



## DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

### DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

# PREVENTING MEMBER ABUSE, NEGLECT & EXPLOITATION - REIMBURSEMENT FOR TRAINING

Target Audience - Qualified Vendors and Providers

Transmittal Date - 07/15/2021

On Wednesday, July 14, 2021, the Division posted [Division Provider Policy Manual Chapter 64: Preventing Member Abuse, Neglect and Exploitation](#). This policy requires Qualified Vendors who provide residential and day services to train staff and offer training to interested members regarding the prevention of abuse, neglect and exploitation. In response to the comments received during the public comment period relating to the additional costs to provide the required training, the Division will provide funding to Qualified Vendors to deliver this training to staff and members. In addition, the Division will reimburse each Qualified Vendor a flat rate of \$250.00 per person for each staff and member trained, effective on or after July 14, 2021.

In order to be reimbursed, Qualified Vendors must submit detailed information regarding training conducted. The Division has created a billing template with the required information. The template can be found at [https://des.az.gov/sites/default/files/Billing\\_Template\\_Training\\_Abuse\\_and\\_Neglect.xls](https://des.az.gov/sites/default/files/Billing_Template_Training_Abuse_and_Neglect.xls).

Completed forms should be uploaded using the same FTP site Qualified Vendors currently use to upload billing submissions. Qualified Vendors will see a folder labeled "reports" when logging into the billing area of the FTP server. In the "reports" folder is a subfolder titled "TrainingBill" which should be used to upload all training billing templates. Qualified Vendors will see the "TrainingBill" folder in the FTP by Friday, July 23, 2021.

Qualified Vendors must use the following naming convention in order to ensure Division-automated processes will properly pick up the submission for processing. The naming convention to be used is as follows:

- **XXXX\_ANTRAINING\_YYYYMMDD.xls** (DDD will accept both .xls or .xlsx file types)
- **XXXX** = VENDOR 4 character PBS code
- **YYYYMMDD** = The year, month, date of submission.

Example: ABCD\_ANTRAINING\_20210715.xls

- ABCD would be the Qualified Vendor's specific 4 character PBS code.

#### File Processing Schedule

Files will be retrieved once a week and must be submitted prior to 3:00 p.m. on Fridays to be processed for the following week. The file will be removed from the folder for processing when it has been retrieved. Payments will be created outside of FOCUS and will not be included on the Billing Detail Reports. The Division's finance team will process the payments manually through the state accounting system. Vendors can track payments via the State system at <https://www.venpay.gao.azdoa.gov/>. The description for the payment will appear as "Abuse/Neglect Training" so it can be easily identified.

The Policy and associated training resources can be found here:

- Policy: <https://bit.ly/dddprovider64>
- Training Resources: <https://bit.ly/dddqvtraining>

Please contact [DDDBusinessOperationsComments@azdes.gov](mailto:DDDBusinessOperationsComments@azdes.gov) with any questions or comments about reimbursement for this training.