



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

## RESIDENTIAL UPDATE: GROUP HOME AND DEVELOPMENTAL HOME LICENSES

Target Audience - Qualified Vendors and Providers

Transmittal Date - 12/28/2023

As outlined in the [Standard Terms and Conditions](#) of your agency's Qualified Vendor Agreement with the Department of Economic Security, Division of Developmental Disabilities (the Division or DDD) your agency is required to maintain compliance with licensure to receive payment for Group Home and Developmental Home Services.

Qualified Vendors must work with the Arizona Department of Health Services (AZDHS) to ensure Group Home licenses are renewed timely and do not expire. Qualified Vendors are also required to work with the Office Licensing Certification and Regulation (OLCR) to ensure Developmental Homes licenses are renewed timely and do not expire. **Qualified Vendors are required to have a tracking system in place to prevent licenses from expiring.**

As a reminder, the Division will not fund any Group Home or Developmental Home settings during the period a setting is not licensed due to the expiration of the license.

Qualified Vendors with Group Home or Developmental Home locations that are not compliant with licensure will be referred for contract action and will be required to assist the Division with the transition of members to a Qualified Vendor's alternative licensed site with capacity, or to another Qualified Vendor with existing capacity.

Your agency must keep its contact information current with AZDHS and/or OLCR. If you are not sure of the contact information on file with AZDHS or you have any questions regarding Group Home licensing requirements, please contact AZDHS at [BSLFacilities@azdhs.gov](mailto:BSLFacilities@azdhs.gov). For Developmental Home licensing, your agency can verify that the contact information is current in Quick Connect.

As a reminder, when Group Homes relocate, a new license is required from AZDHS prior to members moving to the new location. A new site code is assigned by your contracts specialist each time a home relocates. The license and site code are not transferable between Group Homes.

If you have any questions regarding this communication or the Residential relocation process for Group Homes, please refer to [Provider Manual Chapter 50](#) or contact the Network Residential team at [dddresidentialunit@azdes.gov](mailto:dddresidentialunit@azdes.gov).