



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

UPDATES TO QUALIFIED VENDOR PROGRAM STAFFING SCHEDULE APPLICATION

Target Audience - Qualified Vendors and Providers

Transmittal Date - 05/15/2020

The Division of Developmental Disabilities is updating the Program Staffing Application (PSA) on Wednesday, May 20, 2020. This application helps manage the census and the staffing matrix for each DDD group home. This update only impacts providers of group home services.

The [QVA PSA Phase II SP5 Staffing Schedule Changes document](#) outlines the specific changes to the PSA as a reference.

The new functions include:

- Sibling identification
- DCS involvement
- Non-DDD funded occupants, including persons funded by DCS, Tribal, private pay or other sources

Vendors that have non-DDD Eligible occupants residing in a Group Home will need to update the Staffing Schedule Summary by **June 5, 2020**.