



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD Business Operations

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TRANSMITTAL DATE: February 28, 2017

TOPIC: Consequences of Expired Home and Community-Based Services (HCBS) Certification for Qualified Vendors

Target Audience – All Qualified Vendors

On December 23, 2016, the Division sent a Vendor Blast on the implementation of the [New Focus Application for Home and Community-Based Services \(HCBS\) Certification Tracking System](#), on behalf of the Office of Licensing, Certification and Regulation (OLCR). Noted in bold font was the following statement:

Failure to submit the renewal application timely will result in the expiration and closure of the Certificate.

The Qualified Vendor Agreement requires agencies to be Certified as an HCBS provider and states that payment will not be made for services delivered unless the agency is HCBS Certified. Closure of the Certificate due to a Qualified Vendor's failure to renew the Certification in a timely manner will result in the Division's implementation of a payment withhold or a recoupment of billing for services provided during the gap in Certification, and may result in additional progressive contract action up to, and including, termination for default.

The new HCBS Tracking System went into effect on January 9, 2017. Qualified Vendors receive an automated reminder for Certification renewal 60 days prior to expiration. ***Please ensure timely renewal of your HCBS Certification with OLCR.***

Questions related to your HCBS Certification can be directed to OLCR at:

HCBScertification@azdes.gov

Questions related to your Qualified Vendor Agreement can be directed to Contracts Administration at:

DDDContractsManager@azdes.gov

Thank you!