

CHAPTER 51 OVERSIGHT AND MONITORING OF DEVELOPMENTAL HOME SERVICES

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R6-6-1101

PURPOSE

To outline the roles, responsibilities and requirements of the Division of Developmental Disabilities (Division), Qualified Vendors, and licensees in the provision of Developmental Home Services and Child Developmental Certified Home Services specifically to:

- Outline the experience and expertise, and the training requirements of the Qualified Vendor (agency) staff and licensing workers.
- Establish minimum standards for home studies.
- Provide guidance for entering information into the Division's licensing system, *Quick Connect*.
- Provide guidance for submitting monthly census and changes information.

POLICY

The Division reviews and approves or denies applications and renewals for developmental home licenses to applicants or licensees. The Division contracts with Qualified Vendors for developmental home services and provides monitoring and oversight to ensure compliance with the Qualified Vendor Agreements. Payment for these services are outlined in the Division's Rate Book.

A. DIVISION RESPONSIBILITIES

1. The Division monitors/audits Qualified Vendors at least annually to ensure they have systems in place to provide oversight for compliance to licensing rules, Division Policies and Procedures, Qualified Vendor Agreements, and best practices.
2. New Qualified Vendors are monitored/audited within six months after implementing the service and annually thereafter.
3. The Division shall issue corrective action plans, as necessary, when issues of non-compliance are identified.
4. Protective service agencies (e.g., Department of Child Safety, Adult Protective Services, law enforcement) investigate member abuse, neglect, and exploitation. The Division provides the protective service agencies information to aid in the completion

of an investigation.

5. The Division conducts an onsite visit at each developmental home annually to monitor compliance with health, safety, contractual, programmatic, and quality assurance standards.
6. Prior to initial licensure and annually thereafter, the Division conducts a life-safety inspection. Inspection for an initial license application must occur within nine months of the date the application is submitted to the Office of Licensing, Certification, and Regulation.
7. A new inspection shall be completed if the licensee moves to a new address or completes remodeling.

B. QUALIFIED VENDOR AGENCY RESPONSIBILITIES

1. Through its licensing staff, Qualified Vendors are responsible for recruiting, training, and providing technical assistance and oversight to applicants and licensed providers of developmental home services.
2. Through the established rate model, the Qualified Vendor receives payment from the Division for administrative costs, including but not limited to recruitment, training, technical assistance, and oversight.

- a. The Qualified Vendor makes payment(s) to the licensee for direct developmental home services.
 - b. The licensee may not provide hourly HCBS services to other members while directly responsible for the supervision of members receiving developmental home services.
3. The Qualified Vendor is responsible for reviewing and responding to vendor calls, and once selected by the member/responsible person, assisting with the move in the developmental home.
- a. Up to three Division members or child siblings of members may receive developmental home services in the home.
 - b. A license capacity greater than three may only be approved when all children in the home are siblings.
 - c. Children deemed likely to be eligible for the DDD program may receive developmental home services upon approval by Division staff.
 - d. Qualified Vendors shall ensure new members are not referred to homes with an open licensing investigation, an open protective service investigation, or in a home that has received a notice of an adverse licensing action.

4. The Division pays claims for fingerprinting costs for developmental home license applicants, licensees, and adult household members. Agencies are required to submit information to the Division (using the [Fingerprint Clearance Card Tracking Tool](#)) for individuals who have applied for a fingerprint clearance card. The names must be submitted within 10 days of fingerprinting. The name of each applicant, licensee or adult household members should be entered as it appears on their Driver's License or other state or federal identification.

C. EDUCATION AND EXPERIENCE

1. A licensing worker shall have one or more of the following:
 - a. A bachelor's degree in a related human services field,
 - b. Two years of post-secondary education in a related human services field and two years of directly related work experience, or
 - c. A minimum of five years of directly related work experience. Directly related work experience includes work in the field of developmental disabilities, family home licensing, or child welfare.
2. A licensing supervisor shall meet the requirements of a licensing

worker and have two years of supervisory experience or demonstrated leadership experience.

3. A licensing supervisor who is completing the duties of supervisor and licensing worker shall meet the higher requirements of the supervisor.

D. CASELOAD RATIO

A full-time licensing worker may not be responsible for more than 20 licensed homes for training, technical assistance, and oversight.

E. TRAINING

1. Licensing workers and supervisors must have a current Level I Fingerprint Clearance Card and within the first 90 days of employment complete all of the following training areas:
 - a. Article 9 (*Requires a certified instructor*)
 - b. Articles 10 and 11, as applicable to service delivery to children or adults
 - c. Mandated reporting
 - d. Incident reporting
 - e. Cultural Competency
 - f. HIPAA
 - g. Provider Manual Chapter 51, Oversight and Monitoring of

Developmental Home Services

- h. Prevention & Support (*Requires a certified instructor*)
 - i. The move process
 - j. The planning process
 - k. Introduction to the four developmental disabilities
 - l. Licensing forms & *Quick Connect*
 - m. Record keeping
 - n. Behavior planning
 - o. Positive behavior support
 - p. Medication management
 - q. Life safety rules
 - r. Member fund management
 - s. Investigations
 - t. Guardianship and legal issues
 - u. The Child and Family Team Process
2. Licensing workers and supervisors are required to attend the Division's Home Studies and Family Assessment Seminar within six months of being assigned to a licensee. In addition, a licensing worker or supervisor is required to complete a minimum of 10 hours of training per year.

3. Licensing seminars sponsored by the Division may be retaken for training credit every three years and count towards the annual training requirements.

F. RECORDS FOR CHILD AND ADULT DEVELOPMENTAL HOMES

1. The Qualified Vendor shall have an organized system to maintain all licensing documents. The licensing file includes training certificates, Department of Economic Security forms, and documentation to verify licensing compliance where applicable. The licensing file shall be kept in locked storage or secure electronic storage when not in use and made available to the Division upon request.
 - a. If a licensed provider transfers from one Qualified Vendor to another Qualified Vendor, the sending agency shall provide a copy of the provider's licensing file as outlined in this policy.
 - b. The receiving Qualified Vendor shall update any missing items within 30 days of the transfer.
2. The licensing file shall include the following Department of Economic forms:
 - a. LCR-1056A, Applicant Statement of Understanding

- b. LCR-1040A, Health Self-Disclosure/Physician Statement
 - c. LCR-1034A, Criminal History Self-Disclosure Affidavit
 - d. DD-289 or DD-281, Child or Adult Developmental Home Agreement
 - e. LCR-1031B, Child or Adult Developmental Home Caregiver Assessment Guide (for persons licensed after implementation of this policy)
 - f. LCR-1054A, signed Initial Application Worksheet
 - g. LCR-1053A, signed Renewal Application Worksheet
 - h. Signed Developmental Home Third-Party Agreement, Section 9 F of the Qualified Vendor Agreement
 - i. LCR-1078A, Developmental Home Application Cover Page
3. The licensing file shall include the following documents as applicable:
- a. Training Certificates
 - b. Fingerprint Clearance Documentation
 - c. Interstate Central Registry clearance (For child developmental homes; for applicants and household members who have resided outside of Arizona within the prior five years)

- d. Three References
- e. Marriage License
- f. Divorce Decree(s) for the current 10-year period prior to application
- g. Birth Certificates (or proof of legal residency)
- h. Valid Driver's License for any individuals providing transportation
- i. Current vehicle registration for any vehicles regularly used to provide transportation
- j. Current vehicle insurance for any vehicles regularly used to provide transportation
- k. Verification of income
- l. Immunization records for children
- m. Interview documentation, pre-licensure and renewal
- n. Office of Licensing, Certification, and Regulation (OLCR) Inspection Report
- o. Evacuation plan
- p. Rabies vaccinations for dogs
- q. Copy of the actual license
- r. Monitoring Forms

- s. Incident Reports
- t. Licensing investigations and any corrective action plans
- u. Documentation verifying qualifications of any alternate caregivers (Level 1 Fingerprint Clearance Card, CPR, First Aid, Article 9, orientation to member, APS Registry check, and Department of Child Safety (DCS) Central Registry check)

G. POTENTIAL APPLICANTS FOR DEVELOPMENTAL HOME LICENSURE

1. A Qualified Vendor shall inform a potential applicant of the developmental home requirements for licensure under A.A.C. R6-6-1001 or A.A.C. R6-6-1101, *Application for License*. The Qualified Vendor may not “counsel out” or in any way dissuade an applicant who wishes to apply to the Division for a developmental home license.
2. If the Qualified Vendor determines it is not able to work with an applicant who wishes to apply for a license, the determination shall not be based on race, religion, national origin, sex, sexual orientation, gender identity, or a similar protected class.
3. A Qualified Vendor shall assist any applicant it declines to work

with to find an alternative vendor, or if no alternative vendor is available, refer the applicant to the Division. The Qualified Vendor shall transfer any application information to the alternative vendor or Division, as applicable.

4. Applicants for licensure may be married or unmarried persons. No more than two single individuals shall be licensed at the same address if they both plan on providing care. This could include a cohabiting couple, a set of adult siblings, a parent and adult child, or roommates who wish to be licensed together. Married applicants shall be licensed jointly unless a married applicant applies to be licensed individually and one or more of the following applies to the applicant's spouse:
 - a. Expected to be absent from the household for nine or more of the following 12 months due to employment, military service, or other planned absence;
 - b. Legally separated and living in another residence and the applicant has the right to exclusive use of the residence; or
 - c. Medically or physically incapacitated to the degree that the spouse is unable to provide care for a member.
5. The Qualified Vendor is responsible to provide or arrange

pre-licensure and annual training for applicants. Pre-licensure training must meet the specific content requirements outlined by the Division. The Qualified Vendor is responsible to ensure that the licensee receives a pre-move orientation to each member's needs and planning documents.

H. HOME STUDY, HOME VISITS, AND TECHNICAL ASSISTANCE

1. Prior to licensure, the applicant and household members shall participate in interviews and assist the licensing worker to evaluate the applicant with respect to character, family stability, and the ability to care for individuals with developmental disabilities. Each applicant and household member should be interviewed individually. Married or cohabiting couples should be interviewed at least once together. If the applicant has children in the home, children should be interviewed, if possible. All interviews should be conducted by the licensing worker in person. Information gathered during the interviews is summarized and included in the Home Study submitted through *Quick Connect*.
2. The licensing worker shall visit the home monthly to provide technical assistance, support to the licensee, and ensure

compliance with licensing rules, Division policies and procedures, the Qualified Vendor Agreement, the Third-Party Developmental Home Agreement, and best practices. The licensing worker shall document all visits in the Division's licensing data system, *Quick Connect*. If there are no members placed in the home, only quarterly (in person or virtual) visits are required.

Note: New move visits shall be completed within seven days. For licensees providing care for the first time, a licensing worker shall visit the home once per week during the first four weeks of move.

3. A comprehensive licensee visit shall be completed every quarter using the Developmental Home Compliance Review form (LCR-1079A). A visit includes the following:
 - a. A review of any expiring certifications or documents,
 - b. An inspection of the premises to ensure compliance with the licensing and life-safety rules,
 - c. A review of the file (progress reports, medication logs),
 - d. A discussion of any move challenges including methods used for managing inappropriate behaviors,

- e. A discussion about the progress of the member on their habilitation goals,
 - f. A discussion of any changes or upcoming changes in the household,
 - g. A discussion of past or upcoming appointments,
 - h. A review of transportation arrangements,
 - i. A review of any alternate supervision plans,
 - j. A discussion of member funds,
 - k. A discussion of member choice,
 - l. A discussion of member social and recreational activities,
and
 - m. Interaction or observation of the member in the home setting.
4. Quarterly visits are based on a calendar year. Quarterly visits shall be completed by March 31, June 30, September 30, and December 31. At least one unannounced home visit shall be completed each calendar year using the Abbreviated Developmental Home Compliance Review form (LCR-1079B).
5. Visits shall be documented in *Quick Connect* within 10 business days of the visit. Documentation shall include:

- a. Date of the visit,
 - b. Type of visit (scheduled or unannounced),
 - c. Length of the visit,
 - d. Location, and
 - e. Individuals contacted during the visit.
 - f. A general visit summary that includes:
 - i. A summary of key discussion points during the visit,
 - ii. A statement identifying the monitoring tool used during the visit,
 - iii. A statement of whether there were any licensing violations noted and a statement indicating any calls to protective services as a result of the visit,
 - iv. A statement of any corrective actions needed including a notation of any repeat issues,
 - v. A summary of any items requiring follow-up, and
 - vi. Verification that the follow-up was completed from the last review.
6. Annual renewal is an annual reassessment of character, family stability, and the ability to care for individuals with developmental disabilities. The annual renewal may be combined

with a quarterly monitoring visit. A renewal visit includes interviews with licensees. During the renewal visit, the licensing worker collects or reviews documents needed for the renewal application. Members should not be identified by name in licensing home studies. Members should be identified by initials and Assists ID only. Renewal applications must be submitted through *Quick Connect* at least 30 days prior to the expiration of the license.

7. A renewal application and home study may be submitted for a license applicant whose license has been voluntarily closed or expired for less than one year. An applicant whose license has expired or voluntarily closed for more than one year must submit an initial application and home study.
8. If a licensing investigation is requested by the Division due to a complaint or significant compliance concern, the Qualified Vendor shall contact the licensee and initiate an investigation within 10 days. The Qualified Vendor shall submit a report to OLCR within 21 days using the Licensing Investigation Template form (LCR-1080A).
9. At all visits a Notice of Inspection Rights form (LCR-1005A) shall

be reviewed and completed. The licensee shall receive a copy of any monitoring forms completed during the visit.

I. DEVELOPMENTAL HOME CENSUS AND REPORTING CHANGES

The Division manages the Network capacity to support its membership. In order to ensure that the capacity is accurate, the Qualified Vendor shall submit a monthly census of each developmental home it has an agreement with no later than the last day of the reporting month. The census shall be on the Division's approved Developmental Home Census Report form and submitted through secure email to DDDDevelopmentalHomeCensus@azdes.gov. The Developmental Home Census Report form may be found here: https://des.az.gov/sites/default/files/Developmental_Home_Census_Template_100920.xlsx Additionally, the Qualified Vendor shall notify the Division of all changes in member moves, including internal moves (within the agency) or external moves (to another vendor). The moves shall be reported on the same form as the monthly census and submitted to the same email address.

J. LICENSEE

1. The licensee is required to maintain a license issued by the Division and ensure that the licensee maintains compliance with

the terms of the license and with applicable rules. The licensee provides direct care to Division member(s) as outlined in the member's planning documents and under the Third-Party Developmental Home Agreement.

2. The licensee selects a Qualified Vendor based on individual preference; however, licensee may not transfer from one Qualified Vendor to another if the license is within 60 days of expiration. If the licensee is on a corrective action plan, a transfer requires written approval of the sending Qualified Vendor, the receiving Qualified Vendor, and the Division.
3. The licensee shall comply with all home visits conducted by the licensing worker or the Division.
4. Prior to initial licensure, all child and adult developmental home applicants must have CPR and First Aid training, taught by an instructor certified by a nationally recognized entity such as the American Red Cross, the American Heart Association, or the National Safety Council, that requires the applicant to demonstrate mastery of skills in person to the instructor. In addition, receive training (with supporting documentation verifying completion) in all of the following core topics and

subtopics, totaling a minimum of 18 hours of course or instruction time (Courses marked with an asterisk [*] are available on the Division's website):

- a. Article 9, including member rights, taught by a certified instructor.
- b. DDD Philosophy and Mission Statement*
 - i. DDD Mission Statement.
 - ii. Individual and family involvement in making choices and expressing preferences.
 - iii. Equal access to quality services and supports for all individuals.
 - iv. Individuals as welcomed, participating, and contributing members in all aspects of family and community life.
 - v. The rights of all individuals and the preservation of their worth, value, and dignity.
- c. Introduction to the Four Developmental Disabilities*
 - i. What are the Four Developmental Disabilities?
 - Cognitive/ Intellectual Disability
 - Epilepsy

- Cerebral Palsy
- Autism
- ii. Diagnostic Criteria
- iii. Functional Criteria
- iv. Substantial Functional Limitation(s)
- v. Treatment
- d. The planning process and skill building*
 - i. The planning process
 - ii. Components of a plan
 - iii. Long- and short-term goals
 - iv. Measurable objectives
 - v. Data collection procedures and systems
 - vi. Progress reports
 - vii. Assessing strengths and needs
 - viii. Methods of teaching
 - ix. Types of reinforcement
 - x. The use of teaching strategies/plans
- e. Medication Administration*
 - i. Medication storage
 - ii. Medication container and label

- iii. The medication logs
- iv. Correct dosage
- v. Forms of medication
- vi. Routes of medication administration
- vii. Medication error procedures
- f. Incident Reporting and Reporting Abuse, Neglect, or Exploitation*
 - i. Understanding the incident reporting process.
 - ii. Identifying emergency situations and signs of abuse.
 - iii. Understanding mandatory reporting requirements.
 - iv. Demonstrating how to complete an incident report.
- g. Confidentiality/HIPAA*
 - i. Limits to access to member records and personally identifiable information.
 - ii. Agency procedures designed to protect/safeguard member confidentiality.
 - iii. Procedures for obtaining consent prior to the release of information.
 - iv. Review of ARS 36-568.01.
- h. Choking and Aspiration*

- i. Preventing aspiration and choking
- ii. Common issues
- iii. Assessment
- iv. Intervention and prevention strategies
- i. Principles of Positive Behavior Support
 - i. Prevention vs. intervention
 - ii. Recognizing cues
 - iii. Reinforcing appropriate behavior
 - iv. Redirection
 - v. Consistency
 - vi. Clear communication
 - vii. Evaluating the environment
 - viii. Defensive positioning
 - ix. Providing opportunities for choices and decision-making
- j. Cultural Competency (covered for child developmental home applicants in the ADCS/Foster Parent College Based Pre-Service Training Program).
- k. Client Funds Training*
- L. Documentation and Progress Reporting Requirements and

- vendor policies.
- I. Review Article 10 or 11, as applicable to the populations served.
 - m. Review of the Child or Adult Developmental Home Third-Party Agreement.
 - n. Supporting positive relationships with family members, schools, or day programs, and professional communication (covered for child developmental home applicants in the ADCS/Foster Parent College Based Pre-Service Training Program).
5. In addition to the DDD specific training noted above:
- a. Applicants for a child developmental home license must complete the DCS/Foster Parent College-Based Pre-Service Training Program.
 - b. If required in a member's planning documents, applicants must complete the training in Prevention and Support.
6. Licensees are required to complete 10 hours of training annually. Training required to maintain certifications (CPR, First Aid, and Article 9) may be counted for up to four hours of the annual training.

7. When reopening a license that has been closed for one year or less, applicants must complete a minimum of 10 hours of training. If the license has been closed for over one year, applicants must complete a minimum of 18 hours of training covering the topics required for initial applicants.

K. CHILD DEVELOPMENTAL CERTIFIED HOMES

1. A Child Developmental Certified Home (CDCH) is a foster home licensed by the DCS that has been certified by the Division to provide care for a specific child or children with developmental disabilities. A CDCH must meet the same requirements as a child developmental home and maintain compliance with foster care licensing rules. When a Child Developmental Home Certification is issued, the foster care license is restricted to the specific child or children placed in the home. Additional children may only be placed in the home with the approval of DCS and DDD. A CDCH may provide care for up to five children in care with no more than three children with developmental disabilities.
2. Once the certification is issued, the DDD qualified vendor (certifying agency) is responsible for monitoring compliance with child developmental home requirements outlined in A.A.C

R6-6-1001 et. seq. (Article 10). The DCS licensing agency is responsible for monitoring compliance with foster care licensing rules. A CDCH provider may be supported and monitored by a single agency responsible for both DDD and DCS requirements or a CDCH provider may be monitored by a DDD qualified vendor for the DDD certification requirements while a different agency monitors the DCS licensing requirements. The DDD qualified vendor is required to conduct monitoring visits to the home according to the same requirements outlined in this chapter for child developmental homes.

3. Prior to applying for a CDCH, the DDD certification worker must confirm that the child is eligible for DDD services and approved for Child Developmental Certified Home Services. This must be confirmed by contacting DDD Network staff in the District responsible for support coordination for the child.

L. INITIAL APPLICATION FOR CDCH CERTIFICATION

1. Initial CDCH applicants must complete 18 hours of training covering the topics required for a child developmental home as listed in this policy. To apply for a CDCH certification, the following documents shall be submitted to OLCR:

- a. LCR-1086A, Application for Child Developmental Home Certification,
- b. LCR-1087A, Child Developmental Certified Home Application Cover Page,
- c. LCR-1056A, Applicant Statement of Understanding signed by the applicants and all adult household members,
- d. LCR-1085A, Adult Protective Services Records Check Request for the applicants and all adult household members,
- e. CSO-1232A (DCS form), a copy of the most recent health self-disclosure for the applicants and all adult household members,
- f. CSO-1269A (DCS form), a copy of the most recent physician statement for the applicants and all adult household members,
- g. CSO-1229 (DCS form), a copy of the most recent Criminal History Self-Disclosure for the applicants and all household members,
- h. LCR-1033A, Life-Safety Inspection Request, and
- i. Certification Study.

2. For DDD vendors who are also responsible for the foster care license, the CDCH study may be submitted through *Quick Connect*. In all other circumstances, the CDCH study shall be submitted to OLCR via email. The CDCH study shall contain the following:
 - a. A statement of the circumstances of the request, including a statement that DDD/Network has approved certification for the specific child. Identify the child by initials and Assists ID only.
 - b. A summary of the training completed. Training must reflect the minimum of 18 hours of child developmental home training requirements outlined in this policy.
 - c. A summary of the child's needs.
 - d. A summary of how the family will meet the child's needs including:
 - i. A description of the applicant's work hours.
 - ii. Alternative supervision plan which includes only caregivers meeting HCBS requirements.
 - iii. Transportation plan including a vehicle inspection.
 - iv. A summary of any special care needs for other

members of the household including placed or biological children.

- e. A description of the home, sleeping arrangements, and a summary of the OLCR inspection.
- f. A summary of the fingerprint clearance card status and protective service checks completed on the applicants and household members.
- g. Recommendation for Child Developmental Home Certification.

M. RECORDS FOR CHILD DEVELOPMENTAL HOME CERTIFICATION

- 1. The Qualified Vendor shall have an organized system to maintain all certification documents. The licensing file includes training certificates, Department of Economic Security forms, Department of Child Safety forms, and documentation to verify certification compliance where applicable. The licensing file shall be kept in locked storage or secure electronic storage when not in use and made available to the Division upon request.
- 2. Forms:
 - a. LCR-1086A, signed Application for Child Developmental Home Certification

- b. LCR-1056A, signed Applicant Statement of Understanding
 - c. LCR-1085A, Request for Adult Protective Services Records Check
 - d. LCR-1033A, Request for Life Safety Inspection
 - e. CSO-1232A (DCS form), Health Self-Disclosures obtained from the DCS licensing file
 - f. CSO-1269A (DCS form), Physician Statements obtained from the DCS licensing file
 - g. CSO-1229A (DCS form), Criminal History Self-Disclosure forms obtained from the DCS licensing file
 - h. LCR-1087A: Child Developmental Certified Home Application Cover Page
 - i. Signed Developmental Home Third Party Agreement, Section 9 F of the Qualified Vendor Agreement
3. Verification documents and other requirements:
- a. Training Certificates
 - b. Fingerprint Clearance Documentation
 - c. Three References (copies of references may be obtained from the foster care licensing file)
 - d. Valid Driver's License for any individuals providing

transportation

- e. Current Vehicle Registration for any vehicles regularly used to provide transportation
- f. Current Vehicle Insurance for any vehicles regularly used to provide transportation
- g. Immunization records for non-placed children
- h. OLCR inspection report
- i. Evacuation plan
- j. Rabies vaccinations for dogs
- k. Copy of the actual license
- l. Monitoring Forms
- m. Incident Reports
- n. Licensing/Certification investigations and any corrective action plans
- o. Documentation verifying qualifications of any alternate caregivers (Level 1 fingerprint clearance card, CPR, First Aid, Article 9, orientation to member, APS Registry check and DCS Central Registry check)

N. RENEWING THE CERTIFICATION

1. A foster care license is issued for a two-year period. The initial

certification will be in effect for a minimum of one year, and then expire on the same day and month as the foster care license expiration. The certification will expire annually thereafter.

2. The DDD certifying agency is responsible for monitoring renewal timeframes and renewing the certification as needed.
3. To renew the certification:
 - a. A renewal application must be submitted at least 30 days prior to the expiration of the certification.
 - b. 10 hours of training must be completed. Training required to maintain certifications (CPR, First Aid and Article 9) may be counted for up to four hours of the annual training.
 - c. A Life-Safety Inspection must be conducted annually prior to each renewal.
4. To renew the CDCH, the following documents shall be submitted to OLCR:
 - a. LCR-1086A, Application for Child Developmental Home Certification,
 - b. LCR-1087A, Child Developmental Certified Home Application Cover Page,
 - c. LCR-1056A, Applicant Statement of Understanding, signed

- by the applicants and all adult household members,
- d. CSO-1232A (DCS form), a copy of the most recent health self-disclosure for the applicants and all adult household members, if updated during the certification period,
 - e. CSO-1269A (DCS form), a copy of the most recent physician statement for the applicants and all adult household members, if updated during the certification period,
 - f. CSO-1229 (DCS form), a copy of the most recent Criminal History Self-Disclosure for the applicants and all household members, if updated during the certification period, and
 - g. LCR-1033A, Life-Safety Inspection Request (60 days prior to expiration).
5. Certification Home Study:
- a. For DDD vendors who are also responsible for the foster care license, the CDCH study may be integrated into the license renewal and submitted through *Quick Connect*.
 - b. For DDD vendors responsible for the certification only, the CDCH study is submitted to OLCR via email and the foster

care licensing agency enters that data into *Quick Connect* once reviewed and approved by OLCR.

- c. The certification renewal study should follow the same general format as the initial study outlined above.

O. TERMINATING A CERTIFICATION

A CDCH is terminated when the child for whom the CDCH certification was issued moves from the home or if the foster care license is terminated. After a child leaves the home an amendment must be completed to close the certification.