



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

RESIDENTIAL VENDOR CALL UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 11/01/2022

The Division has been refining the Residential Vendor Call process over the past few years to help match members with vendors more efficiently, standardize the process for all residential services statewide, and improve the system to automate the tracking and monitoring of data. The Division implemented several changes on March 7, 2022. The next upgrade will impact Individually Designed Living Arrangement (IDLA) services.

Currently staffing matrices for IDLA are managed manually using Excel spreadsheets. For this reason, The Division is adding staffing schedules into the Focus Program Staffing Application (PSA) for Individually Designed Living Arrangements (IDLA) to improve efficiency. Qualified Vendors providing IDLA services will be required to begin using the PSA system for staffing schedules beginning **December 1, 2022**.

The Division will host training sessions so impacted Qualified Vendors can learn about the changes being made in FOCUS for IDLA staffing schedules.

The training sessions are scheduled as follows:

- Tuesday, November 15, 2022 from 1:00 p.m. to 2:00 p.m.
 - Join by Internet: <https://us05web.zoom.us/j/84467365560?pwd=M1RhNXBvdXhkaXJGR0ZwYjh6T0tIQT09>
 - Meeting ID: 84467365560
 - Passcode: 5SL1v0
- Thursday, November 17, 2022 from 10:30 a.m. to 11:30 a.m.
 - Join by Internet: <https://us05web.zoom.us/j/84467365560?pwd=M1RhNXBvdXhkaXJGR0ZwYjh6T0tIQT09>
 - Meeting ID: 84467365560
 - Passcode: 5SL1v0

Qualified Vendors and Providers with questions regarding the changes being made to staffing schedules for IDLA may submit them via email at dddresidentialunit@azdes.gov.