



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

# DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## CENTRAL REGISTRY - SUPPLEMENTAL GUIDANCE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 10/24/2023

### Owners and Signatories

- Applicants must submit to DCS a search request for each owner and/or signatory on the contract no more than 30 days prior to the submission of their application.
  - This does not mean that you need to submit the results.
  - There is also no need to ask DCS to rush the results.
  - Re-submitting a request because you have been waiting for the results of your initial request adds to the total number of searches to be completed and **slows down the process for everyone**.
- Applicants should submit a copy of the auto-response email from DCS acknowledging the request as part of the required documentation for submitting an application.
  - Each request should receive an auto-response. If you did not receive one, double check that you used the correct email address, check your spam folder, and ensure that the email address from DCS ([DESCANRegistryChecks@azdcs.gov](mailto:DESCANRegistryChecks@azdcs.gov)) is not blocked by your browser or email application.
  - After you have done all of the above, as an alternative, you may submit a copy of the email sent to DCS for the search. Do not send the attachment.

### Current Employees

- Existing Qualified Vendors must submit a Central Registry check request and receive results for all current employees. DDD will accept a check completed between March 1, 2023 and March 1, 2024.
- Qualified Vendors should use the same procedure they currently follow for completing checks for new hires.
- Checks on current employees DO NOT need to be completed before a QV submits their application.
- Re-submitting a request because you have been waiting for the results of your initial request adds to the total number of searches to be completed and **slows down the process for everyone**.
- The results documentation for all current employees should be maintained in personnel files. DO NOT submit them with the application. As outlined in both RFQVA DDD-7100000 and DDD-2024, Central Registry checks are required at the time of hire and contract renewal.
- Compliance with timely background checks for all employees will be audited by the Programmatic Monitoring team in the Quality Assurance Unit.
- A Direct Service Position form, [DDD-1727A](#), should be completed for all employees along with the Central Registry Check search request. A completed DDD-1727A form meets the requirement until

the clearance comes back and allows employees to work with members. However, all Direct Service Professionals (DSP) must meet the hiring and training requirements to work with members, and until they meet those requirements they are not qualified to provide services and should be working with supervision or alongside fully trained staff. You may refer to R6-6-1520. Basic Qualifications, Training, and Responsibilities and the Division of Developmental Disabilities [Personnel Hiring and Training Requirements Quick Reference Guide](#).

*R6-6-1520. Basic Qualifications, Training, and Responsibilities*

*A. The following minimum requirements apply to all agency service providers:*

*1. When a Home and Community-based Service is delivered, a direct-care staff who has completed the following required training and orientation shall be present, except as provided by R6-6-1521:*

- a. Orientation to the specific needs of the client being served;*
- b. CPR to meet the needs of the client and provided by a certified instructor;*
- c. First aid, provided by a certified instructor unless the direct-care staff is a licensed registered nurse (R.N.), LPN, Certified Nursing Assistant, or a Physical, Occupational, Respiratory, or a Speech/Hearing therapist; and*
- d. Article 9 review.*

*2. **A direct-care staff shall complete the following training before working alone with clients.** The training shall occur no later than 90 calendar days from the date of hire with the agency, except as provided by R6-6-1521:*

- a. CPR, provided by a certified instructor to meet the needs of the client served;*
- b. First aid, provided by a certified instructor, unless the direct-care staff is a licensed R.N., LPN, Certified Nursing Assistant, or a Physical, Occupational, Respiratory, or a Speech/Hearing therapist; and*
- c. Article 9 Review.*

***B. All individual service providers providing direct care to clients shall complete the training and orientation listed in R6-61520(A)(1) prior to delivering services, except as provided by R6-6-1521***