

1 **51 ~~OVERSIGHT AND MONITORING OF DEVELOPMENTAL HOME~~**
2 **~~SERVICES~~ REQUIREMENTS**
3

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8 § 36-591; A.R.S. § 36-592; A.R.S. § 36-593.01; A.R.S. § 36-594; A.R.S. §
9 36-594.02; Article 9; Article 10; Article 11; A.A.C. R6-6-101; A.A.C. R6-6-
10 1001; A.A.C. R6-6-1011(G); A.A.C. R6-6-1101

11
12 **PURPOSE**

13 The purpose of this policy is to ~~To~~ outline the roles, responsibilities, and
14 requirements ~~of the Division of Developmental Disabilities (Division), of~~
15 Qualified Vendors, and Licensees in the provision of Developmental Home
16 Services and Child Developmental Certified Home Services. specifically to:

- 17 • ~~Outline the experience and expertise, and the training requirements of~~
18 ~~the Qualified Vendor (agency) staff and licensing workers.~~
- 19 • ~~Establish minimum standards for home studies.~~
- 20 • ~~Provide guidance for entering information into the Division's~~
21 ~~licensing system, Quick Connect.~~
- 22 ~~Provide guidance for submitting monthly census and changes~~
23 ~~information.~~

24 **DEFINITIONS**

25 1. "Adult" means a person aged 18 years or above.

26 2. "Adult Developmental Home" means the same as defined in

27 A.R.S. § 36-551.

28 3. "Alternative Supervision Plan" means an arrangement approved

29 by the Member's Planning Team by which the Member is

30 supervised by caregivers other than the Developmental Home

31 Provider Licensed Provider Licensee, paid or unpaid, for up to two

32 hours within a 24 hour period.

33 4. "Annual Renewal" means a yearly assessment the Licensing

34 Worker conducts to re-evaluate the Development Home

35 Provider's character, family stability, and the ability to care for

36 individuals with developmental disabilities to renew the License.

37 The Annual Renewal visit can be combined with the Quarterly

38 home visit and includes interviews with the Developmental Home

39 Provider and collection and review and documents needed for

40 the renewal License Application.

- 41 5. "Child Developmental Home" means the same as defined in
42 A.R.S. § 36-551.
- 43 6. "Child Developmental Certified Home" means a regular foster
44 home as defined in A.R.S. § 8-501 that is licensed by the
45 Department of Child Safety pursuant to A.R.S. § 8-509 and that
46 is certified by the Department of Economic Security pursuant to
47 A.R.S. § 36-593.01 to care for specific foster children with
48 developmental disabilities.
- 49 7. "Community Residential Setting" means a residential setting in
50 which persons with developmental disabilities live and are
51 provided with appropriate supervision by the service provider
52 responsible for operating the residential setting which includes a
53 Child Developmental Home or an Adult Developmental Home
54 operated or contracted by the Department or the Department's
55 contracted vendor, a group home operated or contracted by the
56 Department, or a behavioral-supported group home or a
57 nursing-supported group home contracted by the Department.

- 58 8. "Developmental Home" means Adult Developmental Home, Child
59 Developmental Home, or Child Developmental Certified Home.
- 60 9. "Developmental Home Provider" means a current License holder
61 who provides either Adult Developmental Home or Child
62 Developmental Home Services as defined by A.R.S. § 36-551 or
63 a Child Developmental Certified Home as defined by A.R.S. § 8-
64 501.
- 65 10. "Home and Community-based Services" or "HCBS" means as
66 defined in A.R.S. § 36-2931.
- 67 11. "Home Study" means the process by which the Division
68 evaluates and reports the suitability, character, and stability of
69 License Applicants, Household Members, their physical
70 residence, the family's life, and living environment for licensure
71 as a Developmental Home by collecting important documents,
72 performing criminal records checks, interviewing all Household
73 Members and other parties as deemed necessary, and inspecting
74 the premises. The home study also includes a description of the

75 sleeping arrangements for the family and potential Members who
76 will reside in the home.

77 12. "Household Member" means a person who does not receive
78 Developmental Home services from the Division and who
79 resides or intends to reside in an Adult Developmental Home or
80 Child Developmental Home, or on the premises for 30
81 consecutive days or more, or periodically throughout the year for
82 a total of 30 non-consecutive days or more. Household Members
83 include the License Applicant, Developmental Home
84 ProviderLicensed ProviderLicensee, tenants, and children of the
85 License Applicant, Developmental Home ProviderLicensed
86 ProviderLicensee, or housemates.

87 13. "License" means the non-transferable document granted by the
88 Division that permits a Developmental Home ProviderLicensed
89 ProviderLicensee to operate a Developmental Home within the
90 parameters as required by the Division.

91 14. "License Applicant" means married or single persons who have
92 submitted an application to the Division for consideration to be

93 licensed as a Developmental Home Provider, or a person
94 designated by such person or entity to be responsible for
95 carrying out the requirements set forth in this policy.

96 15. "Licensing Worker" means a person employed by the Qualified
97 Vendor whose duties are to monitor the Developmental Home
98 ProviderLicensed ProviderLicensee for compliance with
99 Developmental Home licensing requirements and to submit initial
100 and renewal License Applications to the Division.

101 16. "Life-Safety Inspection" means an examination of the premises
102 of a home by the Division's Office of Licensing, Certification, and
103 Regulation (OLCR) to verify compliance with standards intended
104 to safeguard children and vulnerable Adults from fire hazards
105 and other hazardous conditions.

106 17. "Likely Eligible Child" means a child screened by the Department
107 of Child Safety (DCS) using a tool developed by the Division, and
108 determined likely eligible for the Division based on that tool.

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109 18. "Linked License" means a License that is held by two Adults who
110 live together to provide ~~operate a~~ Developmental Home services
111 at the same address.

112 19. "Member" means the same as "client" as defined in A.R.S. § 36-
113 551.

114 20. "Monitoring" means the process of reviewing licensed Adult and
115 Child Developmental Homes and Community Residential Settings
116 for compliance with licensing, contractual, or programmatic
117 requirements.

118 21. "Planning Document" means a written plan developed through
119 an assessment of functional needs that reflects the services and
120 supports, paid and unpaid, that are important for and important
121 to the Member in meeting the identified needs and preferences
122 for the delivery of such services and supports.

123 22. "Protective Service Agency" means organizations that investigate
124 Member abuse, neglect and exploitation. These agencies include
125 DCS, Adult Protective Services (APS), and law enforcement.

- 126 23. "Qualified Vendor" means a provider of community
127 developmental disability services that has applied for Qualified
128 Vendor status, meets the criteria for Qualified Vendor status,
129 and has entered into a Qualified Vendor Agreement with the
130 Department.
- 131 24. "Qualified Vendor Agreement" means the valid, executed
132 contract between the Department and a Qualified Vendor
133 describing the services the Qualified Vendor is qualified to
134 provide and the terms and conditions governing the relationship
135 between the Department and the Qualified Vendor including any
136 amendments, attachments, schedules, or exhibits.
- 137 25. "Quarterly" means recurring at three-month intervals based on a
138 calendar year.
- 139 26. "Quick Connect" means the licensing portal system that the
140 Division and Qualified Vendor access for managing data related
141 to the Developmental Home, including licensing information,
142 HCBS certificates, and Home Studies.

143 1.4. 27. "Responsible Person" means the parent or guardian of a
144 minor with a developmental disability, the guardian of an Adult
145 with a developmental disability or an Adult with a developmental
146 disability who is a Member or an applicant for the Developmental
147 Disabilities program for whom no guardian has been appointed.

148 **POLICY**

149 ~~The Division reviews and approves or denies applications and renewals for~~
150 ~~developmental home licenses to applicants or licensees. The Division~~
151 ~~contracts with Qualified Vendors for developmental home services and~~
152 ~~provides monitoring and oversight to ensure compliance with the Qualified~~
153 ~~Vendor Agreements. Payment for these services are outlined in the~~
154 ~~Division's Rate Book.~~

155 **A. DIVISION RESPONSIBILITIES**

156 ~~1. The Division monitors/audits Qualified Vendors at least annually~~
157 ~~to ensure they have systems in place to provide oversight for~~
158 ~~compliance to licensing rules, Division Policies and Procedures,~~
159 ~~Qualified Vendor Agreements, and best practices.~~

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160 a. ~~2. New Qualified Vendors are monitored/audited within six~~
161 ~~months after implementing the service and annually thereafter.~~

162 ~~3. The Division shall issue corrective action plans, as necessary,~~
163 ~~when issues of non-compliance are identified.~~

164 ~~1. 4. Protective service agencies (e.g., Department of Child~~
165 ~~Safety, Adult Protective Services, law enforcement) investigate~~
166 ~~member abuse, neglect, and exploitation. The Division provides~~
167 ~~the protective service agencies information to aid in the~~
168 ~~completion of an investigation.~~

169 ~~2. The Division conducts an onsite visit at each~~
170 ~~developmental home annually to monitor compliance with~~
171 ~~health, safety, contractual, programmatic, and quality assurance~~
172 ~~standards.~~

173 ~~Prior to initial licensure and annually thereafter, the Division~~
174 ~~conducts a life safety inspection.~~

175 ~~Inspection for an initial license application must occur within nine~~
176 ~~months of the date the application is submitted to the Office of~~
177 ~~Licensing, Certification, and Regulation.~~

178 ~~A new inspection shall be completed if the licensee moves to a~~
179 ~~new address or completes remodeling.~~

180 **B. ~~GENERAL QUALIFIED VENDOR AGENCY~~**

181 **REQUIREMENTS RESPONSIBILITIES**

182 1. Through its licensing staff, Qualified Vendors shall be responsible
183 for recruiting, training, and providing technical assistance and
184 oversight to License Applicants and Licensed Providers of
185 Developmental Home Services.

186 2. The Qualified Vendor shall ensure the License Applicants and
187 Developmental Home Provider Licensed Providers demonstrate an
188 understanding and ability to meet the emotional, physical,
189 developmental, social, educational, and intellectual needs of
190 individuals with developmental disabilities.

191 3. The Qualified Vendor shall use and document the following in all
192 recommendations in issuing, denying, or amending a License:

193 a. Commonly accepted industry standards and practices for
194 the regulation of care for children and vulnerable Adults;

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195 b. Knowledge and experience following contractual
196 requirements;

197 c. Interviews, assessments, observations, references, and
198 documented sources of verifiable information; and

199 d. Knowledge of state laws, rules, and policies for providing
200 Developmental Home Services.

201 4. The Qualified Vendor shall provide or arrange pre-licensure and
202 annual training for License Applicants and Developmental Home
203 Provider Licensed Providers.

204 5. The Qualified Vendor shall not subcontract with License
205 Applicants who meet the following criteria, unless the Qualified
206 Vendor entered into a subcontract prior to September 1, 2014:

207 a. The License Applicant is employed or subcontracted by the
208 Qualified Vendor; or

209 b. The License Applicant is an employee of the Division; or

210 c. The License Applicant contracts for other community
211 developmental disability services with the Qualified

212 Vendor; or

213 d. The License Applicant is the Responsible Person for a
214 Member who will be receiving Developmental Home
215 services in the Applicant's home.

216 The Qualified Vendor shall refer to the Division's rate book for
217 Through the established rate model, the Qualified Vendor
218 receives payment rates from the Division for of administrative
219 costs, including but not limited to recruitment, training, technical
220 assistance, and oversight.

221 1.6. The Qualified Vendor shall pay the Developmental Home
222 Provider Licensed Provider for providing direct Developmental
223 Home Services.

224 a. The Qualified Vendor makes payment(s) to the
225 licensee for direct developmental home services.

226 b. The licensee may not provide hourly HCBS services
227 to other members while directly responsible for the
228 supervision of members receiving developmental home
229 services.

230 7. The Qualified Vendor shall notify the Division of any familial
231 relationship between Member(s) or their Responsible Person and
232 the Developmental Home ProviderLicensed Provider.

233 ~~The Qualified Vendor is responsible for reviewing and responding~~
234 ~~to vendor calls, and once selected by the member/responsible~~
235 ~~person, assisting with the move in the developmental home.~~

236 ~~2.8. Up to three Division members or child siblings of members may~~
237 ~~receive developmental home services in the home.~~

238 ~~A license capacity greater than three may only be~~
239 ~~approved when all children in the home are siblings.~~

240 3.9. The Qualified Vendor shall accept referrals for Children deemed
241 Likely to be eEligible Children as outlined in Division Provider
242 Manual Chapter 53. for the DDD program may receive
243 developmental home services upon approval by Division staff.

244 4.10. Qualified Vendors shall not ensure refer new Mmembers are not
245 referred to Developmental Homes with:

246 a. Any open licensing investigation; or

- 247 b. An open investigation by a Pprotective Sservice
248 Agency.investigation, or
249 An adverse licensing action issued by the Division.

250 11. Qualified Vendors shall, using the Fingerprint Clearance Card
251 Tracking Tool, submit to the Division the names of each License
252 Applicant, Developmental Home ProviderLicensed Provider, or
253 Adult Household Member, as the name appears on a driver's
254 license or other state or federal identification, within ten days of
255 having applied for a fingerprint clearance card.

256 12. The Qualified Vendor shall file a claim within ten days of
257 fingerprinting with the Division for payment of fingerprinting
258 costs for Developmental Home License Applicants,
259 Developmental Home Providers, Licensed Provider and Adult
260 Household Members.

261 13. The Qualified Vendor shall:

- 262 a. Review and respond to vendor calls as outlined in Chapter
263 50 of the Provider Manual;

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- 264 b. Provide a pre-move orientation to the Developmental
265 Home ProviderLicensed Provider to review the Member's
266 needs and Planning Document;
267 c. Participate in the pre-move meeting arranged by the
268 Division; and
269 d. Assist the Member with move-in to the Developmental
270 Home once selected by the Member or Responsible Person.
- 271 14. The Qualified Vendor shall complete a monthly census using the
272 Developmental Home Census Report form located on the Division
273 of Developmental Disabilities website at
274 [https://des.az.gov/sites/default/files/media/Developmental_Hom](https://des.az.gov/sites/default/files/media/Developmental_Home_Census.xlsx)
275 e_Census.xlsx for each Developmental Home it oversees and
276 submit the form to the Division by email to
277 DDDDevelopmentalHomeCensus@azdes.gov no later than the
278 last day of each month.
- 279 15. The Qualified Vendor shall submit a completed Developmental
280 Home Census Report form by email to the Division within two
281 days of:

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282 a. A Member moving to a different Developmental Home
283 within the Qualified Vendor agency; or

284 b. A Member moving to a Developmental Home under a
285 different Qualified Vendor.

286 **C. LICENSING WORKER QUALIFICATIONS**

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

289 a. A bachelor's degree in a related human services field; or

290 b. Two years of post-secondary education in a related human
291 services field and two years of directly related work
292 experience; or

293 c. A minimum of five years of directly related work
294 experience, to include work in the field of developmental
295 disabilities, family home licensing, or child welfare.

296 2. The Qualified Vendor shall employ Licensing Worker supervisors
297 that meet the requirements in (1) of this Section and have two
298 years of supervisory experience or demonstrated leadership
299 experience.

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300 3. The Qualified Vendor shall require individuals who both supervise
301 Licensing Workers and perform the duties of a Licensing Worker
302 to meet the higher requirements of the supervisor.

303 4. The Qualified Vendor shall require the Licensing Workers and
304 supervisors of Licensing Workers to:

305 a. Have a Level I Fingerprint Clearance Card within the first
306 90 days of employment;

307 b. Complete a minimum of 10 hours of training per year;

308 c. Complete all of the following training areas:

309 i. Article 9 provided by a certified instructor;

310 ii. The Division's Home Studies and Family Assessment
311 Seminar:

312 1) To be completed within six months of being
313 assigned to a licensed Developmental Home;
314 and

315 2) Retaken every three years to count toward
316 annual training requirements.

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- 317 iii. Articles 10 and 11, as applicable to service delivery
318 to children or Adults;
319 iv. Mandatory reporting;
320 v. Incident reporting;
321 vi. Cultural competency;
322 vii. HIPAA;
323 viii. Provider Manual Chapter 51, Developmental Home
324 Services Requirements;
325 ix. Prevention and Support by a certified instructor;
326 x. The move process;
327 xi. The planning process;
328 xii. Introduction to the four developmental disabilities;
329 xiii. Licensing forms and Quick Connect;
330 xiv. Record keeping;
331 xv. Behavior planning;
332 xvi. Positive behavior support;
333 xvii. Medication management;
334 xviii. Life safety rules;

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335 xix. Member fund management;

336 xx. Investigations;

337 xxi. Guardianship and legal issues; and

338 xxii. The Child and Family Team Process.

339 7. The Qualified Vendor shall not allow agency staff to:

340 a. Be a guardian of a Member on a Developmental Home
341 caseload within the Qualified Vendor's agency; or

342 b. License a Developmental Home provider that is a relative,
343 business partner, or other close relationship to the agency
344 staff.

345 8. The Qualified Vendor shall assign full-time Licensing Workers to
346 no more than 20 licensed Developmental Homes for training,
347 technical assistance, and oversight.

348 **D. REQUIREMENTS FOR WORKING WITH POTENTIAL LICENSE**

349 APPLICANTS

350 1. A Qualified Vendor shall inform a potential License Applicant of
351 the Developmental Home requirements for licensure under
352 A.A.C. R6-6-1001 and A.A.C. R6-6-1101.

353 2. The Qualified Vendor shall not dissuade a License Applicant from
354 applying to the Division for a Developmental Home License.

355 3. A Qualified Vendor shall not make a determination to work with
356 or not work with a License Applicant based on the Licensed
357 Applicant's race, religion, national origin, sex, sexual orientation,
358 gender identity, or similar protected class.

359 4. The Qualified Vendor shall, if it declines to work with the License
360 Applicant:

361 a. Assist the License Applicant in finding an alternative
362 Qualified Vendor; and

363 b. Transfer any application information to the alternative
364 Qualified Vendor.

365 **E. DEVELOPMENTAL HOME LICENSE APPLICANT REQUIREMENTS**

366 1. The Qualified Vendor shall require License Applicants to meet the
367 following criteria:

368 a. Be at least 21 years of age;

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- 369 b. Have income or resources other than Division room and
370 board payments to meet the needs of the License
371 Applicant's family unit;
- 372 c. Not have employment that conflicts with the care and
373 supervision of the Member receiving Developmental Home
374 Services;
- 375 d. Not use an Alternative Supervision Plan for more than two
376 hours in a 24 hour period if the License Applicant is
377 employed.
- 378 e. Not be a provider of daycare services in the home;
- 379 f. Be of reputable and honest character;
- 380 g. Not have medical or emotional problems that may prevent
381 the person from properly caring for the Member;
- 382 h. Have documentation stating each child living in the home
383 is current on immunizations.
- 384 i. If the children in the home are not immunized,
385 provide a signed statement indicating the children

- 386 are not immunized due to religious reasons or
387 personal preferences.
- 388 i. Be married or unmarried persons:
- 389 i. The Qualified Vendor shall not allow more than two
390 single individuals to apply for licensure at the same
391 address if they both plan on providing care.
- 392 ii. The Qualified Vendor shall require a cohabiting
393 couple, a set of Adult siblings, a parent and Adult
394 child, or roommates to apply for one License.
- 395 iii. The Qualified Vendor shall require two adult
396 applicants who are not married to apply for Linked
397 Licenses.
- 398 2. The Qualified Vendor shall require married License Applicants to
399 apply for joint licensure, unless a married License Applicant
400 applies to be licensed individually, and the spouse not applying
401 for licensure meets the following exceptions:
- 402 a. The spouse is expected to be absent from the household
403 for nine or more of the following 12 months due to

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- 404 employment, military service, or other planned absence;
405 or
406 b. The spouse is legally separated and living in another
407 residence and the License Applicant has the right by court
408 order to exclusive use of the residence; or
409 c. The spouse is medically or physically incapacitated to the
410 degree that the spouse is unable to provide care for a
411 Member.
- 412 3. The Qualified Vendor shall require an unlicensed spouse that
413 lives in a different residence but visits the home at any time
414 during the licensing year, to submit all required documents for
415 being considered a Household Member.
- 416 4. The Qualified Vendor shall require the following documentation
417 supporting the exceptions listed in (2) of this Section:
- 418 a. Court order stating License Applicant to exclusive use of
419 the residence;
420 b. Legal separation decree;
421 c. Military orders; or

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- 422 d. Official documentation from the spouse's employer.
- 423 5. Qualified Vendors shall require License Applicants, Licensed
- 424 Provider, Adult Household Members, and any Adults living on the
- 425 premises and not residing in the home to provide the following
- 426 to the Division:
- 427 a. Valid fingerprint clearance card;
- 428 b. Manual background checks from the Department of Public
- 429 Safety, if fingerprinting cannot be accessed;
- 430 c. Authorization to perform a background check through
- 431 Adult Protective Services (APS) and Department of Child
- 432 Safety (DCS);
- 433 d. Releases of information, if requested;
- 434 e. Authorization of release of medical records; and
- 435 f. Psychological, psychiatric drug testing, or other
- 436 evaluations as required by the Division.
- 437 6. The Qualified Vendor shall require License Applicants to provide
- 438 the following in addition to the information required in (5) of this
- 439 Section:

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- 440 a. A minimum of three references who are familiar with the
441 family who are not related by blood or by marriage; and
442 b. Employment references from past or current employers, if
443 requested.
- 444 7. The Qualified Vendor shall require License Applicants to complete
445 the following training and obtain documentation verifying the
446 completion of the following core topics and subtopics, totaling a
447 minimum of 18 hours of course or instruction time prior to initial
448 licensure:
- 449 a. CPR and First Aid Training that meets the following
450 requirements:
- 451 i. All classes, including web-based classes must include
452 hands-on skills training; and
- 453 ii. Training from entities must use American Heart
454 Association, American Red Cross, or National Safety
455 Council Guidelines.
- 456 b. Article 9, including Member rights, taught by a certified
457 instructor;

- 458 c. Trainings available on the DDD website:
- 459 i. Foundations of the DDD;
- 460 ii. Introduction to the Four D's;
- 461 iii. Teaching & Skill Building;
- 462 iv. Medication Safety;
- 463 v. Incident Reporting;
- 464 vi. Recognizing and Reporting Abuse, Neglect, and
- 465 Exploitation of Vulnerable Populations;
- 466 vii. Confidentiality and HIPAA;
- 467 viii. Choking Prevention Awareness;
- 468 ix. Principles of Positive Behavior Support; and
- 469 x. Client Funds Provider Training.
- 470 e. Cultural competency;
- 471 f. Documentation and progress reporting requirements and
- 472 vendor policies;
- 473 g. Review of Article 10 or 11, as applicable to the populations
- 474 served;

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- 475 h. Review of the Child or Adult Developmental Home
476 Subcontract; and
- 477 i. Supporting positive relationships with family members
478 schools, or day programs, and professional
479 communication;
- 480 8. The Qualified Vendor shall require License Applicants for Child
481 Developmental Homes to complete the following training in
482 addition to the training listed in (5) of this Section:
- 483 a. The DCS/Foster Parent College-Based Pre-Service Training
484 Program; and
- 485 b. If required in a Member's Planning Document, training in
486 Prevention and Support.
- 487 9. The Qualified Vendor shall keep records that document the
488 completion of the required training completed by the License
489 Applicant or Licensed Provider.
- 490 10. The Qualified Vendor shall require the License Applicant to
491 participate in the Home Study process to include:

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- 492 a. Individual, in-person interviews of the License Applicant
493 with the Licensing Worker;
- 494 b. Individual in-person interviews of each Household Member
495 with the Licensing Worker;
- 496 c. Interviews of other parties as requested by the Division;
497 and
- 498 d. Life-Safety Inspection of the home within 60 days of
499 Application by the Division for compliance with applicable
500 Administrative Rules.
- 501 11. The Qualified Vendor, when requesting a Life-Safety Inspection
502 from the Division, shall notify the Division if language translation
503 is needed at DDDOLCR@azdes.gov.
- 504 12. The Qualified Vendor shall require License Applicants and
505 Household Members over the age of 18 to complete page 1 of
506 the Health Self-Disclosure/Physician's Statement LCR-1040A
507 form annually.
- 508 13. The Qualified Vendor shall require License Applicants and
509 Household Members over the age of 18 to complete and submit

510 pages 1 and 2 of the Self-Disclosure/Physician's Statement LCR-
511 1040A form by email to the Division at Dhlinbox@azdes.gov
512 every three years.

513 14. The Qualified Vendor shall provide further medical evaluation of
514 the License Applicant or Household Member(s) at the Division's
515 request based on review of:

- 516 a. Health self-disclosures;
- 517 b. Physician's statements;
- 518 c. Home Study assessments; and
- 519 d. Licensing Worker observations.

520 ~~The Division pays claims for fingerprinting costs for developmental home~~
521 ~~license applicants, licensees, and adult household members.~~

522 ~~5. Agencies are required to submit information to the Division~~
523 ~~(using the Fingerprint Clearance Card Tracking Tool) for~~
524 ~~individuals who have applied for a fingerprint clearance card. The~~
525 ~~names must be submitted within 10 days of fingerprinting. The~~
526 ~~name of each applicant, licensee or adult household members~~

527 ~~should be entered as it appears on their Driver's License or other~~
528 ~~state or federal identification.~~

529 **G.F. EDUCATION AND EXPERIENCE**

- 530 1. ~~A licensing worker shall have one or more of the~~
531 ~~following:~~
- 532 a. ~~A bachelor's degree in a related human services field,~~
 - 533 b. ~~Two years of post-secondary education in a related human~~
534 ~~services field and two years of directly related work~~
535 ~~experience, or~~
 - 536 c. ~~A minimum of five years of directly related work~~
537 ~~experience. Directly related work experience includes work~~
538 ~~in the field of developmental disabilities, family home~~
539 ~~licensing, or child welfare.~~
- 540 2. ~~A licensing supervisor shall meet the requirements of a~~
541 ~~licensing worker and have two years of supervisory experience~~
542 ~~or demonstrated leadership experience.~~

543 ~~3. A licensing supervisor who is completing the duties of~~
544 ~~supervisor and licensing worker shall meet the higher~~
545 ~~requirements of the supervisor.~~

546 ~~**D. CASELOAD RATIO**~~

547 ~~A full-time licensing worker may not be responsible for more than 20~~
548 ~~licensed homes for training, technical assistance, and oversight.~~

549 ~~**E.G. TRAINING**~~

550 ~~1. Licensing workers and supervisors must have a current~~
551 ~~Level I Fingerprint Clearance Card and within the first 90 days of~~
552 ~~employment complete all of the following training areas:~~

553 ~~a. Article 9 (Requires a certified instructor)~~

554 ~~b. Articles 10 and 11, as applicable to service delivery to~~
555 ~~children or adults~~

556 ~~c. Mandated reporting~~

557 ~~d.1. Incident reporting~~

558 ~~e. Cultural Competency~~

559 ~~f. HIPAA~~

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- 560 ~~g.a.~~ Provider Manual Chapter 51, Oversight and Monitoring of
- 561 Developmental Home Services
- 562 ~~h.~~ Prevention & Support (Requires a certified instructor)
- 563 ~~i.~~ The move process
- 564 ~~j.~~ The planning process
- 565 ~~k.~~ Introduction to the four developmental disabilities
- 566 ~~l.~~ Licensing forms & Quick Connect
- 567 ~~m.b.~~ Record keeping
- 568 ~~n.~~ Behavior planning
- 569 ~~o.~~ Positive behavior support
- 570 ~~p.~~ Medication management
- 571 ~~q.~~ Life safety rules
- 572 ~~r.~~ Member fund management
- 573 ~~s.~~ Investigations
- 574 ~~t.~~ Guardianship and legal issues
- 575 ~~u.~~ The Child and Family Team Process
- 576 ~~u.c.~~ The Adult Recovery Team process

577 ~~Licensing workers and supervisors are required to attend the~~
578 ~~Division's Home Studies and Family Assessment Seminar within~~
579 ~~six months of being assigned to a licensee.~~

580 2. ~~In addition, a licensing worker or supervisor is required to~~
581 ~~complete a minimum of 10 hours of training per year.~~

582 3. ~~Licensing seminars sponsored by the Division may be~~
583 ~~retaken for training credit every three years and count towards~~
584 ~~the annual training requirements.~~

585 E. DEVELOPMENTAL HOME PROVIDER LICENSED PROVIDER
586 REQUIREMENTS

587 1. The Qualified Vendor shall require the Developmental Home
588 Provider Licensed Provider to:

589 a. Maintain a current License;

590 b. Comply with the parameters of the License to include the
591 required number, ages, and gender of Members residing in
592 the Developmental Home;

593 c. Comply with applicable rules;

594 d. Designate a bedroom for the Member with:

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- 595 a. A bed; and
- 596 b. Storage for clothing and personal belongings.
- 597 e. Provide direct care to Member(s) as outlined in the
- 598 Member's Planning Documents and under the
- 599 Developmental Home subcontract;
- 600 f. Maintain CPR, First Aid, Article 9, and Prevention and
- 601 Support certifications.
- 602 g. Complete 10 hours of training annually; up to four hours
- 603 may be counted for maintaining the following
- 604 certifications:
- 605 i. CPR,
- 606 ii. First Aid,
- 607 iii. Article 9, and
- 608 iv. Prevention and Support.
- 609 h. Comply with all home visits conducted by the Licensing
- 610 Worker or the Division.
- 611 i. Conduct fire drills:
- 612 i. Every 90 days; and

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- 613 ii. When a new Member moves in.
- 614 j. Post an emergency evacuation plan in the home that
- 615 shows the following:
- 616 i. Fire safety equipment; and
- 617 ii. Two evacuation routes out of the home.
- 618 k. Lock medications and toxins at all times as required by
- 619 Article 7.
- 620 i. Not allow shared bedrooms with a DDD Member unless it is
- 621 preapproved by the planning team.
- 622 j. Not allow family members to be displaced for Members
- 623 who will potentially reside in the home.
- 624 k. Notify the Qualified Vendor when:
- 625 i. Planning on moving;
- 626 ii. If an individual moves into the home;
- 627 iii. If a visitor is in the home for over 30 days in a
- 628 licensing year;
- 629 iv. The need for an extended stay outside the licensed
- 630 residence;

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- 631 v. Remodeling of the home, to include additions of in
632 ground or above ground pool or spa; and
633 l. Report incidents as required by Division Provider
634 Manual Chapter 70.
- 635 2. The Qualified Vendor shall ensure only the Developmental Home
636 ProviderLicensed Provider(s) named on the License provide
637 Developmental Home services stated on the License.
- 638 3. The Qualified Vendor shall request a Life-Safety Inspection of the
639 Developmental Home from the Division as required in the
640 Division's Provider Manual Chapter 71.
- 641 4. The Developmental Home ProviderLicensed ProviderLicensee
642 shall not exceed the capacity of their License.
- 643 5. Developmental Home Providers Licensed ProviderLicensee shall
644 not, while supervising Members living in the Developmental
645 Home:
- 646 a. Work a second job; or
647 b. Supervise extended family members or other individuals
648 without it being disclosed in the Home Study.

649 6. The Developmental Home Provider shall not accept Members
650 outside the parameters or restrictions of the License.

651 **H. LICENSE AMENDMENT REQUIREMENTS**

652 1. The Qualified Vendor shall enter a request in Quick Connect to
653 amend the License of a Developmental Home Provider when the
654 following occur:

655 a. Addition of a Household Members;

656 b. Requests for increase or decrease of the population of
657 Members;

658 c. Changes in the age range or gender of Members;

659 d. Changes in License restrictions;

660 e. Addition of a pool to the property;

661 f. Relocation of the Developmental Home;

662 g. Remodeling of the Developmental Home;

663 h. Change in marital status of the Developmental Home
664 Providers;

665 i. Transfer of the Developmental Home Provider to another
666 agency;

- 667 j. Death;
- 668 k. Name changes; and
- 669 l. Off provisional.
- 670 2. The Qualified Vendor shall submit the following documentation to
- 671 the Division to support the request for amending the License:
- 672 a. Divorce decree;
- 673 b. Marriage license;
- 674 c. Death certificate; or
- 675 d. Other documentation at the request of the Division.
- 676 **I. LICENSE RENEWAL APPLICATION REQUIREMENTS**
- 677 1. The Licensing Worker, for Developmental Home Licenses
- 678 assigned in Quick Connect shall within 30 days of expiration of
- 679 the License:
- 680 a. Submit a renewal License Application in Quick Connect;
- 681 b. Enter a Licensing recommendation in the Home Study for
- 682 consideration by the Division;
- 683 2. The Licensing Worker shall, when compiling the annual renewal
- 684 Application:

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- 685 a. Request a home inspection from OLCR;
- 686 b. Verify corrections made by the Developmental Home
- 687 Provider as a result of the home inspection;
- 688 c. Conduct an Annual Renewal assessment home visit of the
- 689 Developmental Home;
- 690 d. Summarize findings of the Annual Renewal assessment
- 691 with Members identified by initials and Assists ID only; and
- 692 e. Submit applicable documents as required in the licensing
- 693 file as required Section J. in this policy.
- 694 3. The Licensing Worker, for an individual(s) whose License has
- 695 been voluntarily closed or expired for less than one year and
- 696 wishes to renew a License, shall:
- 697 a. Submit a renewal License Application and Home Study to
- 698 the Division; and
- 699 b. Require the renewal License Applicant to complete a
- 700 minimum 10 hours of training.
- 701 4. The Licensing Worker shall, for individuals whose License has
- 702 expired or voluntarily closed for more than one year, shall:

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- 703 a. Advise the Developmental Home Provider of the right to
704 reapply for licensure upon expiration of the License;
705 b. Submit an initial License Application and Home Study; and
706 c. Require the License Applicant to complete a minimum 18
707 hours of training as required in this policy.

708 **J. LICENSING RESTRICTIONS**

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

- 712 a. The current Members have documentation in the Planning
713 Document stating the Members are able to manage unlocked
714 medications or toxic substances;
715 b. The Developmental Home has a sibling group exceeding the
716 capacity of three Members;
717 c. An individual receiving DCS services and living in the
718 Developmental Home does not meet DDD eligibility
719 requirements; and

720 d. Any Members living in the Developmental Home are over the age
721 of 18, and children are also living in the home.

722 **F.K. LICENSING RECORDS REQUIREMENTS FOR CHILD AND ADULT**
723 **DEVELOPMENTAL HOMES**

724 **1. The Qualified Vendor shall maintain a file of the following**
725 **Developmental Home Provider's licensing and training**
726 **documents:**

727 **a. Department of Economic Security (DES) forms:**

728 **i. LCR-1056A, Applicant Statement of**
729 **Understanding,**

730 **ii. LCR-1040A, Health Self-Disclosure/Physician**
731 **Statement,**

732 **iii. LCR-1034A, Criminal History Self-Disclosure**
733 **Affidavit,**

734 **iv. DD-289 or DD-281, Child or Adult**
735 **Developmental Home Agreement,**

736 **v. LCR-1031B, Child or Adult Developmental Home**
737 **Caregiver Assessment Guide,**

- 738 vi. LCR-1054A, signed Initial Application
739 Worksheet,
- 740 vii. LCR-1053A, signed Renewal Application
741 Worksheet,
- 742 viii. Signed Developmental Home Subcontract, and
743 ix. LCR-1078A, OLCR Developmental Home
744 Application Cover Page.
- 745 b. Training and background documents as applicable:
- 746 i. Training certificates,
- 747 ii. Fingerprint clearance documentation,
- 748 iii. Interstate Central Registry clearance for child
749 Developmental Home License Applicants and
750 Household Members who have resided outside
751 of Arizona within the prior five years,
- 752 iv. Three references,
- 753 v. Marriage license,
- 754 vi. Divorce decree(s) for the current 10-year
755 period prior to application,

- 756 vii. Orientation to Member,
- 757 viii. Birth Certificates or proof of legal residency,
- 758 ix. Valid driver's license for any individuals
- 759 providing transportation to Members,
- 760 x. Current vehicle registration for any vehicles
- 761 regularly used to provide transportation to
- 762 Members,
- 763 xi. Current vehicle insurance for any vehicles
- 764 regularly used to provide transportation to
- 765 Members, and
- 766 xii. Verification of income.
- 767 c. Immunization records for children;
- 768 d. Interview documentation, pre-licensure and
- 769 renewal;
- 770 e. OLCR Inspection Report;
- 771 f. Evacuation plan;
- 772 g. Rabies vaccinations for dogs;
- 773 h. Copy of the Developmental Home license;

- 774 i. Monitoring forms;
- 775 j. Incident reports;
- 776 k. Licensing investigations and any corrective action
- 777 plans;
- 778 l. Documentation verifying qualifications of any
- 779 alternate caregivers:
- 780 i. Level 1 Fingerprint Clearance Card,
- 781 ii. CPR and First Aid certification,
- 782 iii. Article 9,
- 783 iv. Orientation to the Member,
- 784 v. APS Registry check,
- 785 vi. Department of Child Safety (DCS) Central
- 786 Registry check, and
- 787 vii. Criminal History Self-Disclosure Affidavit (LCR-
- 788 1034A).
- 789 2. The Qualified Vendor shall maintain have an a organized filing
- 790 system of to maintain all Developmental Home Providera#
- 791 licensing and training documents as specified in this policy. The

- 792 ~~licensing file includes training certificates, Department of~~
793 ~~Economic Security forms, and documentation to verify licensing~~
794 ~~compliance where applicable.~~
- 795 3. The Qualified Vendor shall secure licensing files shall be kept in
796 locked storage or secure electronic storage when not in use.
- 797 4. The Qualified Vendor shall make and made available
798 Developmental Home licensing files to the Division upon request.
- 799 1.5. The Qualified Vendor shall use an independent notary for forms
800 that require notarized signatures.
- 801 ~~a. If a licensed provider transfers from one Qualified Vendor~~
802 ~~to another Qualified Vendor, the sending agency shall~~
803 ~~provide a copy of the provider's licensing file as outlined in~~
804 ~~this policy.~~
- 805 ~~b. The receiving Qualified Vendor shall update any missing~~
806 ~~items within 30 days of the transfer.~~
- 807 ~~2. The licensing file shall include the following Department of~~
808 ~~Economic forms:~~
- 809 ~~a. LCR-1056A, Applicant Statement of Understanding~~

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- 810 ~~b. LCR 1040A, Health Self-Disclosure/Physician Statement~~
- 811 ~~c. LCR 1034A, Criminal History Self-Disclosure Affidavit~~
- 812 ~~d. DD 289 or DD 281, Child or Adult Developmental Home~~
- 813 ~~Agreement~~
- 814 ~~e. LCR 1031B, Child or Adult Developmental Home Caregiver~~
- 815 ~~Assessment Guide (for persons licensed after~~
- 816 ~~implementation of this policy)~~
- 817 ~~f. LCR 1054A, signed Initial Application Worksheet~~
- 818 ~~g. LCR 1053A, signed Renewal Application Worksheet~~
- 819 ~~h. Signed Developmental Home Third Party Agreement,~~
- 820 ~~Section 9 F of the Qualified Vendor Agreement~~
- 821 ~~i. LCR 1078A, OLCR Developmental Home Application Cover~~
- 822 ~~Page~~
- 823 ~~3. The licensing file shall include the following documents as~~
- 824 ~~applicable:~~
- 825 ~~a. Training Certificates~~
- 826 ~~b. Fingerprint Clearance Documentation~~

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- 827 ~~c. Interstate Central Registry clearance (For child~~
828 ~~developmental homes; for applicants and household~~
829 ~~members who have resided outside of Arizona within the~~
830 ~~prior five years)~~
831 ~~d. Three References~~
832 ~~e. Marriage License~~
833 ~~f. Divorce Decree(s) for the current 10 year period prior to~~
834 ~~application~~
835 ~~g. Birth Certificates (or proof of legal residency)~~
836 ~~h. Valid Driver's License for any individuals providing~~
837 ~~transportation~~
838 ~~i. Current vehicle registration for any vehicles regularly used~~
839 ~~to provide transportation~~
840 ~~j. Current vehicle insurance for any vehicles regularly used to~~
841 ~~provide transportation~~
842 ~~k. Verification of income~~
843 ~~l. Immunization records for children~~
844 ~~m. Interview documentation, pre-licensure and renewal~~

- 845 n. ~~Office of Licensing, Certification, and Regulation (OLCR)~~
- 846 ~~Inspection Report~~
- 847 o. ~~Evacuation plan~~
- 848 p. ~~Rabies vaccinations for dogs~~
- 849 q. ~~Copy of the actual license~~
- 850 r. ~~Monitoring Forms~~
- 851 s. ~~Incident Reports~~
- 852 t. ~~Licensing investigations and any corrective action plans~~
- 853 u.a. ~~Documentation verifying qualifications of any alternate~~
- 854 ~~caregivers (Level 1 Fingerprint Clearance Card, CPR, First~~
- 855 ~~Aid, Article 9, orientation to member, APS Registry check,~~
- 856 ~~and Department of Child Safety (DCS) Central Registry~~
- 857 ~~check. LCR-1034A, Criminal History Self-Disclosure~~
- 858 ~~Affidavit.~~

G.L. POTENTIAL APPLICANTS FOR DEVELOPMENTAL HOME

LICENSURE

- 861 1. ~~A Qualified Vendor shall inform a potential applicant of the~~
- 862 ~~developmental home requirements for licensure under A.A.C.~~

863 ~~R6-6-1001 or A.A.C. R6-6-1101, Application for License. The~~
864 ~~Qualified Vendor may not “counsel out” or in any way dissuade~~
865 ~~an applicant who wishes to apply to the Division for a~~
866 ~~developmental home license.~~

867 ~~2. If the Qualified Vendor determines it is not able to work~~
868 ~~with an applicant who wishes to apply for a license, the~~
869 ~~determination shall not be based on race, religion, national~~
870 ~~origin, sex, sexual orientation, gender identity, or a similar~~
871 ~~protected class.~~

872 ~~3. A Qualified Vendor shall assist any applicant it declines to~~
873 ~~work with to find an alternative vendor, or if no alternative~~
874 ~~vendor is available, refer the applicant to the Division. The~~
875 ~~Qualified Vendor shall transfer any application information to the~~
876 ~~alternative vendor or Division, as applicable.~~

877 ~~Applicants for licensure may be married or unmarried persons.~~

878 ~~No more than two single individuals shall be licensed at the~~
879 ~~same address if they both plan on providing care. This could~~

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880 ~~include a cohabiting couple, a set of adult siblings, a parent and~~
881 ~~adult child, or roommates who wish to be licensed together.~~

882 ~~4. Married applicants shall be licensed jointly unless a~~
883 ~~married applicant applies to be licensed individually and one or~~
884 ~~more of the following applies to the applicant's spouse:~~

885 ~~a. Expected to be absent from the household for nine or more~~
886 ~~of the following 12 months due to employment, military~~
887 ~~service, or other planned absence;~~

888 ~~b. Legally separated and living in another residence and the~~
889 ~~applicant has the right by court order to exclusive use of~~
890 ~~the residence; or~~

891 ~~1. Medically or physically incapacitated to the degree that the~~
892 ~~spouse is unable to provide care for a member.~~

893 ~~5. The Qualified Vendor is responsible to provide or arrange~~
894 ~~pre-licensure and annual training for applicants. Pre-licensure~~
895 ~~training must meet the specific content requirements outlined by~~
896 ~~the Division. The Qualified Vendor is responsible to ensure that~~

897 ~~the licensee receives a pre-move orientation to each member's~~
898 ~~needs and planning documents.~~

899 **M. TRANSFERS**

900 1. The Qualified Vendor shall not transfer a Developmental Home
901 Provider to another Qualified Vendor if:

902 a. The License is within 60 days of expiration; and

903 b. Under any open investigation.

904 2. Developmental Home Providers on a corrective action plan and
905 requesting to transfer to another Qualified Vendor shall obtain
906 written approval from the following prior to requesting a transfer
907 to another Qualified Vendor:

908 a. The sending Qualified Vendor;

909 b. The receiving Qualified Vendor; and

910 c. The Division.

911 3. If a Developmental Home Provider transfers from one Qualified
912 Vendor to another Qualified Vendor, the sending Qualified
913 Vendor shall require a release of information (ROI) from the
914 receiving Qualified Vendor.

- 915 4. Upon receipt of the ROI, the sending Qualified Vendor shall meet
916 with the receiving Qualified Vendor to:
- 917 a. Agree on a transfer date;
 - 918 b. Discuss the strengths and needs of the Developmental
919 Home Provider family; and
 - 920 c. Discuss any history of concerns.
- 921 5. Upon agreeing on a transfer date:
- 922 a. The sending Qualified Vendor shall submit a copy of the
923 licensing file to the receiving Qualified Vendor;
 - 924 b. The receiving and sending Qualified Vendor shall sign and
925 complete the Permission for Transfer of Record LCR-1015A
926 form;
 - 927 c. The receiving Qualified Vendor shall ensure the
928 Developmental Home Provider(s) signatures are on the
929 transfer form; and
 - 930 d. The receiving Qualified Vendor shall email the Permission
931 for Transfer of Record form to Developmental Home

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

934 6. The receiving Qualified Vendor shall update any missing items
935 within the licensing file within 30 days of the transfer.

936 7. The sending Qualified Vendor shall not transfer the Member until
937 they have received notification from the Division that the
938 transfer was approved.

939 **H.N. HOME STUDY INTERVIEWS, HOME VISITS, AND TECHNICAL**
940 **ASSISTANCE**

941 Prior to licensure, the applicant and household members shall
942 participate in interviews and assist the licensing worker to
943 evaluate the applicant with respect to character, family stability,
944 and the ability to care for individuals with developmental
945 disabilities.

946 1. The Licensing Worker, prior to initial licensure or renewal of
947 licensure of the Developmental Home Provider, shall visit the
948 home and conduct interviews in person with:

- 949 a. Each License Applicant, renewal Applicant, and Household
950 Member individually;
- 951 b. Married or cohabiting couples at least once together; and
- 952 c. Children living in the home, if possible.
- 953 ~~Each applicant and household member should be interviewed~~
954 ~~individually.~~
- 955 ~~Married or cohabiting couples should be interviewed at least~~
956 ~~once together. If the applicant has children in the home, children~~
957 ~~should be interviewed, if possible.~~
- 958 ~~All interviews should be conducted by the licensing worker in person.~~
- 959 2. The Licensing Worker shall conduct an initial walk through of the
960 home to identify any potential concerns for the Life Safety
961 Inspection.
- 962 ~~1.2.~~ 3. The Licensing Worker shall submit information from
963 gathered during the Home Studies, home visits, or interviews
964 interviews is summarized and included in the Home Study
965 submitted through Quick Connect.

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- 966 4. The Licensing Worker shall, when conducting home visits: visit
967 the home monthly to
968 a. Review and complete a Notice of Inspection Rights (LCR-
969 1005A) form;
970 b. Provide technical assistance and support;
971 c. Assess the dynamics and stability of the home;
972 d. Assess the privacy, safety, and appropriateness of sleeping
973 arrangements;
974 support to the licensee, and
975 e. Ensure compliance with:
976 i. Licensing rules;
977 ii. Division policies and procedures;
978 iii. The Qualified Vendor Agreement;
979 iv. The Third-Party Developmental Home
980 Subcontract; Agreement, and
981 v. Best practices.
982 d. Provide copies of completed Monitoring forms to the
983 Developmental Home Provider.

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- 984 ~~The licensing worker shall document all visits in the Division's~~
985 ~~licensing data system, Quick Connect.~~
- 986 5. The Licensing Worker shall conduct home visits of the
987 Developmental Home in person:
- 988 a. Quarterly, by March 30, June 30, September 30 and
989 December 31, whether or not ~~If there are no Members~~
990 are living placed in the home, ~~only quarterly (in person or~~
991 ~~virtual) visits are required.~~
- 992 b. Within seven days of a Member moving in;
- 993 c. Once per week for four weeks when providing care for the
994 first time;
- 995 d. Monthly after licensure of the Developmental Home
996 Provider; and
- 997 ~~2.3.~~ e. Unannounced at least once, Quarterly, using the
998 Abbreviated Developmental Home Compliance Review form
999 (LCR-1079B).
- 1000 ~~3.4. **Note:** New move visits shall be completed within seven days in~~
1001 ~~person. For licensees providing care for the first time, a licensing~~

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- 1002 ~~worker shall visit the home once per week during the first four~~
1003 ~~weeks of move.~~
- 1004 ~~===== A comprehensive licensee visit shall be completed every quarter~~
1005 ~~5. 6. The Licensing Worker shall complete the using the~~
1006 ~~Developmental Home Compliance Review form (LCR-1079A) for~~
1007 ~~scheduled Quarterly home visits. The Licensing Worker shall:~~
1008 ~~visit includes the following:~~
- 1009 a. ~~A r~~Review of any expiring certifications or documents;~~;~~
 - 1010 b. ~~Inspect~~An inspection of the premises to ensure compliance
1011 with the licensing and life-safety rules;~~;~~
 - 1012 c. ~~R~~A review of the file (progress reports, medication logs);~~;~~
 - 1013 d. ~~Discuss~~A discussion of any move challenges including
1014 methods used for managing inappropriate behaviors;~~;~~
 - 1015 e. ~~Discuss~~A discussion about the the progress of the
1016 member on their habilitation goals;~~;~~
 - 1017 f. ~~Discuss~~ A discussion of any changes or upcoming changes
1018 in the household;~~;~~
 - 1019 g. ~~Discuss~~A discussion of past or upcoming appointments;~~;~~

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- 1020 h. Review ~~A review of~~ transportation arrangements;;
- 1021 i. Review ~~A review of~~ any A ~~alternate~~ S ~~supervision~~ P ~~plans~~;;
- 1022 j. Discuss ~~A discussion~~ of M ~~member~~ funds;;
- 1023 k. Discuss ~~A discussion~~ of M ~~member~~ choice;;
- 1024 l. Discuss ~~A discussion of~~ M ~~member~~ social and recreational
- 1025 activities;; ~~and~~
- 1026 a. ~~Interaction and or observation of~~ the M ~~member~~ in the
- 1027 home setting;; ~~and~~
- 1028 m. ~~Observe and document fire drill evacuation is under 3~~
- 1029 minutes.
- 1030 b.
- 1031 4. ~~Quarterly visits are based on a calendar year. Quarterly visits~~
- 1032 ~~shall be completed by March 31, June 30, September 30, and~~
- 1033 ~~December 31. At least one unannounced home visit shall be~~
- 1034 ~~completed each calendar year using the Abbreviated~~
- 1035 ~~Developmental Home Compliance Review form (LCR 1079B).~~
- 1036 5.6. 7. ~~The Licensing Worker shall document home visits~~ Visits
- 1037 ~~shall be documented~~ in Quick Connect within 10 business days of

- 1038 the visit with the following information.~~Documentation shall~~
1039 include:
- 1040 a. Date of the visit~~;~~
 - 1041 b. Type of visit (scheduled or unannounced)~~;~~
 - 1042 c. Length of the visit~~;~~
 - 1043 d. Location~~;~~ and
 - 1044 e. Individuals contacted during the visit~~;~~
 - 1045 f. A general home visit summary that includes:
 - 1046 i. A summary of key discussion points during the visit~~;~~
 - 1047 ii. ~~A~~ statement identifying the monitoring tool used
1048 during the visit~~;~~
 - 1049 iii. A statement of whether there were any licensing
1050 violations noted and a statement indicating any calls
1051 to protective services as a result of the visit~~;~~
 - 1052 iv. A statement of any corrective actions needed
1053 including a notation of any repeat issues~~;~~
 - 1054 v. A summary of any items requiring follow-up~~;~~ and

1055 vi. Verification that the follow-up was completed from
1056 the last review.

1057 Annual renewal is an annual reassessment of character, family
1058 stability, and the ability to care for individuals with
1059 developmental disabilities. The annual renewal may be combined
1060 with a quarterly monitoring visit. A renewal visit includes
1061 interviews with licensees. During the renewal visit, the licensing
1062 worker collects or reviews documents needed for the renewal
1063 application. Members should not be identified by name in
1064 licensing home studies. Members should be identified by initials
1065 and Assists ID only.

1066 6. Renewal applications must be submitted through Quick Connect
1067 at least 30 days prior to the expiration of the license.

1068 7. A renewal application and home study may be submitted for a
1069 license applicant whose license has been voluntarily closed or
1070 expired for less than one year. An applicant whose license has
1071 expired or voluntarily closed for more than one year must submit
1072 an initial application and home study.

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1073 8. If a licensing investigation is requested by the Division due to a
1074 complaint or significant compliance concern, the Qualified
1075 Vendor shall:

1076 a. ~~Contact the Developmental Home Provider Licensed~~
1077 ~~Provider licensee and initiate an investigation within 10~~
1078 ~~days; and. The Qualified Vendor shall~~

1079 ~~8.7. b.~~ Ssubmit a report to OLCR within 21 days using the
1080 Licensing Investigation Template form (LCR-1080A).

1081 ~~9.8. At all visits a Notice of Inspection Rights form (LCR-1005A) shall~~
1082 ~~be reviewed and completed. The licensee shall receive a copy of~~
1083 ~~any monitoring forms completed during the visit.~~

1084 ~~**I.O. DEVELOPMENTAL HOME CENSUS AND REPORTING CHANGES**~~

1085 ~~The Division manages the Network capacity to support its~~
1086 ~~membership. In order to ensure that the capacity is accurate, the~~
1087 ~~Qualified Vendor shall submit a monthly census of each developmental~~
1088 ~~home it has an agreement with no later than the last day of the~~
1089 ~~reporting month. The census shall be on the Division's approved~~
1090 ~~Developmental Home Census Report form and submitted through~~

1091 ~~secure email to DDDDevelopmentalHomeCensus@azdes.gov. The~~
1092 ~~Developmental Home Census Report form may be found here:~~
1093 ~~[https://des.az.gov/sites/default/files/Developmental_Home_Census_T](https://des.az.gov/sites/default/files/Developmental_Home_Census_Template_100920.xlsx)~~
1094 ~~emplate_100920.xlsx. Additionally, the Qualified Vendor shall notify the~~
1095 ~~Division of all changes in member moves, including internal moves~~
1096 ~~(within the agency) or external moves (to another vendor). The~~
1097 ~~moves shall be reported on the same form as the monthly census and~~
1098 ~~submitted to the same email address within two(2) business days.~~

1099 **J.P. LICENSEE**

1100 1. ~~The licensee is required to maintain a license issued by the~~
1101 ~~Division and ensure that the licensee maintains compliance with~~
1102 ~~the terms of the license and with applicable rules. The licensee~~
1103 ~~provides direct care to Division member(s) as outlined in the~~
1104 ~~member's planning documents and under the Third-Party~~
1105 ~~Developmental Home Agreement.~~

1106 2. ~~The licensee selects a Qualified Vendor based on individual~~
1107 ~~preference; however, licensee may not transfer from one~~
1108 ~~Qualified Vendor to another if the license is within 60 days of~~

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1109 ~~expiration. If the licensee is on a corrective action plan, a~~
1110 ~~transfer requires written approval of the sending Qualified~~
1111 ~~Vendor, the receiving Qualified Vendor, and the Division.~~

1112 3. ~~The licensee shall comply with all home visits conducted by the~~
1113 ~~licensing worker or the Division.~~

1114 4. ~~Prior to initial licensure, all child and adult developmental home~~
1115 ~~applicants must have CPR and First Aid training, taught by an~~
1116 ~~instructor certified by a nationally recognized entity such as the~~
1117 ~~American Red Cross, the American Heart Association, or the~~
1118 ~~National Safety Council, that requires the applicant to~~
1119 ~~demonstrate mastery of skills in person to the instructor. In~~
1120 ~~addition, receive training (with supporting documentation~~
1121 ~~verifying completion) in all of the following core topics and~~
1122 ~~subtopics, totaling a minimum of 18 hours of course or~~
1123 ~~instruction time (Courses marked with an asterisk [*] are~~
1124 ~~available on the Division's website):~~

1125 a. ~~Article 9, including member rights, taught by a certified~~
1126 ~~instructor.~~

- 1127 ~~b. DDD Philosophy and Mission Statement*~~
- 1128 ~~i. DDD Mission Statement.~~
- 1129 ~~ii. Individual and family involvement in making choices~~
- 1130 ~~and expressing preferences.~~
- 1131 ~~iii. Equal access to quality services and supports for all~~
- 1132 ~~individuals.~~
- 1133 ~~iv. Individuals as welcomed, participating, and~~
- 1134 ~~contributing members in all aspects of family and~~
- 1135 ~~community life.~~
- 1136 ~~v. The rights of all individuals and the preservation of~~
- 1137 ~~their worth, value, and dignity.~~
- 1138 ~~c. Introduction to the Four Developmental Disabilities*~~
- 1139 ~~i. What are the Four Developmental Disabilities?~~
- 1140 ~~• Cognitive/ Intellectual Disability~~
- 1141 ~~• Epilepsy~~
- 1142 ~~• Cerebral Palsy~~
- 1143 ~~• Autism~~
- 1144 ~~ii. Diagnostic Criteria incident~~

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- 1145 iii. Functional Criteria
- 1146 iv. Substantial Functional Limitation(s)
- 1147 v. Treatment
- 1148 d. The planning process and skill building*
- 1149 i. The planning process
- 1150 ii. Components of a plan
- 1151 iii. Long and short term goals
- 1152 iv. Measurable objectives
- 1153 v. Data collection procedures and systems
- 1154 vi. Progress reports
- 1155 vii. Assessing strengths and needs
- 1156 viii. Methods of teaching
- 1157 ix. Types of reinforcement
- 1158 x. The use of teaching strategies/plans
- 1159 e. Medication Administration*
- 1160 i. Medication storage
- 1161 ii. Medication container and label
- 1162 iii. The medication logs

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- 1163 ~~iv. — Correct dosage~~
- 1164 ~~v. — Forms of medication~~
- 1165 ~~vi. — Routes of medication administration~~
- 1166 ~~vii. — Medication error procedures~~
- 1167 ~~f. — Incident Reporting and Reporting Abuse, Neglect, or~~
- 1168 ~~Exploitation*~~
- 1169 ~~i. — Understanding the incident reporting process.~~
- 1170 ~~ii. — Identifying emergency situations and signs of abuse.~~
- 1171 ~~iii. — Understanding mandatory reporting requirements.~~
- 1172 ~~iv. — Demonstrating how to complete an incident report.~~
- 1173 ~~g. — Confidentiality/HIPAA*~~
- 1174 ~~i. — Limits to access to member records and personally~~
- 1175 ~~identifiable information.~~
- 1176 ~~ii. — Agency procedures designed to protect/safeguard~~
- 1177 ~~member confidentiality.~~
- 1178 ~~iii. — Procedures for obtaining consent prior to the release~~
- 1179 ~~of information.~~
- 1180 ~~iv. — Review of ARS 36-568.01.~~

- 1181 ~~h. Choking and Aspiration*~~
- 1182 ~~i. Preventing aspiration and choking~~
- 1183 ~~ii. Common issues~~
- 1184 ~~iii. Assessment~~
- 1185 ~~iv. Intervention and prevention strategies~~
- 1186 ~~i. Principles of Positive Behavior Support~~
- 1187 ~~i. Prevention vs. intervention~~
- 1188 ~~ii. Recognizing cues~~
- 1189 ~~iii. Reinforcing appropriate behavior~~
- 1190 ~~iv. Redirection~~
- 1191 ~~v. Consistency~~
- 1192 ~~vi. Clear communication~~
- 1193 ~~vii. Evaluating the environment~~
- 1194 ~~viii. Defensive positioning~~
- 1195 ~~ix. Providing opportunities for choices and decision-~~
- 1196 ~~making~~

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- 1197 ~~j. Cultural Competency (covered for child developmental~~
1198 ~~home applicants in the ADCS/Foster Parent College Based~~
1199 ~~Pre-Service Training Program).~~
- 1200 ~~k. Client Funds Training*~~
- 1201 ~~l. Documentation and Progress Reporting Requirements and~~
1202 ~~vendor policies.~~
- 1203 ~~m. Review Article 10 or 11, as applicable to the populations~~
1204 ~~served.~~
- 1205 ~~n. Review of the Child or Adult Developmental Home Third-~~
1206 ~~Party Agreement.~~
- 1207 ~~o. Supporting positive relationships with family members,~~
1208 ~~schools, or day programs, and professional communication~~
1209 ~~(covered for child developmental home applicants in the~~
1210 ~~ADCS/Foster Parent College Based Pre-Service Training~~
1211 ~~Program).~~
- 1212 ~~5. In addition to the DDD specific training noted above:~~

1213 a. ~~Applicants for a child developmental home license must~~
1214 ~~complete the DCS/Foster Parent College-Based Pre-Service~~
1215 ~~Training Program.~~

1216 b. ~~If required in a member's planning documents, applicants~~
1217 ~~must complete the training in Prevention and Support.~~

1218 6. ~~Licensees are required to complete 10 hours of training annually.~~
1219 ~~Training required to maintain certifications (CPR, First Aid, and~~
1220 ~~Article 9, and Prevention and Support) may be counted for up to~~
1221 ~~four hours of the annual training.~~

1222 7.4. ~~When reopening a license that has been closed for one year or~~
1223 ~~less, applicants must complete a minimum of 10 hours of~~
1224 ~~training. If the license has been closed for over one year,~~
1225 ~~applicants must complete a minimum of 18 hours of training~~
1226 ~~covering the topics required for initial applicants.~~

1227 **K-Q. CHILD DEVELOPMENTAL CERTIFIED HOMES (CDCH)**

1228 ~~A Child Developmental Certified Home (CDCH) is a foster home~~
1229 ~~licensed by the DCS that has been certified by the Division to~~

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- 1230 ~~provide care for a specific child or children with developmental~~
1231 ~~disabilities.~~
- 1232 1. The Qualified Vendor shall submit an application to OLCR to
1233 certify a DCS regular foster care licensed home for a CDCH.
- 1234 2. The Qualified Vendor shall require the CDCH to:
- 1235 a. Meet the same requirements as Child Developmental
1236 Homes in this policy;
- 1237 b. Comply with foster care licensing rules; and
- 1238 c. Provide care for up to five children with no more than
1239 three children with developmental disabilities.
- 1240 ~~A CDCH must meet the same requirements as a child developmental~~
1241 ~~home and maintain compliance with foster care licensing rules.~~
- 1242 ~~When a Child Developmental Home Certification is issued, the~~
1243 ~~foster care license is restricted to the specific child or children~~
1244 ~~placed in the home.~~
- 1245 3. The Qualified Vendor shall confirm that the child is approved for
1246 CDCH services with DDD Residential Unit staff.

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- 1247 ~~1.~~ 4. The Qualified Vendor shall request approval from OLCR
1248 and the DCS Office of Licensing and Regulation for Additional
1249 children ~~to be may only be~~ placed in the home, with the
1250 approval of DCS and DDD. A CDCH may provide care for up to
1251 five children in care with no more than three children with
1252 developmental disabilities.
- 1253 ~~53.~~ The Qualified Vendor shall:
- 1254 a. Monitor the CDCH for compliance with CDH requirements
1255 outlined in Article 10;
- 1256 b. Work with the DCS licensing agency to monitor compliance
1257 with foster care rules; and
- 1258 c. Enter contact notes in Quick Connect.
- 1259 ~~Once the certification is issued, the DDD qualified vendor~~
1260 ~~(certifying agency) is responsible for monitoring~~
1261 ~~compliance with child developmental home requirements~~
1262 ~~outlined in A.A.C R6-6-1001 et. seq. (Article 10). The DCS~~
1263 ~~licensing agency is responsible for monitoring compliance~~
1264 ~~with foster care licensing rules. A CDCH provider may be~~

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1265 supported and monitored by a single agency responsible
1266 for both DDD and DCS requirements or a CDCH provider
1267 may be monitored by a DDD qualified vendor for the DDD
1268 certification requirements while a different agency
1269 monitors the DCS licensing requirements.

1270 The DDD qualified vendor is required to conduct monitoring visits to
1271 the home according to the same requirements outlined in this
1272 chapter for child developmental homes.

1273 Prior to applying for a CDCH, the DDD certification worker must
1274 confirm that the child is eligible for DDD services and approved
1275 for Child Developmental Certified Home Services. This must be
1276 confirmed by contacting DDD Network staff in the District
1277 responsible for support coordination for the child.

1278 **L.R. INITIAL APPLICATION FOR CDCH CERTIFICATION**

1279 1. Initial CDCH applicants ~~must~~ shall complete 18 hours of training
1280 for Child Developmental Homes as outlined in covering the topics
1281 required for a child developmental home as listed in this policy.

- 1282 ~~1.2.~~ The CDCH applicant shall email To apply for a CDCH certification,
1283 the following documents ~~shall be submitted to OLCR~~
1284 Dhlinbox@azdes.gov to request certification:
- 1285 a. LCR-1086A, Application for Child Developmental Home
1286 Certification,
 - 1287 b. LCR-1087A, Child Developmental Certified Home
1288 Application Cover Page,
 - 1289 c. LCR-1056A, Applicant Statement of Understanding signed
1290 by the applicants and all Aadult Hhousehold Mmembers,
 - 1291 d. LCR-1085A, Adult Protective Services Records Check
1292 Request for the applicants and all Aadult Hhousehold
1293 Mmembers,
 - 1294 e. CSO-1232A (DCS form), a copy of the most recent health
1295 self-disclosure for the applicants and all Aadult H
1296 household Mmembers,
 - 1297 f. CSO-1269A (DCS form), a copy of the most recent
1298 physician statement for the applicants and all Aadult
1299 Hhousehold Mmembers,

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- 1300 g. CSO-1229 (DCS form), a copy of the most recent Criminal
1301 History Self-Disclosure for the applicants and all
1302 Household Members,
1303 h. LCR-1033A, Life-Safety Inspection Request,
1304 i. Signed Developmental Home Subcontract, and ~~and~~
1305 j. ~~i.~~ Certification Study that contains the following
1306 information:-
1307 i. A statement of the circumstances of the request,
1308 including a statement that DDD Network has
1309 approved certification for the specific child identified
1310 by initials and Assists ID only;
1311 ii. A summary of the 18 hours of training completed;
1312 iii. A summary of the child's needs;
1313 iv. A summary of how the family will meet the child's
1314 needs including:
1315 1) A description of the applicant's work hours;
1316 2) Alternative supervision plan which includes
1317 only caregivers meeting HCBS requirements;

- 1318 3) Transportation plan including a vehicle
1319 inspection;
1320 4) A summary of any special care needs for other
1321 members of the household including placed or
1322 biological children;
1323 5) A description of the home, sleeping
1324 arrangements, and a summary of the OLCR
1325 inspection;
1326 6) A summary of the fingerprint clearance card
1327 status and protective service checks completed
1328 on the applicants and household members;
1329 and
1330 h. 7) Recommendation for Child
1331 Developmental Home Certification.
1332 3. Qualified Vendors For DDD vendors who are also responsible for
1333 the foster care license, shall submit the CDCH application the
1334 CDCH study may be submitted through Quick Connect.

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- 1335 2. Qualified Vendors not responsible for the foster care license shall
1336 submit the CDCH application. ~~In all other circumstances, the~~
1337 ~~CDCH study shall be submitted to Dhlinbox@azdes.gov via~~
1338 ~~email. The CDCH study shall contain the following:~~
- 1339 a. A statement of the circumstances of the request, including a
1340 statement that DDD/Network has approved certification for the
1341 specific child. Identify the child by initials and Assists ID only.
- 1342 b. A summary of the training completed. Training must reflect
1343 the minimum of 18 hours of child developmental home
1344 training requirements outlined in this policy.
- 1345 c. A summary of the child's needs.
- 1346 d. A summary of how the family will meet the child's needs
1347 including:
- 1348 i. A description of the applicant's work hours.
- 1349 ii. Alternative supervision plan which includes only
1350 caregivers meeting HCBS requirements.
- 1351 iii. Transportation plan including a vehicle inspection.

1352 ~~iv. A summary of any special care needs for other~~
1353 ~~members of the household including placed or~~
1354 ~~biological children.~~

1355 ~~e. A description of the home, sleeping arrangements, and a~~
1356 ~~summary of the OLCR inspection.~~

1357 ~~f. A summary of the fingerprint clearance card status and~~
1358 ~~protective service checks completed on the applicants and~~
1359 ~~household members.~~

1360 ~~g. Recommendation for Child Developmental Home~~
1361 ~~Certification.~~

1362 **M.S. RECORDS FOR CHILD DEVELOPMENTAL HOME CERTIFICATION**

1363 1. The CDCH provider shall have a filing system to maintain
1364 and secure the forms listed in Section (M)(2) in locked
1365 storage.

1366 ~~The Qualified Vendor shall have an organized system to maintain~~
1367 ~~and secure the following all certification documents:~~

1368 2. The Qualified Vendor shall make available all CDCH documents
1369 to the Division upon request.

- 1370 1. The licensing file includes training certificates, Department
1371 of Economic Security forms, Department of Child Safety forms,
1372 and documentation to verify certification compliance where
1373 applicable. The licensing file shall be kept in locked storage or
1374 secure electronic storage when not in use and made available to
1375 the Division upon request.
- 1376 2. Forms:
- 1377 a. LCR 1086A, signed Application for Child Developmental
1378 Home Certification
- 1379 b. LCR 1056A, signed Applicant Statement of Understanding
- 1380 c. LCR 1085A, Request for Adult Protective Services Records
1381 Check
- 1382 d. LCR 1033A, Request for Life Safety Inspection
- 1383 e.3. CSO 1232A (DCS form), Health Self-Disclosures obtained from
1384 the DCS licensing file
- 1385 f. CSO 1269A (DCS form), Physician Statements
1386 obtained from the DCS licensing file

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- 1387 ~~g. CSO 1229A (DCS form), Criminal History Self-Disclosure~~
1388 ~~forms obtained from the DCS licensing file~~
- 1389 ~~h.a. LCR 1087A: Child Developmental Certified Home~~
1390 ~~Application Cover Page~~
- 1391 ~~Signed Developmental Home Third Party Agreement, Section 9 F of the~~
1392 ~~Qualified Vendor Agreement~~
- 1393 ~~3. Verification documents and other requirements:~~
- 1394 ~~a. Training Certificates~~
- 1395 ~~b. Fingerprint Clearance Documentation~~
- 1396 ~~c. Three References (copies of references may be obtained~~
1397 ~~from the foster care licensing file)~~
- 1398 ~~d. Valid Driver's License for any individuals providing~~
1399 ~~transportation~~
- 1400 ~~e.4. Current Vehicle Registration for any vehicles regularly used to~~
1401 ~~provide transportation~~
- 1402 ~~f. Current Vehicle Insurance for any vehicles regularly~~
1403 ~~used to provide transportation~~
- 1404 ~~g. Immunization records for non-placed children~~

- 1405 ~~h. OLCR inspection report~~
- 1406 ~~i. Evacuation plan~~
- 1407 ~~j. Rabies vaccinations for dogs~~
- 1408 ~~k. Copy of the actual license~~
- 1409 ~~l. Monitoring Forms~~
- 1410 ~~m. Incident Reports~~
- 1411 ~~n. Licensing/Certification investigations and any corrective~~
- 1412 ~~action plans~~
- 1413 ~~e.a. Documentation verifying qualifications of any alternate~~
- 1414 ~~caregivers (Level 1 fingerprint clearance card, CPR, First~~
- 1415 ~~Aid, Article 9, orientation to member, APS Registry check~~
- 1416 ~~and DCS Central Registry check)~~

1417 **N.T. RENEWING THE CHILD DEVELOPMENTAL HOME CERTIFICATION**

1418 **1. The Qualified Vendor shall, for the CDCH:**

- 1419 ~~a. **Renew the A** foster care license every two years; is~~
- 1420 ~~issued for a two year period. and~~
- 1421 ~~**1.b.** Renew the Child Developmental Home certification yearly.~~
- 1422 ~~The initial certification will be in effect for a minimum of~~

- 1423 ~~one year, and then expire on the same day and month as~~
1424 ~~the foster care license expiration. The certification will~~
1425 ~~expire annually thereafter.~~
- 1426 2. The Qualified Vendor shall ~~The DDD certifying agency is~~
1427 ~~responsible for~~ monitoring CDCH renewal and certification
1428 ~~timeframes, and renewing the certification as needed.~~
- 1429 3. The Qualified Vendor shall complete the following to renew the
1430 Child Developmental Home certification: ~~To renew the~~
1431 ~~certification:~~
- 1432 a. Submit a ~~A renewal application must be submitted~~ at least
1433 ~~30 days prior to the expiration of the certification;~~
- 1434 b. Complete 10 hours of training ~~must be completed. Training~~
1435 ~~required to maintain~~ CPR, First Aid, and Article 9
1436 ~~certifications; and, (CPR, First Aid and Article 9) may be~~
1437 ~~counted for up to four hours of the annual training.~~
- 1438 c. Undergo A ~~a Life-Safety Inspection, must be conducted~~
1439 ~~annually prior to each renewal.~~

- 1440 4. The Qualified Vendor shall submit the following documents to
1441 OLCR to renew the CDCH; the following documents shall be
1442 submitted to OLCR:
- 1443 a. a. LCR-1086A, Application for Child Developmental
1444 Home Certification,
 - 1445 b. b. LCR-1087A, Child Developmental Certified Home
1446 Application Cover Page,
 - 1447 c. c. LCR-1056A, Applicant Statement of Understanding,
1448 signed by the applicants and all adult household members,
 - 1449 d. CSO-1232A (DCS form), a copy of the most recent health
1450 self-disclosure for the applicants and all adult household
1451 members, if updated during the certification period,
 - 1452 e. CSO-1269A (DCS form), a copy of the most recent
1453 physician statement for the applicants and all adult
1454 household members, if updated during the certification
1455 period,

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- 1456 f. CSO-1229 (DCS form), ~~a copy of the most recent Criminal~~
1457 ~~History Self Disclosure for the applicants and all household~~
1458 ~~members, if updated during the certification period,~~ and
1459 g. LCR-1033A, Life-Safety Inspection Request, ~~(60 days prior~~
1460 ~~to expiration.)~~

1461 5.4. Certification Home Study:

- 1462 a. Qualified Vendors ~~For DDD vendors who are also~~
1463 responsible for the foster care license and certification,
1464 shall integrate the CDCH study ~~may be integrated~~ into the
1465 license renewal and submitted it through Quick Connect.
1466 b. Qualified Vendors ~~For DDD vendors~~ responsible for the
1467 certification only shall, ~~the CDCH study is~~ submitted the
1468 CDCH study to OLCR via email, ~~and the foster care~~
1469 ~~licensing agency enters that data into Quick Connect once~~
1470 ~~reviewed and approved by OLCR.~~
1471 c. The certification renewal study should follow the same
1472 general format as the initial study outlined in Section
1473 (N)above.

1474 **0-U. TERMINATING A CDCH CERTIFICATION**

1475 The Qualified Vendor shall submit a request to amend the CDCH
1476 to the Division to close the certification when:

1477 a. —A CDCH is terminated when the child for whom the CDCH
1478 certification was issued moves from the home; or

1479 b. —or if the foster care license for the home is terminated. After a
1480 child leaves the home an amendment must be completed to
1481 close the certification.

1482 SUPPLEMENTAL INFORMATION

1483 A. The Division reviews, approves, or denies applications, amendments,
1484 and amends renewals for Developmental Home Licenses.

1485 B. The Division makes corrective action plans for the Developmental
1486 Home Provider to remediate issues of non-compliance with licensing
1487 requirements.

1488 C. The Division monitors and audits Qualified Vendors providing
1489 Developmental Home Services within six months after the Qualified
1490 Vendor begins providing a new Developmental Home service and at

1491 least annually thereafter to verify ensure systems are in place to
1492 provide oversight for compliance with:

- 1493 1. Licensing rules;
- 1494 2. Life-safety requirements;
- 1495 3. Division policies and procedures; and
- 1496 4. Qualified Vendor Agreements.

1497 D. The Division determines the following dispositions when closing
1498 investigations on a Developmental Home Provider:

- 1499 1. Revocation of the license;
- 1500 2. Suspension to revocation of the license;
- 1501 3. Denial of the license application;
- 1502 4. Suspension of the license;
- 1503 5. Corrective action plan;
- 1504 6. Letter of violation;
- 1505 7. Letter of concern;
- 1506 8. Immediate action;
- 1507 9. Restricted or lowered license;
- 1508 10. Change of parameters;

- 1509 11. Training;
- 1510 12. Open licensing issue;
- 1511 13. Increased monitoring by Qualified Vendor;
- 1512 14. Review of policy and procedure;
- 1513 15. Verbal counsel by OLCR;
- 1514 16. Verbal counsel by Qualified Vendor;
- 1515 17. Safety Plan;
- 1516 18. Close license;
- 1517 19. Close during open investigation;
- 1518 20. Agreement on action taken by Qualified Vendor;
- 1519 21. Cooperate with investigation;
- 1520 22. Withdrew license with open concern;
- 1521 23. Administrative closure by OLCR; and
- 1522 24. No licensing action.
- 1523 E. The Division does not consider any requests for an increase in
- 1524 population of a Developmental Home within 6 months after a
- 1525 disposition from the Division.

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- 1526 F. The Division issues initial Licenses for a population of one unless there
1527 are extenuating circumstances that require management approval.
- 1528 G. The Division, based upon records, reports, and observations,
1529 determines if the License Applicant is able to meet the physical or
1530 emotional needs of Members.
- 1531 H. The Division determines the following License parameters of the of the
1532 Developmental Home:
- 1533 1. Population of Members living in the Developmental Home;
 - 1534 2. Age range of Members living in the Developmental Home; and
 - 1535 3. Genders of Members living in the Developmental Home.
- 1536 I. The Division amends the License parameters of the Developmental
1537 Home based on the Home Study, Monitoring, review of records and
1538 reports, and observations.
- 1539 J. The Division disqualifies the License Applicants or Licenced Providers
1540 that are listed in Protective Services Agency registries.
- 1541 K. The Division provides the Protective Service Agencies information to
1542 aid in the completion of an investigation of abuse, neglect or
1543 exploitation of a Member living in a Developmental Home.

- 1544 L. The Division conducts an onsite visit at each Developmental Home
1545 annually to monitor compliance with health, safety, contractual,
1546 programmatic, and quality assurance standards.
- 1547 M. The Division conducts a Life-Safety Inspection of the Developmental
1548 Home prior to the Qualified Vendor's submission of the initial or
1549 renewal license application.
- 1550 N. The Division processes transfer requests in the order that they are
1551 received.
- 1552 O. If the renewal Application is not submitted by the expiration date of
1553 the License, the Division will close the license.
- 1554 P. The DCS licensing agency is responsible for monitoring compliance
1555 with foster care licensing rules.
- 1556 Q. A CDCH provider may be supported and monitored by a single agency
1557 responsible for both DDD and DCS requirements or a CDCH provider
1558 may be monitored by a Qualified Vendor for the DDD certification
1559 requirements while a different agency monitors the DCS licensing
1560 requirements.

1561 R. Prior to applying for a CDCH, the DDD certification worker verifies that
1562 the child is eligible for DDD services and approved for Child
1563 Developmental Certified Home Services. This is confirmed by
1564 contacting DDD Network staff in the District responsible for support
1565 coordination for the child.

1566 S. The initial Child Developmental Home certification is in effect for a
1567 minimum of one year, and then expires on the same day and month
1568 as the foster care license expiration. The certification will expire
1569 annually thereafter.

1570
1571