

Qualified Vendor Application and Directory System (QVADS)

Provider Instructions – Agency with Choice Option





Department of Economic Security

Division of Developmental Disabilities

Project: Qualified Vendor Application and Directory System

Subject: Agency with Choice

Division of Developmental Disabilities

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1 How to Login to QVADS

1. Login to QVADS by going to url <https://www.azdes.gov/main.aspx?menu=96&id=2476> and click the Qualified Vendor Application Directory System link.

The screenshot shows the 'Developmental Disabilities Home' page. On the left is a navigation menu with links like 'Assistant Director's Message', 'Contact Us', 'Apply for DD Services', etc. The main content area is titled 'Provider Login' and contains a section 'SELECT AN APPLICATION'. Under this section, there are two links: 'FOCUS - A comprehensive management system to streamline eligibility and authorization of services' and 'QVADS - Qualified Vendor Application Directory System to register and manage service providers as eligible contractors'. The QVADS link is highlighted in yellow.

2. A new window will open; click the 'Login to Vendor Directory' option.

The screenshot shows a window titled 'Division of Developmental Disabilities' with the date 'Thursday, August 15, 2013'. Below the title bar is a section 'Qualified Vendor Application & Directory System Signup/Login'. There are three links: 'Begin Application' (with a green arrow icon), 'Login to Vendor Directory' (with a green arrow icon and highlighted in yellow), and 'QVADS Home Page' (with a green arrow icon). Each link has a brief description of its purpose.

3. A login prompt will open; enter Email login, Password, and click [Login]

The screenshot shows the 'Vendor Login Page' with the title 'Division of Developmental Disabilities'. Below the title bar is a section 'Vendor Login Page' with a link to 'Main Menu'. The main content area is titled 'Login' and contains a form with two input fields: 'Email:' and 'Password:'. Below the password field is a checkbox labeled 'Notification System Only'. At the bottom of the form is a 'Login' button.

2 Updating the Agency with Choice Selection

1. Click Amend my Contract

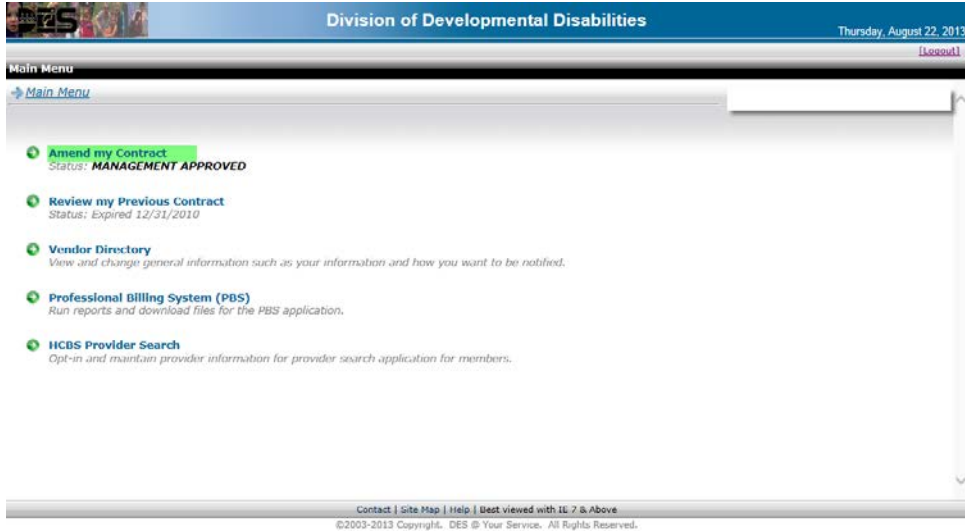


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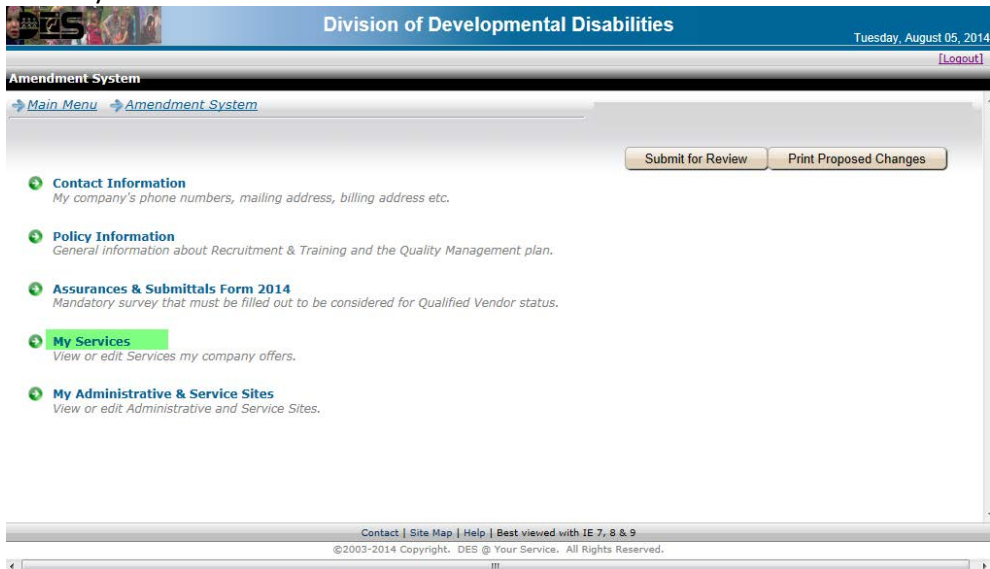
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2. Click My Services





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3. From the My Services tab select AGW w Choice checkbox and click the [Save] button.

NOTE: The **Agency with Choice** option is **only available** for the following services: **Attendant Care, Habilitation - Hourly Support, Habilitation - Individually Designed Living Arrangement** and **Homemaker (formally Housekeeping)**.

No amendment submission is required to select the Agency with Choice option it will show immediately.

Vendors can enroll at any time even if they have an amendment submitted for review.

The Agency with Choice option can only be deselected once all open 'Agency with Choice' member authorizations are not open and/or active.