



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD/OLCR

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TRANSMITTAL DATE: January 9, 2017

TOPIC: New Focus Application – Office of Licensing, Certification and Regulation (OLCR) Home and Community Based Services (HCBS) Certification Tracking System—Vendor Guide and Agency Roster Template

Target Audience – HCBS Certified Agencies/Qualified Vendors

The new Office of Licensing, Certification and Regulation (OLCR) Home and Community Based Services (HCBS) Certification Tracking System is now operational. The Vendor Guide and the Agency Roster Template are available on the DES/DDD website.

Vendor Manual

https://des.az.gov/sites/default/files/media/DDD-OLCR-040-001_Provider20170103_Original.pdf

Agency Roster Template

https://des.az.gov/sites/default/files/media/OLCR_ROSTER_TEMPLATE.xlsx

Technical Assistance

There are still seats available in our upcoming orientation sessions; however, seating is limited to one person per agency. Please RSVP to Cindy Wallace, cindywallace@azdes.gov or 602-771-4861.

- **January 12, 2017:** 2200 N. Central Avenue, Suite 500, Phoenix, 85004. Two sessions are available: 10:00am-12:00pm or 1:00pm-3:00pm.
- **January 17, 2017:** 1701 N 4th Street, 2nd Floor, Flagstaff, 86004. Two sessions are available: 10:00am-12:00pm or 1:00pm-3:00pm
- **January 25, 2017:** 6740 S. Tucson Blvd. Building 2, Agave Room, Tucson, 85756. Two sessions are available: 10:00am-12:00pm or 1:00pm-3:00pm.

For Focus application technical support please contact the Help Desk at 602-771-1444.

Questions related to this communication? Please contact OLCR at HCBScertification@azdes.gov.

Thank you!