

Thank you for your interest in becoming an Adult/Child Developmental Home Provider (ADH/CDH). We offer equal opportunities to all vendor applicants based on demonstrated ability, experience and training.

The first step in becoming an Adult/Child Developmental Home Provider (ADH/CDH) is to obtain an Applicant Questionnaire by contacting Nadia Murphy via email nm@myhomeaz.net or phone at 480-635-2566.

The second step is to submit the completed ADH/ CDH Applicant Questionnaire to Nadia Murphy. After it has been received and reviewed to find out availability in your area, we will contact you to schedule a pre-screening interview.

We are contracted with the State of Arizona and most of our requirements are based on their mandates for being a certified provider.

In consideration of your application for licensure, My Home LLC and the Office of Licensing, Certification and Regulation (OLCR) will need you to provide the following documentation to support your qualifications. Our staff will complete all necessary licensing and training requirements with the family. Below is a list of general requirements that need to be met to consider licensure:

1) All Members within the household will agree to become a licensed Child or Adult Developmental Home:

The decision to become a Developmental Home must be a family decision. Providing support to a child or adult with developmental disabilities will impact the entire family.

2) Application:

Applicants interested in becoming licensed must be 25 years of age and can be single, married, divorced or widowed. If married, both applicants must meet all the requirements.

3) Background Clearances:

Fingerprinting: All household members over the age of 18 must be fingerprinted for a criminal history background check to ensure the child or adult will be safe within the home.

Child and Adult Protective Service: My Home LLC will submit background checks for all household members to ensure the child or adult will be safe within the home.

References: My Home will submit personal and employment references to friends, family and employers of the applicant. Character references should be submitted by someone who has known the family for over one year and has regular contact with the family applying for licensure.

3 Character References from people who are familiar with you and your family, but who are not related

1 Employment Reference if you are currently working, or have worked, with children or adults with developmental disabilities or from any other field of employment.

School References if you have school aged children (5-17) and wish to care for school-aged children.

It is very important for applicants to be up front with My Home regarding their past criminal histories and or any contacts with DCS or APS. Falsification of any information is grounds to deny a license.

4) Physician Statement:

Applicants and household members over the age of 18 will need a physician statement completed. This ensures that applicants and family members are physically, emotionally and mentally stable and healthy to provide supports and services to children and adults that have developmental disabilities.

Physician's Statement (My Home LLC Services will provide form)

Health Self Disclosure (My Home LLC Services will provide form)

5) Home Budget Form:

Applicants must complete a monthly home budget to ensure the financial needs of the current household are being met. Applicants must show proof of economic stability and security before another child or adult that have developmental disabilities can be placed within the home.

Pay Stubs -W2-Tax Returns-1099 Form (self-employed)

6) Life Safety Inspection:

Applicant's home must pass a Life Safety Inspection completed by the Office of Licensing, Regulation and Certification (OLCR) to ensure the home is safe. My Home will complete a mock inspection with families to help prepare them for their inspection.

Applicants will also be responsible for drawing a floor plan and evacuation plan of their home.

My Home will also complete a vehicle inspection to ensure vehicles are equipped with air conditioning, heating and seatbelts. All vehicles utilized to transport individuals must be in safe operating order.

7) Pre-Licensing Training:

All Training classes will be free of charge.

Applicants must attend and participate in the pre-licensing training. Training ensures that applicants are appropriately trained to parent or provide support to a child or adult with disabilities.

This is a list with some of the trainings that you must take to become an ADH Provider. (Adult: 18-99)

The applicant must complete a minimum 18 hours of course or instruction time.

ADH/CDH Orientation to My Home

Introduction to Developmental Homes

CPR & Bloodborne Pathogens/First Aid

Article 9

Medication Administration

Skill Building and ISP Process

Positive Behavior Support

Incident Reporting

Cultural Awareness

Confidentiality/HIPPA

Prevention and Support (if required in a member's planning document only)

To become a CDH Provider. (CHILDREN: 0-17) **in addition to some of the above trainings**, you must take:

***Foster Parent College (FPT) (10 weeks) MANDATORY PER STATE** The training is structured with 5 sessions in person totaling 15 hours and 4 online sessions to be completed at home.

After you are licensed, you are required to complete **10 hours of Continuing Education each year** to renew your license.

8) Applicant's Personal Documents:

Applicants will need to submit to My Home the following documentation:

- Arizona Driver's Licenses

- **Proof of Homeowner's/Renter's Insurance**
-Declarations page
 - Vehicle Insurance and Registration
 - Household members Birth Certificates
 - Household members Social Security Cards
 - Marriage License/Divorce Degree
 - Children's Immunization Records or Statement of applicant opposition to such immunizations
 - Dog Rabies Vaccinations

Rabies Vaccination Verification (Breed of dog and vaccination expiration date)

Pet coverage must be listed on Insurance Declarations page specific to breed

- Bankruptcy Discharged Papers if applicable

9) Home Study:

Applicants and their family will participate in the home study process by allowing My Home employees to interview applicants separately and together as a family. The home study is an autobiography of your life. Applicants will review and discuss with My Home their personal history, family relationships and their motivation to become Developmental Home providers.

10) Completion of Licensing Process:

After everything is completed by the applicants and by My Home, the applicant's file is submitted to OLCR for review. OLCR will review the applicant's file and either approve or deny licensure. This review period can take up to thirty days. Once a license is issued, My Home will start looking for appropriate placement for the family.

We are looking forward to getting to know you and your family. If you have any questions, please do not hesitate to contact **Nadia Murphy at 480-635-2566 or nm@myhomeaznet.**

Thank you for taking an interest in helping our community and making them a part of your family!