

51 DEVELOPMENTAL HOME SERVICES REQUIREMENTS

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PURPOSE

The purpose of this policy is to outline the roles, responsibilities, and requirements of Qualified Vendors and licensees in the provision of Developmental Home Services and Child Developmental Certified Home Services.

DEFINITIONS

1. "Adult" means a person aged 18 years or above.
2. "Adult Developmental Home" means, as specified in A.R.S. § 36-551, a residential setting in a family home in which the care, physical custody and supervision of the adult Client are the responsibility, under a twenty-four-hour care model, of the licensee who, in that capacity, is not an employee of the division or of a service provider and the home provides the following

services for a group of siblings or up to three adults with developmental disabilities:

- a. Room and board;
 - b. Habilitation;
 - c. Appropriate personal care; and
 - d. Appropriate supervision.
3. “Alternative Supervision Plan” means an arrangement approved by the Member’s Planning Team by which the Member is supervised by caregivers other than the Developmental Home Provider.
4. “Annual Renewal” means a yearly assessment the Licensing Worker conducts to re-evaluate the Development Home Provider’s character, family stability, and ability to care for individuals with developmental disabilities to renew the License. The Annual Renewal visit can be combined with the Quarterly home visit and includes interviews with the Developmental Home Provider and collection and review of documents needed for the renewal License Application.

5. "Child Developmental Home" means, as specified in A.R.S. § 36-551, a residential setting in a family home in which the care and supervision of the child are the responsibility, under a twenty-four-hour care model, of the licensee who serves as the developmental home provider of the child in the home setting and who, in that capacity, is not an employee of the division or of a service provider and the home provides the following services for a group of siblings or up to three children with developmental disabilities:
- a. Room and board;
 - b. Habilitation;
 - c. Appropriate personal care; and
 - d. Appropriate supervision.
6. "Child Developmental Certified Home" means, as specified in A.R.S. § 36-551, a regular foster home as defined in A.R.S. § 8-501 that is licensed by the Department of Child Safety pursuant to A.R.S. § 8-509 and that is certified by the

Department of Economic Security pursuant to A.R.S. § 36-593.01 to care for specific foster children with developmental disabilities.

7. "Community Residential Setting" means a residential setting in which persons with developmental disabilities live and are provided with appropriate supervision by the service provider responsible for operating the residential setting which includes a Child Developmental Home or an Adult Developmental Home operated or contracted by the Department or the Department's contracted vendor, a group home operated or contracted by the Department, or a behavioral-supported group home or a nursing-supported group home contracted by the Department.
8. "Developmental Home" means Adult Developmental Home, Child Developmental Home, or Child Developmental Certified Home.
9. "Developmental Home Provider" means a current License holder who provides either Adult Developmental Home or Child Developmental Home Services as defined by A.R.S. § 36-551 or a Child Developmental Certified Home as defined by A.R.S. § 8-501.

10. "Home and Community Based Services" or "HCBS" means, as defined in A.R.S. § 36-2939, services that may be provided in a Member's home, at an alternative residential setting as prescribed in A.R.S. 36-591 or at other behavioral health alternative residential facilities licensed by the Arizona Department of Health Services and approved by the director of AHCCCS.
11. "Home Study" means the process by which the Division evaluates and reports the suitability, character, and stability of License Applicants, Household Members, their physical residence, the family's life, and living environment for licensure as a Developmental Home by collecting important documents, performing criminal records checks, interviewing all Household Members and other parties as deemed necessary, and inspecting the premises. The home study also includes a description of the sleeping arrangements for the family and potential Members who will reside in the home.
12. "Household Member" means a person who does not receive Developmental Home services from the Division and who resides

or intends to reside in an Adult Developmental Home or Child Developmental Home, or on the premises for 30 consecutive days or more, or periodically throughout the year for a total of 30 non-consecutive days or more. Household Members include the License Applicant, Developmental Home Provider, tenants, and children of the License Applicant, Developmental Home Provider, or housemates.

13. "License" means the non-transferable document granted by the Division that permits a Developmental Home Provider to operate a Developmental Home within the parameters as required by the Division.
14. "License Applicant" means married or single persons who have submitted an application to the Division for consideration to be licensed as a Developmental Home Provider, or a person designated by such person or entity to be responsible for carrying out the requirements set forth in this policy.
15. "Licensing Worker" means a person employed by the Qualified Vendor whose duties are to monitor the Developmental Home Provider for compliance with Developmental Home licensing

requirements and to submit initial and renewal License Applications to the Division.

16. "Life-Safety Inspection" means an examination of the premises of a home by the Division's Office of Licensing, Certification, and Regulation (OLCR) to verify compliance with standards intended to safeguard children and vulnerable Adults from fire hazards and other hazardous conditions.
17. "Likely Eligible Child" means a child screened by the Department of Child Safety (DCS) using a tool developed by the Division, and determined likely eligible for the Division based on that tool.
18. "Linked License" means a License that is held by two Adults who live together to provide Developmental Home services at the same address.
19. "Member" means the same as "Client", a person receiving developmental disabilities services from the Division as specified in A.R.S. § 36-551.
20. "Monitoring" means the process of reviewing licensed Adult and Child Developmental Homes and Community Residential Settings

for compliance with licensing, contractual, or programmatic requirements.

21. "Planning Document" means a written plan developed through an assessment of functional needs that reflects the services and supports, paid and unpaid, that are important for and important to the Member in meeting the identified needs and preferences for the delivery of such services and supports.
22. "Protective Service Agency" means organizations that investigate Member abuse, neglect and exploitation. These agencies include DCS, Adult Protective Services (APS), and law enforcement.
23. "Qualified Vendor" means a provider of community developmental disability services that has applied for Qualified Vendor status, meets the criteria for Qualified Vendor status, and has entered into a Qualified Vendor Agreement with the Department.
24. "Qualified Vendor Agreement" means the valid, executed contract between the Department and a Qualified Vendor describing the services the Qualified Vendor is qualified to provide and the terms and conditions governing the relationship

between the Department and the Qualified Vendor including any amendments, attachments, schedules, or exhibits.

25. "Quarterly" means recurring at three-month intervals based on a calendar year.
26. "Quick Connect" means the licensing portal system that the Division and Qualified Vendor access for managing data related to the Developmental Home, including licensing information, HCBS certificates, and Home Studies.
27. "Responsible Person" means the parent or guardian of a minor with a developmental disability, the guardian of an Adult with a developmental disability or an Adult with a developmental disability who is a Member or an applicant for the Developmental Disabilities program for whom no guardian has been appointed.

POLICY

A. GENERAL REQUIREMENTS

1. Qualified Vendors shall recruit, train, and provide technical assistance and oversight to License Applicants and Licensed Providers of Developmental Home Services.

2. The Qualified Vendor shall ensure the License Applicants and Developmental Home Providers demonstrate an understanding and ability to meet the emotional, physical, developmental, social, educational, and intellectual needs of individuals with developmental disabilities.
3. The Qualified Vendor shall use and document the following in all recommendations in issuing, denying, or amending a License:
 - a. Commonly accepted industry standards and practices for the regulation of care for children and vulnerable Adults;
 - b. Knowledge and experience following contractual requirements;
 - c. Interviews, assessments, observations, references, and documented sources of verifiable information; and
 - d. Knowledge of state laws, rules, and policies for providing Developmental Home Services.
4. The Qualified Vendor shall provide or arrange pre-licensure and annual training for License Applicants and Developmental Home Providers.

5. The Qualified Vendor shall not subcontract with License Applicants who meet the following criteria, unless the Qualified Vendor entered into a subcontract prior to September 1, 2014:
 - a. The License Applicant is employed or subcontracted by the Qualified Vendor; or
 - b. The License Applicant is an employee of the Division; or
 - c. The License Applicant contracts for other community developmental disability services with the Qualified Vendor; or
 - d. The License Applicant is the Responsible Person for a Member who will be receiving Developmental Home services in the Applicant's home.
6. The Qualified Vendor shall pay the Developmental Home Provider for providing direct Developmental Home Services.
7. The Qualified Vendor shall notify the Division of any familial relationship between Member(s) or their Responsible Person and the Developmental Home Provider.

8. The Qualified Vendor shall accept referrals for children deemed Likely Eligible Children as outlined in Division Provider Manual Chapter 53.
9. Qualified Vendors shall not refer Members to Developmental Homes with:
 - a. Any open licensing investigation; or
 - b. An open investigation by a Protective Service Agency.
10. Qualified Vendors shall, using the Fingerprint Clearance Card Tracking Tool, submit to the Division the names of each License Applicant, Developmental Home Provider, or Adult Household Member, as the name appears on a driver's license or other state or federal identification, within ten days of having applied for a fingerprint clearance card.
11. The Qualified Vendor shall file a claim within ten days of fingerprinting with the Division for payment of fingerprinting costs for Developmental Home License Applicants, Developmental Home Providers, and Adult Household Members.
12. The Qualified Vendor shall:

- a. Review and respond to vendor calls as outlined in Chapter 50 of the Provider Manual;
 - b. Provide a pre-move orientation to the Developmental Home Provider to review the Member's needs and Planning Document;
 - c. Participate in the pre-move meeting arranged by the Division; and
 - d. Assist the Member with move-in to the Developmental Home once selected by the Member or Responsible Person.
13. The Qualified Vendor shall complete a monthly census using the Developmental Home Census Report form located on the Division of Developmental Disabilities website at https://des.az.gov/sites/default/files/media/Developmental_Home_Census.xlsx for each Developmental Home it oversees and submit the form to the Division by email to DDDDevelopmentalHomeCensus@azdes.gov no later than the last day of each month.

14. The Qualified Vendor shall submit a completed Developmental Home Census Report form by email to the Division within two days of:

- a. A Member moving to a different Developmental Home within the Qualified Vendor agency; or
- b. A Member moving to a Developmental Home under a different Qualified Vendor.

B. LICENSING WORKER QUALIFICATIONS

1. The Qualified Vendor shall employ Licensing Workers with one or more of the qualifications:

- a. A bachelor's degree in a related human services field; or
- b. Two years of post-secondary education in a related human services field and two years of directly related work experience; or
- c. A minimum of five years of directly related work experience, to include work in the field of developmental disabilities, family home licensing, or child welfare.

2. The Qualified Vendor shall employ Licensing Worker supervisors that meet the requirements in (1) of this Section and have two

years of supervisory experience or demonstrated leadership experience.

3. The Qualified Vendor shall require individuals who both supervise Licensing Workers and perform the duties of a Licensing Worker to meet the higher requirements of the supervisor.
4. The Qualified Vendor shall require the Licensing Workers and supervisors of Licensing Workers to:
 - a. Have a Level I Fingerprint Clearance Card within the first 90 days of employment;
 - b. Complete a minimum of 10 hours of training per year;
 - c. Complete all of the following training areas:
 - i. Article 9 provided by a certified instructor;
 - ii. The Division's Home Studies and Family Assessment Seminar:
 - 1) To be completed within six months of being assigned to a licensed Developmental Home;
and
 - 2) Retaken every three years to count toward annual training requirements.

- iii. Articles 10 and 11, as applicable to service delivery to children or Adults;
- iv. Mandatory reporting;
- v. Incident reporting;
- vi. Cultural competency;
- vii. HIPAA;
- viii. Provider Manual Chapter 51, Developmental Home Services Requirements;
- ix. Prevention and Support by a certified instructor;
- x. The move process;
- xi. The planning process;
- xii. Introduction to the four developmental disabilities;
- xiii. Licensing forms and Quick Connect;
- xiv. Record keeping;
- xv. Behavior planning;
- xvi. Positive behavior support;
- xvii. Medication management;
- xviii. Life safety rules;
- xix. Member fund management;

- xx. Investigations;
 - xxi. Guardianship and legal issues; and
 - xxii. The Child and Family Team Process.
5. The Qualified Vendor shall not allow agency staff to:
- a. Be a guardian of a Member on a Developmental Home caseload within the Qualified Vendor's agency; or
 - b. License a Developmental Home provider that is a relative, business partner, or other close relationship to the agency staff.
6. The Qualified Vendor shall assign full-time Licensing Workers to no more than 20 licensed Developmental Homes for training, technical assistance, and oversight.

C. REQUIREMENTS FOR WORKING WITH POTENTIAL LICENSE APPLICANTS

- 1. A Qualified Vendor shall inform a potential License Applicant of the Developmental Home requirements for licensure under A.A.C. R6-6-1001 and A.A.C. R6-6-1101.
- 2. The Qualified Vendor shall not dissuade a License Applicant from applying to the Division for a Developmental Home License.

3. A Qualified Vendor shall not make a determination to work with or not work with a License Applicant based on the Licensed Applicant's race, religion, national origin, sex, sexual orientation, gender identity, or similar protected class.
4. The Qualified Vendor shall, if it declines to work with the License Applicant:
 - a. Assist the License Applicant in finding an alternative Qualified Vendor; and
 - b. Transfer any application information to the alternative Qualified Vendor.

D. DEVELOPMENTAL HOME LICENSE APPLICANT REQUIREMENTS

1. The Qualified Vendor shall require License Applicants to meet the following criteria:
 - a. Be at least 21 years of age;
 - b. Have income or resources other than Division room and board payments to meet the needs of the License Applicant's family unit;

- c. Not have employment that conflicts with the care and supervision of the Member receiving Developmental Home Services;
- d. Not use an Alternative Supervision Plan for more than two hours in a 24 hour period if the License Applicant is employed.
- e. Not be a provider of daycare services in the home;
- f. Be of reputable and honest character;
- g. Not have medical or emotional problems that may prevent the person from properly caring for the Member;
- h. Have documentation stating each child living in the home is current on immunizations;
- i. If the children in the home are not immunized, provide a signed statement indicating the children are not immunized due to religious reasons or personal preferences;
- j. Be married or unmarried persons:

- i. The Qualified Vendor shall not allow more than two single individuals to apply for licensure at the same address if they both plan on providing care.
 - ii. The Qualified Vendor shall require a cohabiting couple, a set of Adult siblings, a parent and Adult child, or roommates to apply for a Linked License.
2. The Qualified Vendor shall require married License Applicants to apply for joint licensure, unless a married License Applicant applies to be licensed individually, and the spouse not applying for licensure meets the following exceptions:
 - a. The spouse is expected to be absent from the household for nine or more of the following 12 months due to employment, military service, or other planned absence;
or
 - b. The spouse is legally separated and living in another residence and the License Applicant has the right by court order to exclusive use of the residence; or

- c. The spouse is medically or physically incapacitated to the degree that the spouse is unable to provide care for a Member.
3. The Qualified Vendor shall require an unlicensed spouse that lives in a different residence but visits the home at any time during the licensing year, to submit all required documents for being considered a Household Member.
4. The Qualified Vendor shall require the following documentation supporting the exceptions listed in (2) of this Section:
 - a. Court order stating License Applicant to exclusive use of the residence;
 - b. Legal separation decree;
 - c. Military orders; or
 - d. Official documentation from the spouse's employer.
5. Qualified Vendors shall require License Applicants, Adult Household Members, and any Adults living on the premises and not residing in the home to provide the following to the Division:
 - a. Valid fingerprint clearance card;

- b. Manual background checks from the Department of Public Safety, if fingerprinting cannot be accessed;
 - c. Authorization to perform a background check through Adult Protective Services (APS) and Department of Child Safety (DCS);
 - d. Releases of information, if requested;
 - e. Authorization of release of medical records as required by the Division; and
 - f. Psychological, psychiatric drug testing, or other evaluations as required by the Division.
6. The Qualified Vendor shall require License Applicants to provide the following in addition to the information required in (5) of this Section:
- a. A minimum of three references who are familiar with the family who are not related by blood or by marriage; and
 - b. Employment references from past or current employers, if requested.
7. The Qualified Vendor shall require License Applicants to complete the following training and obtain documentation verifying the

completion of the following core topics and subtopics, totaling a minimum of 18 hours of course or instruction time prior to initial licensure:

- a. CPR and First Aid Training that meets the following requirements:
 - i. All classes, including web-based classes must include hands-on skills training; and
 - ii. Training from entities must use American Heart Association, American Red Cross, or National Safety Council Guidelines.
- b. Article 9, including Member rights, taught by a certified instructor;
- c. Trainings available on the DDD website:
 - i. Foundations of the DDD;
 - ii. Introduction to the Four D's;
 - iii. Teaching & Skill Building;
 - iv. Medication Safety;
 - v. Incident Reporting;

- vi. Recognizing and Reporting Abuse, Neglect, and Exploitation of Vulnerable Populations;
 - vii. Confidentiality and HIPAA;
 - viii. Choking Prevention Awareness;
 - ix. Principles of Positive Behavior Support; and
 - x. Client Funds Provider Training.
- e. Cultural competency;
 - f. Documentation and progress reporting requirements and vendor policies;
 - g. Review of Article 10 or 11, as applicable to the populations served;
 - h. Review of the Child or Adult Developmental Home Subcontract; and
 - i. Supporting positive relationships with family members schools, or day programs, and professional communication;
8. The Qualified Vendor shall require License Applicants for Child Developmental Homes to complete the following training in addition to the training listed in (5) of this Section:

- a. The DCS/Foster Parent College-Based Pre-Service Training Program; and
 - b. If required in a Member's Planning Document, training in Prevention and Support.
9. The Qualified Vendor shall keep records that document the completion of the required training completed by the License Applicant or Licensed Provider.
10. The Qualified Vendor shall require the License Applicant to participate in the Home Study process to include:
- a. Individual, in-person interviews of the License Applicant with the Licensing Worker;
 - b. Individual in-person interviews of each Household Member with the Licensing Worker;
 - c. Interviews of other parties as requested by the Division; and
 - d. Life-Safety Inspection of the home within 60 days of Application by the Division for compliance with applicable Administrative Rules.

11. The Qualified Vendor, when requesting a Life-Safety Inspection from the Division, shall notify the Division if language translation is needed at DDDOLCR@azdes.gov.
12. The Qualified Vendor shall require License Applicants and Household Members over the age of 18 to complete page 1 of the Health Self-Disclosure/Physician's Statement LCR-1040A form annually.
13. The Qualified Vendor shall require License Applicants and Household Members over the age of 18 to complete and submit pages 1 and 2 of the Self-Disclosure/Physician's Statement LCR-1040A form by email to the Division at Dhlinbox@azdes.gov every three years.
14. The Qualified Vendor shall provide further medical evaluation of the License Applicant or Household Member(s) at the Division's request based on review of:
 - a. Health self-disclosures;
 - b. Physician's statements;
 - c. Home Study assessments; and
 - d. Licensing Worker observations.

E. DEVELOPMENTAL HOME PROVIDER REQUIREMENTS

1. The Qualified Vendor shall require the Developmental Home Provider to:
 - a. Maintain a current License;
 - b. Comply with the parameters of the License to include the required number, ages, and gender of Members residing in the Developmental Home;
 - c. Comply with applicable rules;
 - d. Designate a bedroom for the Member with:
 - i. A bed; and
 - ii. Storage for clothing and personal belongings.
 - e. Provide direct care to Member(s) as outlined in the Member's Planning Documents and under the Developmental Home subcontract;
 - f. Maintain CPR, First Aid, and Article 9;
 - g. If required by the Planning Document, maintain Prevention and Support certification;

- h. Complete 10 hours of training annually; up to four hours may be counted for maintaining the following certifications:
 - i. CPR,
 - ii. First Aid,
 - iii. Article 9, and
 - iv. Prevention and Support.
- i. Comply with all home visits conducted by the Licensing Worker or the Division.
- j. Conduct fire drills:
 - i. Every six months; and
 - ii. Within two weeks of a Member moving in.
- k. Post an emergency evacuation plan in the home that shows the following:
 - i. Fire safety equipment; and
 - ii. Two evacuation routes out of the home.
- l. Lock medications and toxins at all times unless otherwise specified in the Member's Planning Document.

- m. Not allow shared bedrooms with a DDD Member unless it is preapproved by the Planning Team.
 - n. Not allow family members to be displaced for Members who will potentially reside in the home.
 - o. Notify the Qualified Vendor when:
 - i. Planning on moving;
 - ii. If an individual moves into the home;
 - iii. If a visitor is in the home for over 30 days in a licensing year;
 - iv. The need for an extended stay outside the licensed residence;
 - v. Remodeling of the home, to include additions of in ground or above ground pool or spa; and
 - p. Report incidents as required by Division Provider Manual Chapter 70.
2. The Qualified Vendor shall ensure only the Developmental Home Provider(s) named on the License provide Developmental Home services stated on the License.

3. The Qualified Vendor shall request a Life-Safety Inspection of the Developmental Home from the Division as required in the Division's Provider Manual Chapter 71.
4. The Developmental Home Provider shall not exceed the capacity of their License.
5. Developmental Home Providers shall not, while supervising Members living in the Developmental Home:
 - a. Work a second job; or
 - b. Supervise extended family members or other individuals without it being disclosed in the Home Study.
6. The Developmental Home Provider shall not accept Members outside the parameters or restrictions of the License.

F. LICENSE AMENDMENT REQUIREMENTS

1. The Qualified Vendor shall enter a request in Quick Connect to amend the License of a Developmental Home Provider when the following occur:
 - a. Addition of a Household Members;
 - b. Requests for increase or decrease of the population of Members;

- c. Changes in the age range or gender of Members;
 - d. Changes in License restrictions;
 - e. Addition of a pool to the property;
 - f. Relocation of the Developmental Home;
 - g. Remodeling of the Developmental Home;
 - h. Change in marital status of the Developmental Home Providers;
 - i. Transfer of the Developmental Home Provider to another agency;
 - j. Death;
 - k. Name changes; and
 - l. Off provisional.
2. The Qualified Vendor shall submit the following documentation to the Division to support the request for amending the License:
- a. Divorce decree;
 - b. Marriage license;
 - c. Death certificate; or
 - d. Other documentation at the request of the Division.

G. LICENSE RENEWAL APPLICATION REQUIREMENTS

1. The Licensing Worker, for Developmental Home Licenses assigned in Quick Connect shall within 30 days of expiration of the License:
 - a. Submit a renewal License Application in Quick Connect;
and
 - b. Enter a Licensing recommendation in the Home Study for consideration by the Division.

2. The Licensing Worker shall, when compiling the annual renewal Application:
 - a. Request a home inspection from OLCR;
 - b. Verify corrections made by the Developmental Home Provider, as directed by the Division, as a result of the home inspection;
 - c. Conduct an Annual Renewal assessment home visit of the Developmental Home;
 - d. Summarize findings of the Annual Renewal assessment with Members identified by initials and Assists ID only; and
 - e. Submit applicable documents as required in the licensing file in Section J. of this policy.

3. The Licensing Worker, for an individual(s) whose License has been voluntarily closed or expired for less than one year and wishes to renew a License, shall:
 - a. Submit a renewal License Application and Home Study to the Division; and
 - b. Require the renewal License Applicant to complete a minimum of 10 hours of training.
4. The Licensing Worker shall, for individuals whose License has expired or voluntarily closed for more than one year, shall:
 - a. Advise the Developmental Home Provider of the right to reapply for licensure upon expiration of the License;
 - b. Submit an initial License Application and Home Study; and
 - c. Require the License Applicant to complete a minimum of 18 hours of training as required in this policy.

H. LICENSING RESTRICTIONS

The Qualified Vendor shall request from the Division a License restriction of a Developmental Home under any of the following conditions:

- a. The current Members have documentation in the Planning Document stating the Members are able to manage unlocked medications or toxic substances;
- b. The Developmental Home has a sibling group exceeding the capacity of three Members;
- c. An individual receiving DCS services and living in the Developmental Home does not meet DDD eligibility requirements; and
- d. Adult Members and Members under the age of 18 are living in the same Developmental Home.

I. LICENSING RECORDS REQUIREMENTS FOR CHILD AND ADULT DEVELOPMENTAL HOMES

- 1. The Qualified Vendor shall maintain a file of the following Developmental Home Provider's licensing and training documents:
 - a. Department of Economic Security (DES) forms:
 - i. LCR-1056A, Applicant Statement of Understanding,
 - ii. LCR-1040A, Health Self-Disclosure/Physician Statement,

- iii. LCR-1034A, Criminal History Self-Disclosure Affidavit,
 - iv. DD-289 or DD-281, Child or Adult Developmental Home Agreement,
 - v. LCR-1031B, Child or Adult Developmental Home Caregiver Assessment Guide,
 - vi. LCR-1054A, signed Initial Application Worksheet,
 - vii. LCR-1053A, signed Renewal Application Worksheet,
 - viii. Signed Developmental Home Subcontract, and
 - ix. LCR-1078A, OLCR Developmental Home Application Cover Page.
- b. Training and background documents as applicable:
- i. Training certificates,
 - ii. Fingerprint clearance documentation,
 - iii. Interstate Central Registry clearance for child Developmental Home License Applicants and Household Members who have resided outside of Arizona within the prior five years,
 - iv. Three references,

- v. Marriage license,
 - vi. Divorce decree(s) for the current 10-year period prior to application,
 - vii. Orientation to Member,
 - viii. Birth Certificates or proof of legal residency,
 - ix. Valid driver's license for any individuals providing transportation to Members,
 - x. Current vehicle registration for any vehicles regularly used to provide transportation to Members,
 - xi. Current vehicle insurance for any vehicles regularly used to provide transportation to Members, and
 - xii. Verification of income.
- c. Immunization records for children;
 - d. Interview documentation, pre-licensure and renewal;
 - e. OLCR Inspection Report;
 - f. Evacuation plan;
 - g. Rabies vaccinations for dogs;
 - h. Copy of the Developmental Home license;
 - i. Monitoring forms;

- j. Incident reports;
 - k. Licensing investigations and any corrective action plans;
 - l. Documentation verifying qualifications of any alternate caregivers:
 - i. Level 1 Fingerprint Clearance Card,
 - ii. CPR and First Aid certification,
 - iii. Article 9,
 - iv. Orientation to the Member,
 - v. APS Registry check,
 - vi. Department of Child Safety (DCS) Central Registry check, and
 - vii. Criminal History Self-Disclosure Affidavit (LCR-1034A).
2. The Qualified Vendor shall maintain a filing system of all Developmental Home Provider licensing and training documents as specified in this policy.
3. The Qualified Vendor shall secure licensing files in locked storage or secure electronic storage when not in use.

4. The Qualified Vendor shall make available Developmental Home licensing files to the Division upon request.

J. TRANSFERS

1. The Qualified Vendor shall not transfer a Developmental Home Provider to another Qualified Vendor if:
 - a. The License is within 60 days of expiration; and
 - b. Under any open investigation.
2. Developmental Home Providers on a corrective action plan and requesting to transfer to another Qualified Vendor shall obtain written approval from the following prior to requesting a transfer to another Qualified Vendor:
 - a. The sending Qualified Vendor;
 - b. The receiving Qualified Vendor; and
 - c. The Division.
3. If a Developmental Home Provider transfers from one Qualified Vendor to another Qualified Vendor, the sending Qualified Vendor shall require a release of information (ROI) from the receiving Qualified Vendor.

4. Upon receipt of the ROI, the sending Qualified Vendor shall meet with the receiving Qualified Vendor to:
 - a. Agree on a transfer date;
 - b. Discuss the strengths and needs of the Developmental Home Provider family; and
 - c. Discuss any history of concerns.
5. Upon agreeing on a transfer date:
 - a. The sending Qualified Vendor shall submit a copy of the licensing file to the receiving Qualified Vendor;
 - b. The sending Qualified Vendor shall notify the Member's Planning Team of the transfer;
 - c. The receiving and sending Qualified Vendor shall sign and complete the Permission for Transfer of Record LCR-1015A form;
 - d. The receiving Qualified Vendor shall ensure the Developmental Home Provider(s) signatures are on the transfer form; and
 - e. The receiving Qualified Vendor shall email the Permission for Transfer of Record form to Developmental Home

Licensing (DHL) at DHLinbox@azdes.gov ten days prior to the requested transfer date.

6. The receiving Qualified Vendor shall update any missing items within the licensing file within 30 days of the transfer.
7. The receiving Qualified Vendor shall continue to provide support to any Members currently residing in the Developmental Home unless otherwise determined by the Member's planning team.

K. HOME STUDY INTERVIEWS, HOME VISITS, AND TECHNICAL ASSISTANCE

1. The Licensing Worker, prior to initial licensure or renewal of licensure of the Developmental Home Provider, shall visit the home and conduct interviews in person with:
 - a. Each License Applicant, renewal Applicant, and Household Member individually;
 - b. Married or cohabiting couples at least once together; and
 - c. Children living in the home, if possible.
2. The Licensing Worker shall conduct an initial walk through of the home to identify any potential concerns for the Life Safety Inspection.

3. The Licensing Worker shall submit information from Home Studies, home visits, or interviews through Quick Connect.
4. The Licensing Worker shall, when conducting home visits:
 - a. Review and complete a Notice of Inspection Rights (LCR-1005A) form;
 - b. Provide technical assistance and support;
 - c. Assess the dynamics and stability of the home;
 - d. Assess the privacy, safety, and appropriateness of sleeping arrangements;
 - e. Ensure compliance with:
 - i. Licensing rules;
 - ii. Division policies and procedures;
 - iii. The Qualified Vendor Agreement;
 - iv. The Developmental Home Subcontract; and
 - v. Best practices.
 - f. Provide copies of completed Monitoring forms to the Developmental Home Provider.
5. The Licensing Worker shall conduct home visits of the Developmental Home in person:

- a. Quarterly, by March 30, June 30, September 30 and December 31, whether or not if Members are living in the home;
 - b. Within seven days of a Member moving in;
 - c. Once per week for four weeks when providing care for the first time;
 - d. Monthly, when a Member is receiving services in the home; and
 - e. Unannounced at least once annually, using the Abbreviated Developmental Home Compliance Review form (LCR-1079B) or the Developmental Home Compliance Review form (LCR-1079A).
6. The Licensing Worker shall complete the Developmental Home Compliance Review form (LCR-1079A) for scheduled Quarterly home visits. The Licensing Worker shall:
- a. Review any expiring certifications or documents;
 - b. Inspect the premises to ensure compliance with the licensing and life-safety rules;
 - c. Review the file (progress reports, medication logs);

- d. Discuss any challenges including methods used for managing inappropriate behaviors;
 - e. Discuss the progress of the Member on their habilitation goals;
 - f. Discuss any changes or upcoming changes in the household;
 - g. Discuss past or upcoming appointments;
 - h. Review transportation arrangements;
 - i. Review any Alternate Supervision Plans;
 - j. Discuss of Member funds;
 - k. Discuss of Member choice;
 - l. Discuss Member social and recreational activities;
 - m. Interact and observe the Member in the home setting; and
 - n. Observe and document fire drill evacuation is under 3 minutes at least once per licensing year.
7. The Licensing Worker shall document home visits in Quick Connect within 10 business days of the visit with the following information:
- a. Date of the visit;

- b. Type of visit (scheduled or unannounced);
 - c. Length of the visit;
 - d. Location; and
 - e. Individuals contacted during the visit;
 - f. A general home visit summary that includes:
 - i. A summary of key discussion points during the visit;
 - ii. A statement identifying the monitoring tool used during the visit;
 - iii. A statement of whether there were any licensing violations noted and a statement indicating any calls to protective services as a result of the visit;
 - iv. A statement of any corrective actions needed including a notation of any repeat issues;
 - v. A summary of any items requiring follow-up; and
 - vi. Verification that the follow-up was completed from the last review.
8. If a licensing investigation is requested by the Division due to a complaint or significant compliance concern, the Qualified Vendor shall:

- a. Contact the Developmental Home Provider and initiate an investigation within 10 days; and
- b. Submit a report to OLCR within 21 days using the Licensing Investigation Template form (LCR-1080A).

L. CHILD DEVELOPMENTAL CERTIFIED HOMES (CDCH)

1. The Qualified Vendor shall submit an application to OLCR to certify a DCS regular foster care licensed home for a CDCH.
2. The Qualified Vendor shall require the CDCH to:
 - a. Meet the same requirements as Child Developmental Homes in this policy;
 - b. Comply with foster care licensing rules; and
 - c. Provide care for up to five children with no more than three children with developmental disabilities.
3. The Qualified Vendor shall confirm that the child is approved for CDCH services with DDD Residential Unit staff.
4. The Qualified Vendor shall request approval from OLCR and the DCS Office of Licensing and Regulation for additional children to be placed in the home.
5. The Qualified Vendor shall:

- a. Monitor the CDCH for compliance with CDH requirements outlined in Article 10;
- b. Work with the DCS licensing agency to monitor compliance with foster care rules; and
- c. Enter contact notes in Quick Connect.

M. INITIAL APPLICATION FOR CDCH

1. Initial CDCH applicants shall complete 18 hours of training for Child Developmental Homes as outlined in this policy.
2. The CDCH applicant shall email the following documents to Dhlinbox@azdes.gov to request certification:
 - a. LCR-1086A, Application for Child Developmental Home Certification,
 - b. LCR-1087A, Child Developmental Certified Home Application Cover Page,
 - c. LCR-1056A, Applicant Statement of Understanding signed by the applicants and all Adult Household Members,
 - d. LCR-1085A, Adult Protective Services Records Check Request for the applicants and all Adult Household Members,

- e. CSO-1232A (DCS form), for the applicants and all Adult Household Members,
- f. CSO-1269A (DCS form), for the applicants and all Adult Household Members,
- g. CSO-1229 (DCS form), for the applicants and all Household Members,
- h. LCR-1033A, Life-Safety Inspection Request,
- i. Signed Developmental Home Subcontract, and
- j. Certification Study that contains the following information:
 - i. A statement of the circumstances of the request, including a statement that DDD Network has approved certification for the specific child identified by initials and Assists ID only;
 - ii. A summary of the 18 hours of training completed;
 - iii. A summary of the child's needs;
 - iv. A summary of how the family will meet the child's needs including:
 - 1) A description of the applicant's work hours;

- 2) Alternative supervision plan which includes only caregivers meeting HCBS requirements;
 - 3) Transportation plan including a vehicle inspection;
 - 4) A summary of any special care needs for other members of the household including placed or biological children;
 - 5) A description of the home, sleeping arrangements, and a summary of the OLCR inspection;
 - 6) A summary of the fingerprint clearance card status and protective service checks completed on the applicants and household members;
and
 - 7) Recommendation for Child Developmental Home Certification.
3. Qualified Vendors who are also responsible for the foster care license, shall submit the CDCH application through Quick Connect.

4. Qualified Vendors not responsible for the foster care license shall submit the CDCH application to Dhlinbox@azdes.gov.

N. RECORDS FOR CHILD DEVELOPMENTAL HOME CERTIFICATION

1. The CDCH provider shall have a filing system to maintain and secure the forms listed in Section (M)(2) in locked storage.
2. The Qualified Vendor shall make available all CDCH documents to the Division upon request.

O. RENEWING THE CHILD DEVELOPMENTAL HOME CERTIFICATION

1. The Qualified Vendor shall, for the CDCH:
 - a. Renew the foster care license every two years; and
 - b. Renew the Child Developmental Home certification yearly.
2. The Qualified Vendor shall monitor CDCH renewal and certification timeframes.
3. The Qualified Vendor shall complete the following to renew the Child Developmental Home certification:
 - a. Submit a renewal application at least 30 days prior to the expiration of the certification;
 - b. Complete 10 hours of training to maintain CPR, First Aid, and Article 9 certifications; and

- c. Undergo a Life-Safety Inspection.
4. The Qualified Vendor shall submit the following documents to OLCR to renew the CDCH:
 - a. LCR-1086A, Application for Child Developmental Home Certification,
 - b. LCR-1087A, Child Developmental Certified Home Application Cover Page,
 - c. LCR-1056A, Applicant Statement of Understanding,
 - d. CSO-1232A (DCS form),
 - e. CSO-1269A (DCS form),
 - f. CSO-1229 (DCS form), and
 - h. LCR-1033A, Life-Safety Inspection Request, 60 days prior to expiration.
5. Certification Home Study:
 - a. Qualified Vendors responsible for the foster care license and certification, shall integrate the CDCH study into the license renewal and submit it through Quick Connect.
 - b. Qualified Vendors responsible for the certification only shall submit the CDCH study to OLCR via email.

- c. The certification renewal study should follow the same general format as the initial study outlined in Section (N).

P. TERMINATING A CDCH

The Qualified Vendor shall submit a request to amend the CDCH to the Division to close the certification when:

- a. The child for whom the CDCH certification was issued moves from the home; or
- b. The foster care license for the home is terminated.

SUPPLEMENTAL INFORMATION

- A.** The Division reviews, approves, or denies applications, amendments, and amends renewals for Developmental Home Licenses.
- B.** The Division makes corrective action plans for the Developmental Home Provider to remediate issues of non-compliance with licensing requirements.
- C.** The Division recommends that all Developmental Home Providers obtain and maintain Prevention and Support training and certification.
- D.** The Division monitors and audits Qualified Vendors providing Developmental Home Services within six months after the Qualified Vendor begins providing a new Developmental Home service and at

least annually thereafter to verify ensure systems are in place to provide oversight for compliance with:

1. Licensing rules;
2. Life-safety requirements;
3. Division policies and procedures; and
4. Qualified Vendor Agreements.

E. The Division determines the following dispositions when closing investigations on a Developmental Home Provider:

1. Revocation of the license;
2. Suspension to revocation of the license;
3. Denial of the license application;
4. Suspension of the license;
5. Corrective action plan;
6. Letter of violation;
7. Letter of concern;
8. Immediate action;
9. Restricted or lowered license;
10. Change of parameters;
11. Training;

12. Open licensing issue;
 13. Increased monitoring by Qualified Vendor;
 14. Review of policy and procedure;
 15. Verbal counsel by OLCR;
 16. Verbal counsel by Qualified Vendor;
 17. Safety Plan;
 18. Close license;
 19. Close during open investigation;
 20. Agreement on action taken by Qualified Vendor;
 21. Cooperate with investigation;
 22. Withdrew license with open concern;
 23. Administrative closure by OLCR; and
- F.** The Division does not consider any requests for an increase in population of a Developmental Home within 6 months after a disposition from the Division.
- G.** The Division issues initial Licenses for a population of one unless there are extenuating circumstances that require management approval.

- H.** The Division, based upon records, reports, and observations, determines if the License Applicant is able to meet the physical or emotional needs of Members.
- I.** The Division determines the following License parameters of the of the Developmental Home:
1. Population of Members living in the Developmental Home;
 2. Age range of Members living in the Developmental Home; and
 3. Genders of Members living in the Developmental Home.
- J.** The Division amends the License parameters of the Developmental Home based on the Home Study, Monitoring, review of records and reports, and observations.
- K.** The Division disqualifies the License Applicants or Licensed Providers that are listed in Protective Services Agency registries.
- L.** The Division provides the Protective Service Agencies information to aid in the completion of an investigation of abuse, neglect or exploitation of a Member living in a Developmental Home.
- M.** The Division conducts an onsite visit at each Developmental Home annually to monitor compliance with health, safety, contractual, programmatic, and quality assurance standards.

- N.** The Division conducts a Life-Safety Inspection of the Developmental Home prior to the Qualified Vendor's submission of the initial or renewal license application.
- O.** The Division processes transfer requests in the order that they are received.
- P.** If the renewal Application is not submitted by the expiration date of the License, the Division will close the license.
- Q.** The DCS licensing agency is responsible for monitoring compliance with foster care licensing rules.
- R.** A CDCH provider may be supported and monitored by a single agency responsible for both DDD and DCS requirements or a CDCH provider may be monitored by a Qualified Vendor for the DDD certification requirements while a different agency monitors the DCS licensing requirements.
- S.** Prior to applying for a CDCH, the DDD certification worker verifies that the child is eligible for DDD services and approved for Child Developmental Certified Home Services. This is confirmed by contacting DDD Network staff in the District responsible for support coordination for the child.

- T.** The initial Child Developmental Home certification is in effect for a minimum of one year, and then expires on the same day and month as the foster care license expiration. The certification will expire annually thereafter.

Signature of Network Administrator: *Megan Taylor*
Megan Taylor (Feb 4, 2025 13:53 MST)