



## DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

### DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD Business Operations*

*Please do not reply to this message*

**Attention: Qualified Vendors providing Developmental Home services.**

All other Qualified Vendors may disregard this notice.

**TRANSMITTAL DATE: May 8, 2015**

#### **Reminder: Developmental Home Census Format and reporting responsibilities**

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On September 1, 2014, the Division amended RFQVA #710000. This amendment made changes to the Service Specification for Habilitation, Vendor Supported Developmental Home. These changes require that the Qualified Vendor:

- Submit a monthly census of all licensed developmental home providers, including their name, address, and telephone number
- Include the name of each Division member receiving developmental home services
- Include the member's Division identification number (i.e., "ASSISTS")
- Include any other individual living in the home for whom the Qualified Vendor or the licensed developmental home provider receives payment from other entities, including the date of birth, gender, any past or current physical or mental condition that could pose a risk to the health and safety of Division members receiving Developmental Home services, and the name of the entity providing payment

Please use [the attached Developmental home census template](#) to submit this report via a **SECURE** email system monthly to [DDDDevelopmentalHomeCensus@azdes.gov](mailto:DDDDevelopmentalHomeCensus@azdes.gov). The first submission is due by May 31, 2015. We request that you separate your submissions by District. Please review the District boundaries map by following the link below:

[https://www.azdes.gov/uploadedFiles/Developmental\\_Disabilities/ddd\\_district\\_maps.pdf](https://www.azdes.gov/uploadedFiles/Developmental_Disabilities/ddd_district_maps.pdf)

**For questions related to this communication please contact your local network staff.**