



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

POLICY UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 08/11/2022

The DDD Policy Unit published a new policy on Wednesday, August 10, 2022. The policy is available on the Division's [Policy webpage](#).

REVISED POLICIES

[Provider Policy Manual Chapter 52 Habilitation Staffing Schedule Requirements and Annual Review](#)

This policy has been revised to reflect recent updates including:

- Title change (formerly known as Daily Habilitation Staffing Schedule - Group Home and Individually Designated Living Arrangements)
- Language expanding vendor responsibilities and expectations regarding preparation and submission of staffing schedules.
- Language added regarding the Residential Assessment Profile (RAP) tool.
- Additional details and clarification regarding Master and Temporary schedules and modifications.
- Terminology updates and sentence structuring for clarity.

RETIRED POLICIES

Division Operations 6002-C Reporting Requirements

- The content can now be found in [Division Medical Policy Manual Chapter 960](#)

Division Operations 6002-H Referral to Other Investigative Agencies

- The content can now be found in [Division Operations Policy Manual Chapter 6002-G](#), [Division Operations Policy Manual Chapter 6002-N](#), and [Division Operations Policy Manual Chapter 6005-B](#)

Division Operations 6002-J Trending for Quality Improvement

- The content can now be found in [Division Medical Policy Manual Chapter 960](#)

Division Operations 6002-K Information Sharing

- The content can now be found in [Division Operations Policy Manual Chapter 6001-A](#) and [Division Operations Policy Manual Chapter 6001-B](#)

Division Operations 6002-O Health Care Acquired Conditions

- The content can now be found in [Division Medical Policy Manual Chapter 960](#)

POLICY PUBLIC COMMENT

The Division is currently accepting public comments regarding Division policies. The policy revisions can be found on the [Policy page](#) of the Division's website. This form, <https://forms.gle/4MGCsdyKTRPJna3m9>, can be used to submit public comments.