



DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD Office of Licensing, Certification and Regulation
Please do not reply to this message*

TRANSMITTAL DATE: August 5th, 2016

TOPIC: Updates from the DES/DDD Office of Licensing, Certification and Regulation (OLCR)

All Qualified Vendors of Habilitation, Vendor Supported Developmental Homes

DDD Certification or a Family Foster Home License

House Bill (HB) 2099, recently signed into law by Governor Ducey, provides OLCR the means to certify a Family Foster Home to care for a Division eligible member. In order to assist a foster family in applying for a certification, Qualified Vendors must complete the application/DDD Certification request in the Quick Connect System.

- All documents required to meet Article 10: *Statement of Understanding, Criminal History Self-Disclosure, Physician Statements, CDH Agreement, and Self-Health Disclosure* must be submitted.
- A Life Safety inspection must be completed prior to OLCR issuing the certification.
- All requirements in Article 10 must be met to issue a Certification. This includes a Life Safety Inspection, training, APS/CPS checks, not having employment that conflicts with the care of the member, and having an approved Alternative Supervision plan. The DD certification must be renewed yearly. It is the responsibility of the certifying agency to work closely with the Family Foster Home Agency to submit to a complete and timely request.
- Every request for a DD Certification must have an APS check completed for all adult members living in the home.
- As a reminder, please respond to any Additional Information Requests (AIR) by emailing the assigned OLCR Liaison. The email box +Foster homes is for the Department of Child Safety, Office of Licensing and Regulation (OLR) notification system not DES/DDD/OLCR's.

OLR and OLCR continue to work collaboratively to develop processes to streamline and support our licensed families, members and Qualified Vendor Agencies

Criminal History Self-Disclosure: OLCR had previously requested Criminal History Self-Disclosure when an application for a new Fingerprint Clearance Card was submitted. However, in compliance with Article 10, 11 and 15 (R6-6-1004.04 3b, R6-6-1104.04 3b and R6-6-1504.041.c) OLCR will now require that the Criminal History Self-Disclosures be signed and submitted every three years.

Questions may be directed to DDDOLCR@azdes.gov

Thank You,