



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

Please do not reply to this message

TRANSMITTAL DATE: July 17, 2018

TOPIC: Developmental Home Monthly Census Format and Reporting Responsibilities Revision

Targeted Audience: Qualified Vendors providing Developmental Home services.

All other Qualified Vendors may disregard this notice.

The Qualified Vendor shall submit to the Division no later than the last day of the reporting month a monthly census of all developmental home providers. Qualified Vendors shall use the attached updated Developmental Home Census information to report:

- A. District the Home is in;
- B. Provider name;
- C. Street Address;
- D. City;
- E. Zip code;
- F. County;
- G. Telephone number;
- H. Licensing Specialist;
- I. Licensed Capacity;
- J. Current Occupancy;
- K. Current Vacancy;
- L. DDD Occupancy – number of members who are eligible with the Division;
- M. Non-DDD – number of members who are **not** eligible with the Division;
- N. License Expiration;
- O. License Type;
- P. Wheelchair Accessible;
- Q. Special Conditions / Restrictions;
- R. Member Last Name
- S. Member First Name;
- T. Member Assist ID;
- U. Member Birth Date;
- V. Member Age;
- W. Member Gender;
- X. Member Incontinence – approved modifier rate;

- Y. Member Nutritional – approved modifier rate;
- Z. Member Power Dependent
- AA. Member Behavior Treatment Plan (BTP)
- BB. Member DD Diagnosis, if known;
- CC. Member DCS Involvement;
- DD. Member DD Eligibility Type;
- EE. Funding Source;
- FF. Siblings;
- GG. For non-DD members, note any potential risks to DD members or additional comments.

Qualified Vendors shall submit this report via a **SECURE** email system monthly to [DDD Developmental Home Census e-mail](#). As a reminder census reports are due by the last day of the month. We request that you identify each home by District. If you have any questions about which zip codes fall in what district, please contact your local Network Unit. If you need to request a new copy of the census template, please contact your Network unit.

Questions may be sent to Customer Service Center at [DDD Customer Service Providers e-mail](#) or 1-844-770-9500.

Thank you!