



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 proposed changes to the **Provider Policy Manual Chapter 61 HCBS Certification and Provider Enrollment**. Provider 61 was updated to provide improved clarification and guidance for providers of HCBS services, as well as to better align with AMPM 610, updates include:

- Improved guidance for Qualified Vendors submitting applications for HCBS certification;
- Requirements for staff certification and training;
- Staff Roster compliance
- When a Life Safety Inspection is required;
- Corrective Action Plan (CAP) information;
- Guidance for when and how to amend an HCBS certificate;
- Guidance for renewing an HCBS certification, with guidance on associated timelines and emphasis that a renewal request must be submitted for each individual group home, and, the "Submit" button must be hit at the end of each request.
- Guidance is provided for providers who are:
  - 1) Contracted with both AHCCCS and the Division; and
  - 2) Providers who are contracted with AHCCCS but not the Division, who still need HCBS certification.
  - 3) AZEIP providers.

**Dates:** Public comment will be open for 30 days beginning June 19, 2024 and closing July 19, 2024. Comments must be received no later than July 19, 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](mailto: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](mailto:DDDpolicy@azdes.gov).