



Office of Licensing Certification and Regulation (OLCR) HCBS Certification Focus Application Changes

Target Audience - Qualified Vendors and Providers

Transmittal Date - 04/27/2026

The Office of Licensing, Certification and Regulation (OLCR) has been working to update the HCBS Certification Focus Application to improve alignment with Article 15 and streamline processes. Effective May 27, 2026, the following items will be updated.

HCBS Certification Focus Application

- The Service Provider's AHCCCS ID will be removed from the Focus Application and no longer be needed. The Focus Application will no longer display Category of Services, as this is determined by AHCCCS during AHCCCS registration and renewal. Instead, the application will display the specific Home and Community Based Service(s) (HCBS) the Qualified Vendor is contracted to provide, pulled from the Contract Administration System (CAS), in the ADM sites folder.
- When Respite is added to or removed from a group home location, it will now trigger an amendment of the HCBS Certification in the Application that the Qualified Vendor must submit.
- When an HCBS Certification is closed due to failure to submit a timely application or when a submitted withdrawal form is received, the closure notice will be emailed to the Qualified Vendor.

HCBS Certificate

- An HCBS Certificate will no longer have the Qualified Vendor's AHCCCS ID, and instead will include their FEIN.
- An HCBS Certificate now includes each HCBS service for which the Qualified Vendor is certified.
- Group Home HCBS Certificates will include the specific type of habilitation group home service.
- An HCBS Certificate will have an updated look to align with DES branding standards.

Once the updates take effect on May 27, 2026, Qualified Vendors should be aware that:

- Any pending HCBS Certification application forms for Initial applications and Renewal applications will be returned to the Qualified Vendor for resubmission to reflect the updated services list from the CAS application. This will occur as the application is assigned and the HCBS Specialist begins reviewing the forms.

- The revised HCBS Certificate and the updated list of HCBS services will apply only to new approvals following the release. HCBS Certificates issued before this change are still valid, but will be updated as they are renewed, amended or changed.

As the effective date of these changes approaches, OLCR will send out additional information. Qualified Vendors with questions about these upcoming changes should [contact OLCR](#).