



Arizona Department of Child Safety

MEMORANDUM

To: DCS All Staff

From: Shalom Jacobs, Deputy Director of Field Operations

Re: Process Improvement for Service Authorization and Request for Unlicensed Placement

Date: December 3, 2018

Throughout the state, service authorizations are completed and renewed by different individuals in different ways. Many of the placement authorizations are completed incorrectly which delays payment to entities such as behavioral health homes, group homes and foster care providers. A Kaizen event was held from June 6th-8th, to standardize the input, match, and approval of placement service authorizations.

Effectively immediately, the Statewide Placement Administration will be responsible for entry and renewal of all placement service authorizations for unlicensed relatives, foster homes, group homes, shelters, Division of Developmental Disabilities (DDD) providers and behavioral health providers.

For unlicensed relative placements, the DCS Specialist shall send the new DCS-1752 form to UnlicensedPlacement@AZDCS.GOV within 24 hours of placing a child in an Unlicensed Placement. This form is a consolidation of the unlicensed relative provider input form and the request for unlicensed provider home study form. The Statewide Placement Administration staff will then:

- Build the kinship placement into provider registry
- Enter and match the placement service authorization
- Enter and match initial allowances
- Refer for the kinship placement for home study by a contracted provider
- Refer for kinship support (not yet available in all sections).
- Refer for courtesy supervision if applicable

For licensed placements, the DCS Specialist shall email the DCS-1755 PARF form within 24 hours of placing a child to the following regional email boxes. The DCS-1755 PARF form shall replace all other existing forms.

Central Region - CentralPARF@AZDCS.GOV

Southwest Region - SWPARF@AZDCS.GOV

Northern Region - NARPARF@AZDCS.GOV

Pima and Southeast Region - PIMASEPARF@AZDCS.GOV

This administrative directive is effective December 4, 2018 and replaces any prior directives or policy on the matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shalom Jacobs', with a long horizontal flourish extending to the right.

Shalom Jacobs
Deputy Director of Field Operations,
Department of Child Safety