors should closely follow the appropriate checklist to avoid delays in the credentialing process.

Qualified Vendors with questions about the site code process should contact the [Network Residential team](#). Qualified Vendors with questions about the credentialing process should contact the [DDD Credentialing Unit](#).