



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

DDD UPDATES - JUNE 12, 2020

Target Audience - Qualified Vendors and Providers

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Incident Report Training Refresher

On Friday, May 29, 2020, DDD issued a [vendor announcement](#) detailing a new electronic submission process for Incident Reports that will be available to vendors and providers through the Focus application beginning on July 1, 2020. As outlined, this enhancement will ensure reporters submit all required information so the incident can be properly triaged. A user manual that illustrates the new application is [available for download here](#). A video demo of the new system will be complete next week and will be communicated via vendor announcement. If you have any questions regarding the new Focus application, please submit them using the [form available here](#).

Additionally, the Division has created a [PDF refresher](#) for Qualified Vendor and Provider staff about incident reporting. It is designed to provide more clarity on what should be reported and when. The information also outlines QM's role in triaging the incidents and determining whether or not a Quality of Care (QOC) concern exists. Please share this information with all staff members within your agency. The same PDF is being shared internally with DDD staff and a new computer based training is being created that all staff will be required to complete by the end of July 2020. It is crucial that all professionals providing support to DDD members understand the Incident Reporting process, so we can maintain the health and safety of the members we serve.

If you have any questions, please contact Chief Quality Officer, Bobbie Ellerston, at rellerston@azdes.gov.

Updated Guidance for Positive COVID-19 Reporting and Technical Assistance

The Division has updated the guidance previously made available regarding vendor responsibilities and the process to report members who test positive for COVID-19.

The [updated guidance](#) includes additional information that must be submitted by the vendor when reporting including:

- The Designated Program Lead's email address and phone number.
- The address of the service site where the member or staff was receiving/providing services when identified as positive.
- Site code (group home only).
- The AHCCCS ID of any other DDD members living at the same home or attending the service site where the member/staff members were receiving/providing services when identified positive. (Due to confidentiality, please do not list other member names on the Incident Report.)
- Any other services that the vendor is aware of, that were delivered to the member 14 days prior to the positive test.

- Any other vendors/service providers that the vendor is aware of, that provided services to the member 14 days prior to the positive test.

Additionally, the updated guidance includes clarification regarding to whom and by when the vendor must disclose the number of diagnosed cases and deaths by COVID-19 occurring within the home.

AHCCCS Provider Enrollment Portal (APEP)

On August 31, 2020, AHCCCS will be launching the AHCCCS Provider Enrollment Portal (APEP). APEP is an online provider enrollment system that will allow providers to enroll as an AHCCCS provider, update provider information and upload HCBS certificates. Until APEP goes live, the DDD Office of Licensing Certification and Regulation (OLCR) will continue to forward HCBS Certificates and provider enrollment documents directly to AHCCCS. After APEP goes live, OLCR will no longer be able to forward HCBS certificates and provider enrollment documents to AHCCCS on behalf of providers. It will be the provider's responsibility to enroll directly with AHCCCS. Provider Type 39 and Provider Type 25 providers will continue to need a valid HCBS Certificate to enroll or maintain enrollment. Learn more at <https://www.azahcccs.gov/PlansProviders/NewProviders/APEP.html>.