



DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD Office of Licensing
Certification and Regulation (OLCR)*

Please do not reply to this message

TRANSMITTAL DATE: November 2, 2016

**TOPIC: New Focus Application - OLCR Home and Community Based (HCBS) Certification
and Life Safety Inspection (LSI)**

All Qualified Vendors- Coming Soon!

The OLCR is preparing to launch a new Focus application for Qualified Vendors to process Home and Community Based Certification and Life Safety Inspections for service sites other than Developmental Homes.

The application will be accessible through your Qualified Vendor Focus log-in account. It will allow your agency to:

- Apply for initial, submit amendments, and renew Home and Community Based (HCBS) Certification.
- Request and schedule Life Safety Inspections (LSI) for service sites other than Developmental Home. Developmental homes will continue to use Quick Connect to manage the LSI process.
- Upload and store your agency staff matrix and access your HCBS file all in one place

In order to prepare for this change, your agency should ensure it has a Focus account, and review its service sites by using the Qualified Vendor Portal. Instruction for updating service sites are attached to this communication.

The following resources are available for more information:

Focus Manual

<https://des.az.gov/sites/default/files/DDD-FOCUS-Security-Rewrite-2016-User-Manual.pdf>

QV Portal User Manuals

For New Providers: <https://des.az.gov/sites/default/files/media/DDD-QVP-User-Manual-QVA-Contract-Application.pdf>

For Existing Providers: <https://des.az.gov/sites/default/files/media/DDD%20CAS%20QVA%20-%20Qualified%20Vendor%20Portal%20User%20Manual%20-%20Contract%20Amendment.pdf>

The DES OLCR will provide additional information including a User's Guide and transition plan via Vendor Blast in December 2016.

Questions related to this communication? Please contact OLCR at HCBScertification@azdes.gov

Thank you!