



DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD Provider Relations
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TRANSMITTAL DATE: October 25, 2016

TOPIC: DDD Continues Campaign for Responsible Driving

Please distribute this information to all staff with responsibility to transport members.

DDD's Program Monitoring Unit is beginning the second phase of evaluating vendor policies and procedures for transportation of members. During this phase of the initiative, we will be requesting and reviewing policies from the Hourly Service and the Developmental Home providers. Beginning in November 2016, Vendors will begin to receive emails requesting a copy of the Vendor's transportation policy for review.

Attached is the monitoring tool used for the assessment of the Vendor's transportation policy. This will outline the components which will be reviewed, so the Vendor may complete a self-assessment prior to submitting the policy. Vendors who have submitted policies during the first phase of this initiative will not need to resubmit if their policy has met the requirements.

The following publications have been developed to increase awareness about responsible driving and vehicle safety. Please share the following links with all staff responsible for transporting members:

- [Vehicle Safety Buckle Up](#)
- [Vehicle Safety Buckle Up - Q & As](#)
- [Responsible Driving Information Fact Sheet](#)
- [Responsible Driving - Heat Related Facts](#)

For information about heat-related illness, heat tips, statistics, and resources

visit <http://www.maricopa.gov/publichealth/Programs/Heat/default.aspx> or <http://heataz.com>

Questions related to this communication may be sent to the Division's Program Monitoring Unit at 602-542-2550 or email DDDMonitoring@azdes.gov.

Thank you!