



DEPARTMENT OF
ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Division of Developmental Disabilities

NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on the proposed new **Division Operations Policy Manual 490 Determining Support Coordination Service Staffing Needs**.

This new policy was developed to outline how the Division identifies:

- The staff categories needed to perform Support Coordination services
- The staff positions that are required to have a license to provide those services
- How the number of staff in each category needed to perform those services is determined.

This documented process will be used by the Division as evidence for its accreditation through the National Committee for Quality Assurance (NCQA) for Case Management Long-Term Services and Supports (CM-LTSS).

Dates: Public comment will be open for 30 days beginning June 26, 2024 and closing July 26, 2024. Comments must be received no later than July 26, 2024, 11:59 pm, Arizona time.

Instructions: (Complete instructions are located on the Division's [webpage](#))

- The policy may be viewed by clicking [here](#).
- Comments may be submitted online by clicking [here](#).
- Use the line numbers to reference specific comments.
- Do not include any information that you consider confidential or inappropriate for public disclosure.

If access to the online form is not available, comments can be submitted by email to the DDD Policy Unit at DDDpolicy@azdes.gov.

- Submit your comments, along with your full name, mailing address, and phone number.
- If you represent an organization, include the organization's name.

For further information contact the DDD Policy Unit at DDDpolicy@azdes.gov.