



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

DEVELOPMENTAL HOME MONTHLY CENSUS FORMAT AND REPORTING RESPONSIBILITIES

Target Audience - Qualified Vendors Providing Developmental Home Services

Transmittal Date - 10/20/2020

Qualified Vendors providing developmental home services are required to submit a monthly census of all developmental home providers to the Division by no later than the last day of the reporting month. Qualified Vendors must use the updated [Developmental Home Census Report](#) to submit information to the Division including:

- The District where the home is located
- Provider name
- Street address
- City
- Zip code
- County
- Telephone number
- Licensing Specialist
- Licensed Capacity
- Current Occupancy
- Current Vacancy
- DDD Occupancy (number of members who are eligible with the Division)
- Non-DDD Occupancy (number of members who are **not** eligible with the Division)
- License Expiration Date
- License Type
- Wheelchair Accessible
- Special Conditions/Restrictions
- Member(s) Last Name
- Member(s) First Name
- Member(s) Assist ID
- Member(s) Birth Date
- Member(s) Age

- Member(s) Gender
- Member(s) Power Dependent
- Member(s) Behavior Treatment Plan (BTP)
- Member(s) DD Diagnosis, if known
- Member(s) DCS Involvement
- Member(s) DD Eligibility Type
- Funding Source
- Siblings
- For non-DD members, note any potential risks to DD members or additional comments.

Qualified Vendors are required to submit this report monthly via **SECURE** email to DDDDevelopmentalHomeCensus@azdes.gov. DDD requests that each home is identified by District. Please contact your District's Network Unit if you have any questions about which zip codes fall under each district.

Additionally, Qualified Vendors must notify the Division of all member placement changes including internal moves (within the agency) or external moves (to another vendor). The moves must be reported on the same form as the monthly census and submitted to the same email address within two business days of the member moving. The Qualified Vendor **must** highlight the members who have moved to identify the placement changes. See [Provider Policy Manual Chapter 51, Oversight and Monitoring of Developmental Homes](#) for additional information about reporting requirements.