



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

RESIDENTIAL VENDOR CALL UPDATE DEVELOPMENTAL HOMES AND RESTRICTED LICENSES

Target Audience - Qualified Vendors and Providers

Transmittal Date - 11/20/2023

Beginning November 2023, the Division improved the process to permit developmental homes with restricted licenses to be considered for a vendor call response. The Division has seen an increase in responses to Developmental Home vendor calls with homes that have restricted licenses for unlocked medications and/or toxins. Qualified Vendors are required to review the additional information to determine if the home where the license is restricted can meet the member's needs before responding to the vendor call.

The Qualified Vendor will receive an email from the Network Residential Supervisor notifying them that they will need to submit an amendment in Quick Connect (QC) to increase the population on the license. The Qualified Vendor will notify the dddolcr@azdes.gov mailbox and include the Developmental Home Manager, Jen Willis, at jwillis@azdes.gov when the amendment is submitted to ensure OLCR can prioritize the application. All information that is required for an amendment to increase the population on a license must be included.

Upon review of the amendment, OLCR will notify the Network Residential Supervisor and the Qualified Vendor regarding the decision to increase the population on the license or deny the request. If the amendment can be approved, OLCR will set an Additional Information Request status until notified by the Network Residential Coordinator that the home has been selected for the member. OLCR will then issue the license. The license will be restricted based on unlocked medications in the home. The QC will show an increase in the population and identify the members by initial. If the developmental home is not selected to serve the identified member, the amendment will be denied.

If you have any questions regarding the requirements for the amendment, please contact OLCR at dddolcr@azdes.gov. If you have any questions regarding the Residential Vendor call process please contact the Network Residential team at dddresidentialunit@azdes.gov.