



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

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TRANSMITTAL DATE: March 6, 2018

TOPIC: Focus Program Staffing Application Enhancements for Habilitation Group Home Vendor Calls

TARGET AUDIENCE: Qualified Vendors of Habilitation Group Home Services Only

Focus Program Staffing Application Enhancements For Group Home Vendor Calls will be effective: March 19, 2018

Enhancements in the Focus Program Staffing Application were necessary to improve the functionality of the Program Staffing Application.

Highlights of the enhancements include:

- The Notifications will now show the most recent vendor calls on top
- The Vendor Call queue has been redesigned:
 - An Advanced Search function has been added to quickly search by a Funding Request ID or a Placement Request ID
 - A column for Preferred Location has been added
 - Expansion vendor calls will now display on one line
 - The hyper-link on the Vendor Call Type will provide information related to:
 - Preferred Location
 - Network Assignment
 - Member gender and age
- When requesting additional information, Qualified Vendors are now required to enter the Name, Email and Phone Number of the person to receive the member's additional information

Questions may be sent to Customer Service Center at DDDCustomerService-Providers@azdes.gov or 1-844-770-9500. You may also contact your District Network Manager.

Thank you!