



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

# DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## DDD UPDATE - AUGUST 7, 2020

**Target Audience - Qualified Vendors and Providers**

**Transmittal Date - 08/07/2020**

### **OLCR Tracking Application Upgrade and New Staff Roster**

On August 26, 2020, the OLCR Tracking Application in Focus is scheduled for an upgrade. Several changes have been made to align the system with the new AHCCCS Provider Enrollment Portal (APEP) which is scheduled to launch on August 31, 2020.

#### **Forms**

The OLCR Tracking Application will no longer require AHCCCS Forms such as the Provider Participation Agreement or the Disclosure of Ownership. Those forms will be submitted by vendors directly to AHCCCS through APEP.

The following forms are still required:

- Form LCR-1077A, Provider Registration, has been reformatted and renamed: Application for Renewal or Amended HCBS Certificate.
- Form LCR-1082A, Application for Group Home Certificate, has been added to the OLCR Tracking Application.
- Form LCR-1025A, Application for Initial HCBS Certification, has been reformatted and renamed LCR-1083A.

#### **Staff Roster**

The staff roster has been updated and can be accessed here: [OLCR ROSTER TEMPLATE](#). After August 26, 2020, the old Excel template will no longer be accepted. Please refer to the Excel file, "[Agency Roster Excel Specifications](#)," for information on field validation and compliance requirements.

The updated staff roster includes a New Employee category which allows a new employee to show as compliant for up to 90 days while the employee completes required training. Other changes to the tracking application include simplified compliancy readings and a more mobile-friendly interface. The roster template and the specifications will be available within the OLCR Tracking Application.

Existing data within the OLCR tracking application will be transferred to the new roster. Some staff may appear non-compliant until updated data is entered by the vendor because of the new changes to the roster.

Vendors who are in the process of renewing an HCBS Certificate will not be expected to re-upload the roster in order to complete the renewal. The HCBS certification specialist will work with the vendor to ensure the renewal is completed timely.

An updated [vendor manual](#) is available on the DDD website and within the OLCR Tracking Application. Contact OLCR at [dddolcr@azdes.gov](mailto:dddolcr@azdes.gov) with any questions.

## **Interim Guidance For Supporting Members In Remote Learning**

The topic of school aged DDD members who are not able to attend in-person school and who need support to engage in remote learning continues to be a national issue that we are also working through. We have engaged with AHCCCS, the Arizona Department of Education, and the Attorney General's Office to determine whether exemptions will be allowable during the pandemic. For now, if service authorizations are currently on the member's plan and those services extend beyond the beginning of the school year, these services can remain on the plan, and should be delivered as outlined in the plan. If DES DDD receives new requests for services to support children to engage in their school day, these cannot be authorized until we have more clarity and consensus on whether this will be allowed as an exemption.

As soon as we have further guidance to share on this topic, we will send to all vendors immediately. I know that many of you are currently working through these challenging situations, and we appreciate your patience as we work to find a resolution as quickly as possible.