



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

## ***Sent on Behalf of DES/DDD Program Monitoring Unit***

*Please do not reply to this message*

**TRANSMITTAL DATE:** January 30, 2017

**TOPIC:** AHCCCS Requirements for Direct Care Worker (DCW) Training and Testing Program

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### **Target Audience – Qualified Vendors of Attendant Care and Homemaker Services**

This information is intended for Qualified Vendor agencies that provide Attendant Care (ATC) and Homemaker (HSK) services and/or are approved Direct Care Worker (DCW) training and testing sites.

#### **Did you know.....?**

- Qualified Vendor agencies that use direct care workers to provide ATC and/or HSK services are required to incorporate the DCW database into everyday business practices.
- All ATC and HSK direct care workers must be entered into the DCW database within 30 days of hire, suspension, or termination by your agency.
- Qualified Vendors must maintain a listing of all individuals who are authorized to use the database and report immediately to AHCCCS any changes to the list.
- All ATC and HSK direct care workers must complete training through an AHCCCS-approved DCW training and testing program within 90 days of hire.
- Six hours of continuing education is required annually for ATC and HSK direct care workers. Specific documentation of the training to be included in direct care worker's employee file.

#### **Helpful Resources, Technical Assistance, and Support**

- AHCCCS Direct Care Worker Training and Testing Program Website:  
<https://www.azahcccs.gov/PlansProviders/CurrentProviders/dcw>
- AHCCCS DCW and DCW Trainer Testing Records Online Database:  
<https://dcwrecords.azahcccs.gov/>
- Information for Providers of Attendant Care and Homemaker services to comply with AHCCCS policy and standards and *Approved Program listing*:  
<https://www.azahcccs.gov/PlansProviders/CurrentProviders/DCW/DCSAInfo.html>
- *Approved DCW Training and Testing Programs*:  
<https://www.azahcccs.gov/PlansProviders/CurrentProviders/DCW/TandTInfo.html>
- FAQ: <https://www.azahcccs.gov/plansproviders/downloads/dcw/FAQMarch2015.pdf>
- AHCCCS Medical Policy Manual, Chapter 1200, Section 1240-A:  
<http://www.azahcccs.gov/shared/Downloads/MedicalPolicyManual/chap1200.pdf>
- AHCCCS Contractors Operations Manual, Chapter 400, Section 429:  
<http://www.azahcccs.gov/shared/Downloads/ACOM/Policyfiles/400/429.pdf>

Questions related to this communication? Please contact the DES/DDD Program Monitoring Unit  
[DDDDCW@azdes.gov](mailto:DDDDCW@azdes.gov) (602) 542-2550.

All other inquires may be directed to the DCW helpdesk at AHCCCS at [dcw@azahcccs.gov](mailto:dcw@azahcccs.gov) (602) 417-4401.

***Thank you!***