

Qualified Vendor Application and Directory System (QVADS)

Provider Instructions – Agency with Choice Option





<p style="text-align: center;">Department of Economic Security Division of Developmental Disabilities</p>
<p>Project: Qualified Vendor Application and Directory System Subject: Agency with Choice</p>

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 website's navigation menu on the left with options like 'Assistant Director's Message', 'Contact Us', and 'Apply for DD Services'. The main content area is titled 'Provider Login' and contains a 'SELECT AN APPLICATION' section. Under this section, there are two options: '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 option is highlighted in yellow. At the bottom, there is a contact number: 'Need help? Give us a call at (602) 542-0419 or toll free at (866) 229-5553.'

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

The screenshot shows the 'Qualified Vendor Application & Directory System Signup/Login' page. It has a blue header with the 'Division of Developmental Disabilities' logo and the date 'Thursday, August 15, 2013'. Below the header, there are three main options with green arrows: 'Begin Application' (with a sub-link for becoming a Qualified Vendor), 'Login to Vendor Directory' (with a sub-link for editing your entry), and 'QVADS Home Page' (with a sub-link to return to the home page). The 'Login to Vendor Directory' option is highlighted in yellow.

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

The screenshot shows the 'Vendor Login Page' with a blue header. Below the header, there is a 'Login' section with the instruction 'To login, please enter your email address and password below.' There are two input fields: 'Email:*' and 'Password:*'. Below the password field, there is a checkbox labeled 'Notification System Only'. At the bottom, there is a 'Login' button.

2 Updating the Agency with Choice Selection

1. Click Amend my Contract



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The screenshot shows the main menu of the Division of Developmental Disabilities website. The header includes the PBS logo, the text "Division of Developmental Disabilities", and the date "Thursday, August 22, 2013". A "Logout" link is visible in the top right. The main menu contains the following items:

- Amend my Contract** (Status: MANAGEMENT APPROVED)
- Review my Previous Contract** (Status: Expired 12/31/2010)
- Vendor Directory** (View and change general information such as your information and how you want to be notified.)
- Professional Billing System (PBS)** (Run reports and download files for the PBS application.)
- HCBS Provider Search** (Opt-in and maintain provider information for provider search application for members.)

At the bottom, there is a footer with links for "Contact", "Site Map", and "Help", and a note: "Best viewed with IE 7 & Above". Copyright information for 2003-2013 is also present.

2. Click My Services

The screenshot shows the "Amendment System" page of the Division of Developmental Disabilities website. The header includes the PBS logo, the text "Division of Developmental Disabilities", and the date "Tuesday, August 05, 2014". A "Logout" link is visible in the top right. The page has a breadcrumb trail: "Main Menu" > "Amendment System".

On the right side, there are two buttons: "Submit for Review" and "Print Proposed Changes".

The main content area lists the following sections:

- Contact Information** (My company's phone numbers, mailing address, billing address etc.)
- Policy Information** (General information about Recruitment & Training and the Quality Management plan.)
- Assurances & Submittals Form 2014** (Mandatory survey that must be filled out to be considered for Qualified Vendor status.)
- My Services** (View or edit Services my company offers.)
- My Administrative & Service Sites** (View or edit Administrative and Service Sites.)

At the bottom, there is a footer with links for "Contact", "Site Map", and "Help", and a note: "Best viewed with IE 7, 8 & 9". Copyright information for 2003-2014 is also present.



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

Division of Developmental Disabilities
Tuesday, August 19, 2014
[Logout]

Amendment System - QV Application: Vendor Services
Main Menu Amendment System My Services

My Services

Add New Services Save Changes

[Delete]	ATTENDANT CARE	<input checked="" type="checkbox"/> *AGN w Choice
[Delete]	HABILITATION SERVICES - GROUP HOME - WITH ROOM & BOARD	
[Delete]	HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT	<input checked="" type="checkbox"/> *AGN w Choice
[Delete]	HABILITATION SERVICES - SUPPORT - HOURLY	<input checked="" type="checkbox"/> *AGN w Choice
[Delete]	HABILITATION SERVICES - SUPPORTED DEVELOPMENTAL HOME (ADULT & FOSTER CARE CHILD) - WITH ROOM & BOARD	
[Delete]	HOUSEKEEPING - CHORE/HOMEMAKER	<input checked="" type="checkbox"/> *AGN w Choice
[Delete]	RESPIRE CARE HOURLY & DAILY	
[Delete]	ROOM & BOARD, ALL GROUP HOMES	
[Delete]	ROOM & BOARD, DEVELOPMENTAL HOME	
[Delete]	TRANSPORTATION	

Contact | Site Map | Help | Best viewed with IE 7, 8 & 9
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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.