



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD – OLCR

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TRANSMITTAL DATE: August 28, 2018

TOPIC: Provider Manual Chapter 51: *Oversight and Monitoring of Developmental Home Services*

Target Audience – All Qualified Vendors

Provider Manual Chapter 51, [Oversight and Monitoring of Developmental Home Services](#), has been finalized and published. Highlights of the new chapter include:

- A summary of the roles and responsibilities of the Division, the Qualified Vendor and the licensee for providing developmental home services
- Minimum qualifications for licensing staff and supervisory staff
- Maximum caseload ratios
- Initial and annual training requirements for licensing staff
- Licensing file requirements
- Standards for monitoring visits, including unannounced visits and the annual renewal visit
- Standards for documenting visits in the licensing file
- A listing of required training for initial license applicants, including specific course content

Chapter 51 provides a detailed listing of training requirements for initial license applicants. The Division has published course outlines and PowerPoint presentations to assist vendors in providing pre-licensure training. Course outlines can be found on the [Training Resources and Materials](#) web page.

Chapter 51 establishes the use standard forms for quarterly monitoring visits and unannounced visits. These forms can be found in the Documents Center on the DES website:

- Developmental Home Compliance Review (LCR-1079A)
- Abbreviated Developmental Home Compliance Review (LCR-1079B)
- Instructions for LCR-1079A and LCR-1079B (LCR-1079C)

Other forms have been updated or reformatted recently:

- Developmental Home Progress Report (DD-024)
- Developmental Home Application Cover Page (LCR-1078A)
- Adult Developmental Home Agreement (DDD-281)
- Child Developmental Home Agreement (DDD-289)

To support vendors offering Developmental Home services, the Division has scheduled ongoing advanced training. Trainings include, *Home Studies and Family Assessment*, *Developmental Home Licensing: The Basics*,

and *Life Safety Rules*. Training schedules and additional details can be found on the [Training for Vendors](#) web page.

To ensure compliance with the new Provider Manual Chapter, the Division will begin annual visits to vendors providing Developmental Home services. Visits will include reviews of:

- Qualifications and training of licensing and supervisory staff
- Caseload ratios
- Reviews of licensing files
- Reviews of monitoring forms and home visit documentation
- Reviews of member files

Initial visits will be focused on technical assistance. A program auditor will contact your agency soon to schedule a visit.

Questions related to this communication may be sent to dddolcr@azdes.gov.

Thank you!