



DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD
Office of Licensing, Certification, and Registration (OLCR)
Please do not reply to this message*

TRANSMITTAL DATE: August 15, 2016

**TOPIC: Provider Manual Chapter 2
Provider Responsibilities and Expectations**

All Qualified Vendors of Developmental Home Services

The Division of Developmental Disabilities has posted a revision to Provider Manual Chapter 2 **Provider Responsibilities and Expectations**. This policy revision provides Qualified Vendors of developmental homes service guidance regarding their responsibilities when identifying potential applicants for developmental home licensure.

In summary, the policy revision requires that a Qualified Vendor of Developmental Home services:

- Inform a potential applicant for Developmental Home licensure of the requirements for licensure.
- Refrain from dissuading an applicant who wishes to apply to the Department for a developmental home license.
- Refrain from using race, religion, national origin, sex, sexual orientation, gender identity or a similar protected class as a reason to decline to work with an applicant.
- Assist any applicant with whom they decline to work to find an alternative vendor or, if no alternative vendor is available, refer the applicant to the Division.

The revised policy can be found here:

<https://des.az.gov/content/providers-provider-manual>

Please send questions regarding this policy revision to: DDDOLCR@azdes.gov

Thank you!