



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

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TRANSMITTAL DATE: January 11, 2019

TOPIC: New Staff Roster for the OLCR Tracking Application

TARGET AUDIENCE - All DDD Qualified Vendors

On January 18, 2019, a new staff roster will be installed within the OLCR Tracking Application. Upgrades to the roster include:

- Instant upload capability
- Instant compliance checks
- Fewer fields
- Better accommodations for employee types such as professionally licensed providers and immediate relative providers
- Adult household member fingerprint card verification for home-based service sites
- Simpler design

The updated Agency Roster Template is linked here, [Agency Roster Template](#) After 1/18/2019, the old excel template will not work.

Please refer to the linked, [Agency Roster Template Instructions](#) for specific information on field validation and compliancy requirements. An updated vendor manual will be posted within Focus and on the DDD website prior to the final release of the roster.

After the new roster is released, data already existing in the OLCR tracking application will be transferred to the new roster. Because the new roster contains new fields, all staff will appear non-compliant until updated data is entered by the vendor.

Vendors who are in the process of renewing their HCBS Certificate will not be expected to re-upload the roster in order to complete the renewal. The HCBS certification specialist will work with you to ensure the renewal is completed timely.

If you have questions related to this communication, please call 1-844770-9500 or send them to o [DDD Customer Service Center e-mail](#).

Thank you!