



TITLE	POLICY NUMBER	
Foster Home Licensing (FHL) - Child Developmental Certified Home	DCS 15-20	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation	4/25/2019	

## **I. POLICY STATEMENT**

This policy outlines the process for the Department of Child Safety (DCS) Office of Licensing and Regulation (OLR) and the Department of Economic Security (DES) Office of Licensing, Certification and Regulation (OLCR) to work collaboratively to assure that foster homes hold the appropriate license and/or certification when providing placement services to an eligible child in the care, custody, and control of DCS.

## **II. APPLICABILITY**

This policy applies to all OLR foster care licensees, private licensing agency staff, OLR staff, and OLCR staff assigned to the Child Developmental Certified Home (CDCH) process.

## **III. AUTHORITY**

[A.R.S. 36-593.01](#)

Child developmental certified homes; certification; requirements; renewal; rules; definitions

[A.R.S. § 36-559](#)

Eligibility for developmental disabilities programs, services and facilities

[A.R.S. § 8-509\(B\)](#)

Licensing of foster homes; renewal of license; provisional license; exemption from licensure; immunization requirements

[A.A.C. R21-6-332](#)

Placement of a Child with a Developmental Disability in a Foster Home

<a href="#">A.A.C. R21-6-404(C)</a>	Types of Licenses
<a href="#">A.A.C. R21-6-413</a>	Application for License Reinstatement
<a href="#">A.A.C. R6-6-1002</a>	Issuing an Initial License
<a href="#">A.A.C. R6-6-1005</a>	Training Requirements for Child Developmental Home Foster Parents
<a href="#">A.A.C. R6-6-1013</a>	Dual Licensure or Certification of Child Developmental Foster Homes
<a href="#">Title 21, Chapter 8, Article 1</a>	Life-Safety Inspections

#### IV. DEFINITIONS

Arizona Long Term Care System (ALTCS): An Arizona Medicaid program that provides long term care services to financially and medically eligible Arizona residents who are aged, blind, disabled, or have a developmental disability.

Child Developmental Certified Home (CDCH): A foster home certified as meeting the requirements of a Child Developmental Home by OLR and/or OLCR and licensed by OLR, serving at least one child placed into the home by DCS who is eligible for services provided by the Division of Developmental Disabilities (DDD).

Child Developmental Home (CDH): A foster home licensed by OLCR specifically for children eligible to receive services through DDD.

Division of Developmental Disabilities (DDD) Vendor: A private licensing agency approved by DES to complete licensing investigations, home studies, monitoring and certifications issued by OLCR.

Family Foster Home (FFH): A foster home licensed by OLR.

Inactive status: A regular foster home license temporarily closed by OLR due to licensure of the same foster home by OLCR as a child developmental home.

#### V. POLICY

OLR will coordinate with OLCR when a child eligible for DES/DDD services is placed in a foster home licensed through OLR. The licensee may receive a license from OLCR

for a Child Developmental Home (CDH) or become a Child Developmental Certified Home (CDCH) with an amended license issued by OLR.

- A. For a foster home that becomes a CDCH, the private licensing agency will monitor the home to assure compliance with [A.A.C. Title 21 Chapter 6](#) and [Chapter 8](#). The DDD contracted vendor will monitor the home to assure compliance with [A.A.C. Title 6, Chapter 6, Article 10](#).
- B. For a foster home that becomes a CDH, the DDD vendor will monitor the home to assure compliance with [A.A.C. Title 6, Chapter 6, Article 10](#). The foster care license is considered inactive while the family has a CDH license.
- C. For a CDCH, any DCS investigation and/or licensing issue must be reported to the designated OLR and OLCR staff. Completion of the “concerns” screens in the Department’s electronic database will be the responsibility of OLR. OLR staff shall confer with OLCR regarding disposition of the report/concern.
- D. CDCH Certification by OLCR expires annually and is subject to renewal.
- E. The certification terminates when all children with developmental disabilities leave the home or are adopted by the foster parent.
- F. The private agency shall request an amendment to remove the certification, which OLR shall process. The license will then revert to a regular foster home license.
- G. Prior to submitting the amendment for a certification or an initial application for a CDH license, the DDD vendor, OLCR, and OLR shall confer on process and procedure.
- H. If the DDD vendor is a different entity than the private licensing agency, the DDD vendor shall cooperate with the private licensing agency to provide required information to complete the amendment application. The private licensing agency shall be the responsible party to initiate, gather required information, and submit the application for amendment. The assigned licensing agency will copy/paste the amendment request into the Department’s electronic database on behalf of the vendor.

## VI. PROCEDURES

### A. Initial CDCH Certification

1. Upon receipt of an amendment to add a CDCH certification from a private licensing agency, a designated OLR staff member shall consult with a designated OLCR staff to determine if the home should be certified as a CDCH.
  - a. If the only children in the home are receiving or eligible to receive services from DDD, the home shall be referred to OLCR for licensure as a Child Development Home.
2. If a mutual decision is made to issue a CDCH certification, the following procedure shall be followed:
  - a. OLR will assign the amendment to designated OLCR staff and notify the staff member via email of the CDCH amendment request;
  - b. In collaboration with OLCR, OLR will verify that the private licensing agency has provided the name and contact information, detailed in the recommendation screen, for the DDD vendor assuming responsibility for the process;
  - c. If OLCR requires additional information to process the certification, an Additional Information Request (AIR) will be issued by OLCR with an electronic copy sent to the designated OLR staff;
  - d. Timeframes for review shall follow [A.A.C. R21-6-407](#);
  - e. OLCR is the lead agency in processing and obtaining the certification. OLCR will:
    - i. consult with the DDD Support Coordinator to verify the certification is approved/needed. This information shall also be documented in the amendment request.
    - ii. work with the DDD vendor to secure information necessary to complete the amendment including but not limited to:
      - a) a DES Statement of Understanding;

- b) a DES Criminal History Self-Disclosure;
  - c) a CDH Agreement;
  - d) an OLCR Life-Safety Inspection;
  - e) an OLCR-approved Adult Protective Services Check;
  - f) verification of completion of all additional training requirements under [A.A.C. R6-6-1005](#);
  - g) completion of the Home Study Update required for certification;
  - h) coordination with the OLR private licensing agency for input into the Department's electronic database.
3. After OLCR approves the amendment, OLCR will issue a restricted license containing a memo noting the existence of the certification, the initials of the child for whom the certification was approved, the effective date of the certification, and the name of the DDD vendor responsible for the certification. All of this information shall be documented in the Department's electronic database in the progress note section.
- a. OLCR shall conduct a review of the amendment and may approve or deny the amendment requested by the private licensing agency.
  - b. The parameters of the amended license must be followed.
  - c. Subsequent to the certification, any additional children (ALTCS/DDD eligible) who are placed in the CDCH licensed by OLR must be approved by OLCR and require a re-certification.
  - d. OLCR shall notify OLR Licensing Specialist of the results of the request.

B. Changing a FFH license to a CDH license

- 1. If a decision is made to license the home as a CDH, OLR shall ensure that OLCR receives a copy of all paper work including any forms to assist in expediting the CDH initial licensing process.
  - a. To avoid any gaps, consideration needs to be taken into account if the

license is expiring within 90 days.

2. OLCR, OLR, and/or the DDD vendor shall decide and disclose who is responsible for the licensee and the process moving forward, and document this in the progress notes screen in the Department's electronic database.
3. The designated responsible party identified in paragraph "2" above shall ensure that the review of the application is completed.
4. During the CDH licensure process, OLR shall keep the existing foster care license open unless an adverse action is initiated during the period.
5. When the CDH license is issued, OLCR's designated staff shall notify OLR's designated staff to officially close the FFH license with a closure date. To avoid any gaps in the license, notice shall be sent the same day of the effective date of the CDH license.

C. Changing a CDH license to a FFH license

1. If a CDH license is no longer needed, (e.g. a DDD child is no longer in the home, or DDD services no longer needed) the private licensing agency may request a reinstatement to the licensee's original OLR foster home license by:
  - a. submitting an amendment via the Department's electronic database on behalf of the licensee. Reinstatement is available to applicants whose OLR foster home license is on inactive status if:
    - i. there has not been a gap of more than one year in licensure between the foster home license and the CDH license; and
    - ii. a Life Safety Inspection has been completed by OLR.

D. Life Safety Inspection: Changing a CDH license to a Child Developmental Certified Home

1. When changing a CDH license to a CDCH, the results of the Department of Economic Security's Life Safety Inspection shall satisfy the Department of Child Safety's requirements when the private licensing agency does the following:

- a. For initial inspections, private licensing agency shall complete a supplemental agency inspection to ensure compliance with [Title 21, Chapter 8, Article 1](#) – Life-Safety Inspections.
  - b. The private licensing supplemental agency inspection shall include verification of the following:
    - i. swing sets are securely anchored to the ground;
    - ii. availability of first aid supplies (adhesive tape, adhesive bandages, antibiotic ointment, anti-itch ointment, non-latex gloves, cold compress, elastic roller bandage, sterile gauze pads, antiseptic wipes, absorbent compress dressing);
    - iii. smoke detector placement in each living area;
    - iv. prominently posted emergency phone numbers;
    - v. records citing review of emergency evacuation plan;
    - vi. records citing emergency drills conducted at least every three months when licensed to provide care for five or more placements; and
    - vii. pool fencing/barrier that meets [Title 21, Chapter 8, Article 1](#).
  - c. The private licensing agency supplemental inspection results and any follow up visit shall be documented in the contact screen in the Department’s electronic database.
2. All subsequent Life Safety Inspections shall be completed by OLR.

## **VII. FORMS INDEX**

N/A