



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD Quality Management Unit

Please do not reply to this message

TRANSMITTAL DATE: May 25, 2017

TOPIC: Hot Topics – Heat Hazards

Target Audience – All Qualified Vendor Agencies

The Office of Licensing, Certification and Regulation (OLCR) Tracking Application has been updated. As part of this upgrade, all vendors will be required to use the new Agency Roster Template. The new Agency Roster Template will be posted online, and within the application, today, Monday, April 3, 2017.

Once the Tracking Application update is complete, the system will no longer accept the previous Agency Roster Template.

The new Agency Roster Template will have the same functionality as the previous Agency Roster Template and be similar in appearance; however, the *CHSDisclosureExpDate* column has been renamed to *CHSDisclosureDate*. Also, if an individual is exempt from First Aid certification because they possess a professional license, the Agency Roster Template will allow the First Aid field to be blank. The new Agency Roster Template also includes improved validation controls to prevent data errors.

Questions related to this communication may be directed to The Office of Licensing, Certification and Regulation via email at dddolcr@azdes.gov or by phone at 602-771-4861.

Thank you!