

January 2026

## Network Reminders

### Fire Risk Profile Requirement for Group Homes and Behavioral Supported Group Homes

As outlined in [Provider Manual Chapter 36](#), a Fire Risk Profile (FRP) must be completed for each group home serving four or more members. The FRP must also be updated when:

- A member becomes a resident at the group home.
- The member is no longer a resident at the group home.
- The risk factors in one or more categories on the FRP change.

The FRP must be updated at least annually, even if changes have not occurred. This information must be updated on the census in the Program Staffing Application (PSA) for each group home, and a copy of the FRP must be maintained at each group home and made available upon request. The [Fire Risk Profile form](#) can be located in the Document Center on the Division's website. Qualified Vendors with questions should contact the [DDD Residential Unit](#).

### Residency Agreements for Members who live in Community Residential Settings

To align with the Centers for Medicare & Medicaid Services (CMS) HCBS Rules requirements, all members must have a [DDD-2176A Residency Agreement](#) on file with the Division before moving into a community residential setting. The Qualified Vendor must maintain a copy for each member in the setting where they reside. Qualified Vendors with questions should contact the [DDD Residential Unit](#).

### Authorizations to Administrative and Service Sites

In December 2022, a [Qualified Vendor announcement](#) was published regarding authorization of services to either a "parent" administrative site or a "child" service site. The Network Unit has seen an increase in Support Coordinators unable to assign group-supported employment (GSE) services because the service site for GSE is missing in the Contract Administration System (CAS). Instructions for adding GSE to a current service site or adding a new service site can be found in the [DDD QVA User Guide and Manual](#).

Services that should be assigned to an Administrative Site should not be included at a service site unless those services will be provided at the service site, such as a clinic for therapies or a respite home. Only services provided at a service site should be included at that site. The [Authorizations to Administrative and Service Sites document](#) identifies how specific services should be assigned to a service site in CAS.

# Office of Licensing Certification and Regulation (OLCR) Reminders

## HCBS Certification Household Members

To be compliant with HCBS Certification, Qualified Vendors (QV) are required to have Direct Support Professionals (DSP) who provide services in their own home, identify all Household Members (HHM) who are 18 years of age and older. HHM who are 18 or older must obtain and maintain a Level One Fingerprint Clearance Card (FCC). The QV is required to list these HHMs on the Agency Staff Roster and include the valid FCC. This requirement can be found in section A.4 of the [Arizona Administrative Code, Title 6, Chapter 6, Article 15](#).

## Life Safety Inspection (LSI) Training for Qualified Vendor Service Sites

[Division Provider Policy Chapter 71, Life Safety Inspection \(LSI\)](#), requires that all Qualified Vendors (QVs) HCBS Service Sites listed in the Contract Administration System (CAS) pass a life-safety inspection to provide services at those HCBS Service Sites. QVs are required to review the [Life-Safety Inspection Manual](#) with the individuals responsible for that HCBS Service Site before the scheduled inspection appointment. This review is meant to assist the HCBS Service Site in understanding the requirements of the inspection.

OLCR provides training for all Qualified Vendors on the LSI Manual. This training covers the requirements of a Life-Safety Inspection. It is available to any administrative HCBS staff from a Qualified Vendor. Training dates can be found on the [Qualified Vendor Training webpage](#). To register for the Life Safety Rules training, Qualified Vendors must send an email to the [OLCR Training Unit](#) with the subject line: Life Safety Rules training and the training date. The email should include the participant's name and email address.

## Developmental Home Licensing (DHL) Worker's Training Requirement

[Provider Manual Chapter 51 Developmental Home Service Requirements](#) outlines the Licensing Worker and Licensing Worker Supervisor training requirements. The following trainings are delivered by OLCR:

- Basics of Developmental Home Licensing
- Home Studies and Family Assessment
- Life-Safety Rules

These trainings count toward the minimum annual training requirements established in Provider Manual Chapter 51 and, after the initial training, can be taken once every three years to receive credit toward training requirements.

The **Basics of Developmental Home Licensing** training is an introduction to DHL and a tutorial of the forms, policies, statutes, and rules relevant to operating a developmental home program. Licensing workers and Licensing Worker Supervisors should attend the training when new to the position.

The **Home Studies and Family Assessment** training covers appropriate interactions with

prospective licensees, using Quick Connect to enter initial and renewal home studies, and techniques for writing home studies and avoiding Additional Information Requests (AIR). Licensing workers and Licensing Worker Supervisors are required to complete the training within six months of being assigned to a licensed Developmental Home.

The **Life-Safety Rules** training covers the requirements to pass a Life-Safety Inspection outlined in the Arizona Administrative Code. Licensing workers should attend the training when new to the position.

The 2026 Training schedules for The Basics of Developmental Home Licensing, Home Studies and Family Assessment, and Life-Safety Rules are available on the [Qualified Vendor Training web page](#).

Qualified Vendors can contact the [DDD OLCR Training Unit](#) with any questions about these trainings.

## **Employment and Conflict of Care in a Licensed Developmental Home**

All licensed Developmental Home providers must comply with the rules and policies that govern the developmental home license, including section E.3 of the [Arizona Administrative Code, Title 6, Chapter 6, Article 10 R6-6-1001 Application for License](#).

[Provider Manual Chapter 51 Developmental Home Service Requirements](#) provides additional direction on this requirement:

### **D. DEVELOPMENTAL HOME LICENSE APPLICANT REQUIREMENTS**

1. The Qualified Vendor shall require License Applicants to meet the following criteria:
  - c. Not have employment that conflicts with the care and supervision of the Member receiving Developmental Home Services;
  - d. Not use an Alternative Supervision Plan for more than two hours in a 24 hour period if the License Applicant is employed.

A Developmental Home provider may not use Department of Child Safety (DCS) funds for daycare for more than two hours per day. The Developmental Home provider must comply with the rule and policy regardless of the funds provided by DCS. Additionally, a Developmental Home provider may not supervise a child receiving developmental home services in their own home while the provider is working another job because their attention must be on the child and not a secondary job. This rule and policy also applies to Adult Developmental Home providers; secondary employment cannot conflict with the care of the adult member receiving services in their home.

OLCR has the authority to set the parameters on a license. When a provider is working, the age parameters are set to ensure appropriate supervision can be provided. If employment changes, an expedited amendment may be submitted to change the age parameters on the license. OLCR has committed to expediting amendment requests when appropriate. Expedited amendment requests must be sent to the [Developmental Home inbox](#).

## **Firedrills**

In February 2025, [Provider Manual Chapter 51 Developmental Home Services Requirements](#) was updated to include:

## E. DEVELOPMENTAL HOME PROVIDER REQUIREMENTS

1. The Qualified Vendor shall require the Developmental Home Provider to: Conduct fire drills:

ii. Every six months; and within two weeks of a Member moving in.

## K. HOME STUDY INTERVIEWS, HOME VISITS, AND TECHNICAL ASSISTANCE

6. The Licensing Worker shall complete the Developmental Home Compliance Review form (LCR-1079A) for scheduled Quarterly home visits. The Licensing Worker shall:

n. Observe and document fire drill evacuation is under 3 minutes at least once per licensing year.

In a renewal application, Licensing Workers must note in the home study that one of the two fire drills was observed by the Licensing Worker and indicate if the evacuation was completed in under three minutes. This should be documented in the renewal home study and in a contact note. When the information is missing, an Additional Information Request will be sent to the Licensing Worker and the applicant to ensure the application is complete. Qualified Vendors with questions about any of these updates should contact the [OLCR Unit by email](#).

## National Core Indicators (NCI)

[National Core Indicators - Intellectual and Developmental Disabilities \(NCI-IDD\)](#) is a joint effort between the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and the Human Services Research Institute (HSRI). NCI uses [surveys and in-person interviews](#) to measure member satisfaction with DDD programs and services.

Vital Research LLC (Vital) is the National Core Indicator-IDD [NCI-IDD] Surveys vendor. Beginning this month, Vital is contacting members, families, vendors, and Support Coordinators to schedule In-Person Survey (IPS) interviews. Vital Research has sent IPS notifications to schedule interviews. Visit the [Vital Research, LLC and DDD website](#) to learn more.

There are also three Family Surveys. Each Family Survey is specific to the member identified on the letter included with the survey. The Family Guardian Survey (FGS), Adult Family Survey (AFS), and Child Family Survey (CFS) can be completed online or on paper. All Family Surveys are anonymous.

Other National Core Indicator-Intellectual and Developmental Disabilities (NCI-IDD) Resources:

- [What is NCI? video](#)
- [What to Know About NCI video](#)
- [Que Hay Que Saber de NCI](#)
- [NCI-IDD Peer Surveyor videos](#)
- [How Employment Goals Impact Job Outcomes for People with Disabilities](#)
- [NCI-IDD website](#)
- [NCI Facebook page](#)

Questions about NCI may be submitted to the [Division's NCI Coordinator](#).

# Integration of an FBA or Functional Behavior Assessment Into a Comprehensive Program Review Committee (PRC)-Approved Behavior Plan

Qualified Vendors supporting a member who is experiencing target behaviors with a severity or difficulty beyond the staff's understanding or scope should discuss with the member's planning team whether a referral for professional behavior services should be made.

For members receiving professional behavior support services, such as Behavior Analysis, and who have a completed Functional Behavior Assessment (FBA), the FBA shall be integrated into the DDD Behavior Plan Template. The residential vendor is responsible for completing the other required documentation and submitting it to PRC for review. This comprehensive behavior plan requires close collaboration between the Planning Team members, including the Support Coordinator, the Behavioral Health Case Manager, the plan author, and the professional behavior services (ie, Applied Behavior Analysis) team.

If a team encounters barriers, the Support Coordinator can elevate the issues to the DDD Complex Care Specialists (CCS) without a referral.

If the FBA is not yet available or cannot be completed within the required 90-day timeframe, the vendor remains responsible for developing the initial Behavior Plan within 90 days of identifying the need for a Behavior Plan and for submitting it to PRC for review.

A member cannot have a PRC-approved Behavior Plan and a separate FBA-based Behavior Plan active at the same time. This could lead to competing clinical strategies, service duplication, and confusion for the member, staff, and caregivers.

Qualified Vendors can refer to the [DDD Behavior Support Manual, Chapter 500 Planning Team Responsibilities](#), for further information about required collaboration between Qualified Vendors and ABA Providers when professional behavior services are in place.

Teams in need of assistance can contact the [PRC Administration](#).

## PRC Requirement Checklist DDD-1984

The PRC requirement checklist, form [DDD-1984 Behavior Plan/Packet Requirements](#), is being updated to include the following PRC required information:

- The most recent annual PCSP planning document, and
- The most recent quarterly assessment (90-day assessment), if any.

Qualified Vendors should refer to the [PRC Guide & Resources folder](#) or the [DES Document Center](#) to ensure they are using the most current form versions.

Qualified Vendors that need technical assistance on plan submission requirements should contact their PRC team for assistance, [PRC District Chair](#), or the [Administrative Assistants](#). Qualified Vendors that need technical assistance on the Behavior Plan requirements should contact the PRC administrator for their district or email [DDDprcadministration@azdes.gov](mailto:DDDprcadministration@azdes.gov).

# Join the Division of Developmental Disabilities Behavioral Health Administration Virtual Lunch and Learn Event

The Division of Developmental Disabilities is hosting monthly Lunch and Learn Sessions.

## Next Session

- Date: Wednesday, January 21, 2026, from 12:00 p.m. to 1:00 p.m.
- Topic: Medical Considerations for Individuals with Autism Spectrum Disorder
- Presenter: Cody Conklin, MD, FAAP, Medical Management Medical Director, Division of Developmental Disabilities
- [Register in advance](#)

## Session Description

This Lunch and Learn will discuss medical issues that are more common in individuals with Autism Spectrum Disorder (ASD). Individuals with ASD often present more frequently with gastrointestinal or neurologic diagnoses. Individuals tend to present with either gastrointestinal problems (constipation, gastritis, etc) or neurological disorders (increased seizures, headaches) and some have a combination of both. We will explore how these co-occurring issues can manifest behaviorally; what risk factors may be at play, recognizing the predominant “type”, and ways to recognize an underlying medical cause for changes in behavior. Learn how to advocate for and support members and their caregivers. Medical treatments are often available and can result in significant improvement in not only behaviors, but also in one’s quality of life. Recognition can prevent more serious outcomes and can further your understanding of some of the challenges that exist for the population we serve.

## Prevention And Support Training Update Implementation

The DES Office of Professional Development, in collaboration with a group of Qualified Vendor trainers and DDD subject matter experts, has revised the Prevention & Support training curriculum to include updated content that incorporates current industry best practices. Prevention and Support (P&S) training is outlined in Article 9 ([Arizona Administrative Code 6-6-901 through 6-6-909](#)) and is required for all direct support professionals providing paid care to members who may exhibit unsafe behavior as documented in the member’s planning document and behavior plan. Qualified Vendors with questions about training requirements should review the [Division Behavior Supports Manual Chapter 600 Training](#).

Changes to the curriculum include:

- Updated physical intervention techniques
- Increased strategies in de-escalation and more testing for skill acquisition
- Increase in activities to better understand trauma and its impact on behavior
- An updated name for the training curriculum to distinguish between P & S and the new required content.

## Implementation

- Please refer to the Prevention and Support Instructor list on the [DDD Qualified Vendor Training web page](#) to view the current certified instructor list and their certification expiration dates, as some have been extended to accommodate recertification with the updated curriculum.
- Current Certified Prevention & Support Instructors are required to attend a four (4) day in-person training clinic to become certified in the updated curriculum. All instructors will be required to complete a new application, which the Division anticipates the updated application will be published by the end of the week.
- Multiple clinics will be held in March, April, May, and June 2026 to accommodate the anticipated increased demand for instructors to get certified. The Division has updated its Qualified Vendor Training web page with the training class schedule for 2026.
- All Direct Care Workers/Direct Support Professionals with current Prevention & Support certification must be trained in the new curriculum by **December 31, 2027** unless the following applies:
  - All new Direct Care Workers/Direct Support Professionals hired after **July 31, 2026**, must be trained in the new curriculum.
  - All Direct Care Workers/Direct Support Professionals identified as needing retraining in member intervention techniques after **July 31, 2026** as a result of corrective action, must be trained in the new curriculum.

Qualified vendors are encouraged to visit the DDD Qualified Vendor Training web page regularly to stay updated on training details.

Qualified Vendors with questions should contact the Training Unit.

## Report Fraud, Waste, Abuse and Misconduct

Report to DDD:

- Call DDD at 1-877-822-5799
- Send an email to [dddfwa@azdes.gov](mailto:dddfwa@azdes.gov)
- Send a letter to DES/DDD
- Attn: Corporate Compliance Unit  
1789 W Jefferson St.  
Mail Drop 2HA1  
Phoenix, AZ 85007
- Complete this [online form](#).

Report to AHCCCS

- Provider Fraud
  - In Arizona: 602-417-4045
  - Outside Arizona: 1-888-ITS-NOT-OK (1-888-487-6686)
- Report Member Fraud:
  - In Arizona: 602-417-4193
  - Outside Arizona: 1-888-ITS-NOT-OK (1-888-487-6686)
- If you have questions about AHCCCS fraud, abuse of the program, or abuse of a member, email the AHCCCS Office of Inspector General (OIG) at [AHCCCSFraud@azahcccs.gov](mailto:AHCCCSFraud@azahcccs.gov).