

DDD CAS - Qualified Vendor Contract (QVA Contract Amendment)

User Manual



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Division of Developmental Disabilities

Table of Contents

INTRODUCTION	3
1 AMENDMENT TYPES	4
1.1 AUTO-APPROVED	4
1.2 REQUIRES APPROVAL	4
1.3 MIXED APPROVAL TYPES.....	4
1.4 AMENDMENT FIELDS LIST.....	5
2 AMENDMENT PROCESS FLOW BY CONTRACT STATUS.....	6
3 START AMENDMENT	7
4 AUTO-APPROVED.....	8
4.1 UPDATE CONTRACT	8
<i>Information</i>	8
<i>Contacts</i>	9
<i>Administration & Service Sites</i>	9
Validate Addresses	10
Edit Site	13
Add New Site	14
Delete Site	14
Copy Site	15
Set as Primary Site	16
4.2 REVIEW AMENDMENT	17
4.3 AMENDMENT REVIEW PROCESS	21
<i>Contract Documents</i>	21
<i>Amendment Review</i>	22
5 REQUIRES APPROVAL.....	23
5.1 UPDATE CONTRACT	26
<i>Information</i>	23
<i>Program Management</i>	25
<i>Assurance & Submittals</i>	26
<i>Services</i>	27
Edit Service	27
Add New Service.....	29
Request Service Delete	30
Re-apply for Denied or Terminated Services	31
5.2 REVIEW AMENDMENT	34
5.3 AMENDMENT REVIEW PROCESS	38
<i>Contract Documents</i>	38
<i>Amendment Review</i>	39
<i>Start Services</i>	41
6 SUBMIT ERROR – MISSING DATA FIELDS	42
7 CANCEL AMENDMENT.....	44
8 VENDOR DIRECTORY AND HCBS PROVIDER SEARCH	46
8.1 HOW TO CONFIGURE IN HOME SERVICES IN THE VENDOR DIRECTORY.....	46
8.2 HOW TO SET UP HCBS PROVIDER SEARCH	49
9 GLOSSARY	52

INTRODUCTION

This document is intended for current vendors having an active Qualified Vendor Agreement (QVA) with the State of Arizona. In order to change the terms of your agreement, a **legally binding contract amendment** will need to be submitted to the State. Such an amendment will be created and submitted through the **Qualified Vendor Contract (QVC)** application in the **external Focus vendor system** in the form of an **online electronic Amendment**.

An amendment, in our system, is a formal or official change made to a QVA contract. Amendments can add, remove, or update parts of these agreements. They are often used when it is better to change the document than to write a new one.

The amendment will be submitted to the Department of Developmental Disabilities, the 'Division', for review. Each amendment item will either be approved or denied by the Division. In this document, you will be shown step-by-step instructions on how to create and submit a QVA contract amendment.

IMPORTANT:

- ✓ The contract must be awarded and active in order to start an amendment.
- ✓ The contract status must be **MANAGEMENT APPROVED**.
- ✓ Only the **vendor** can start an amendment.
- ✓ Starting an amendment is only available through the **Qualified Vendor Contract (QVC)**.
- ✓ Once the amendment is approved, the changes become a permanent part of the contract.
- ✓ If the amendment is denied by the Division, the changes will be discarded.
- ✓ Each changed item in the amendment will be **individually reviewed and decided on**. All or part of the amendment may be approved and denied in the same amendment.
- ✓ Once an amendment has been **approved** or **denied**, it is considered to be **closed** by the Division.
- ✓ Any denied item may be reassessed and resubmitted through a new amendment.
- ✓ The QVA contract may only have 1 active amendment at a time. A new amendment may be started once the current amendment has been completely processed and closed.
- ✓ Amending an FEI requires several additional steps prior to submitting an amendment. (see Requires Approval section)

1 Amendment Types

The Qualified Vendor Agreement has **two types of changes in an amendment**, changes to fields which DO NOT require DDD approval (*Auto-Approved*) and changes to fields which DO require DDD approval (*Requires Approval*).

1.1 Auto-Approved

Changes which **do NOT require DDD approval** are auto-approved by DDD. These changes include fields on the contract which will require an amendment to update, but will not be sent to the Division for review.

The amendment with auto-approved changes will still be submitted through the QVC. However, for these types of changes, the contract will update immediately once the auto-approved amendment item(s) have been submitted.

(See the image on the next page for a list of auto -approved fields)

1.2 Requires Approval

Changes which **require DDD approval** will need to be submitted to the Division through the QVC for approval. For these types of changes, the contract will not update immediately once the amendment is submitted. The amendment will need to go through a review process by the Division before the contract may be updated permanently.

The amendment items will be reviewed and decided upon individually. Once a decision is reached, the contract will be updated by the Division to reflect the approved changes. Denied changes will be discarded. The vendor will be informed of the decision via an email notification sent to the Notice Contact – Email Address in the QVA contract.

(See the image on the next page for a list of requires approval fields)

1.3 Mixed Approval Types

Some amendments will contain **both “auto-approved” and “requires approval” changes**. Submitting an amendment with both types of changes is allowed and the QVC is set up to handle such an amendment.

In the event of a **mixed approval type amendment**, when the mixed amendment is submitted for review by the vendor through the QVC, the **“auto-approved” changes** will be written to the contract immediately and each auto-approved item will be considered closed. The **“requires approval” changes** will be sent on with the amendment to DDD for review and will be decided upon individually. The contract will be updated once a decision has been made by DDD. The entire amendment will be considered closed once the “requires approval” items have been decided upon and the contract has been updated.

1.4 Amendment Fields List

Below is a list of fields requiring approval by DDD. You may refer to this list when amending your contract. Contact your Assigned Specialist, who is listed on the Dashboard tab of your QVA contract, if you have questions about an amendment field.

Fields requiring Approval from DDD

Information tab

- ❖ Federal Employment Identification Number (FEI)
- ❖ Vendor DBA Name
- ❖ Vendor Phone Number
- ❖ Street & Mailing Address
- ❖ Executive/Owner info (excluding FAX)
- ❖ Authorized Signatory info

Contacts tab

- ❖ All fields (excluding FAX)

Program Management tab

- ❖ All fields

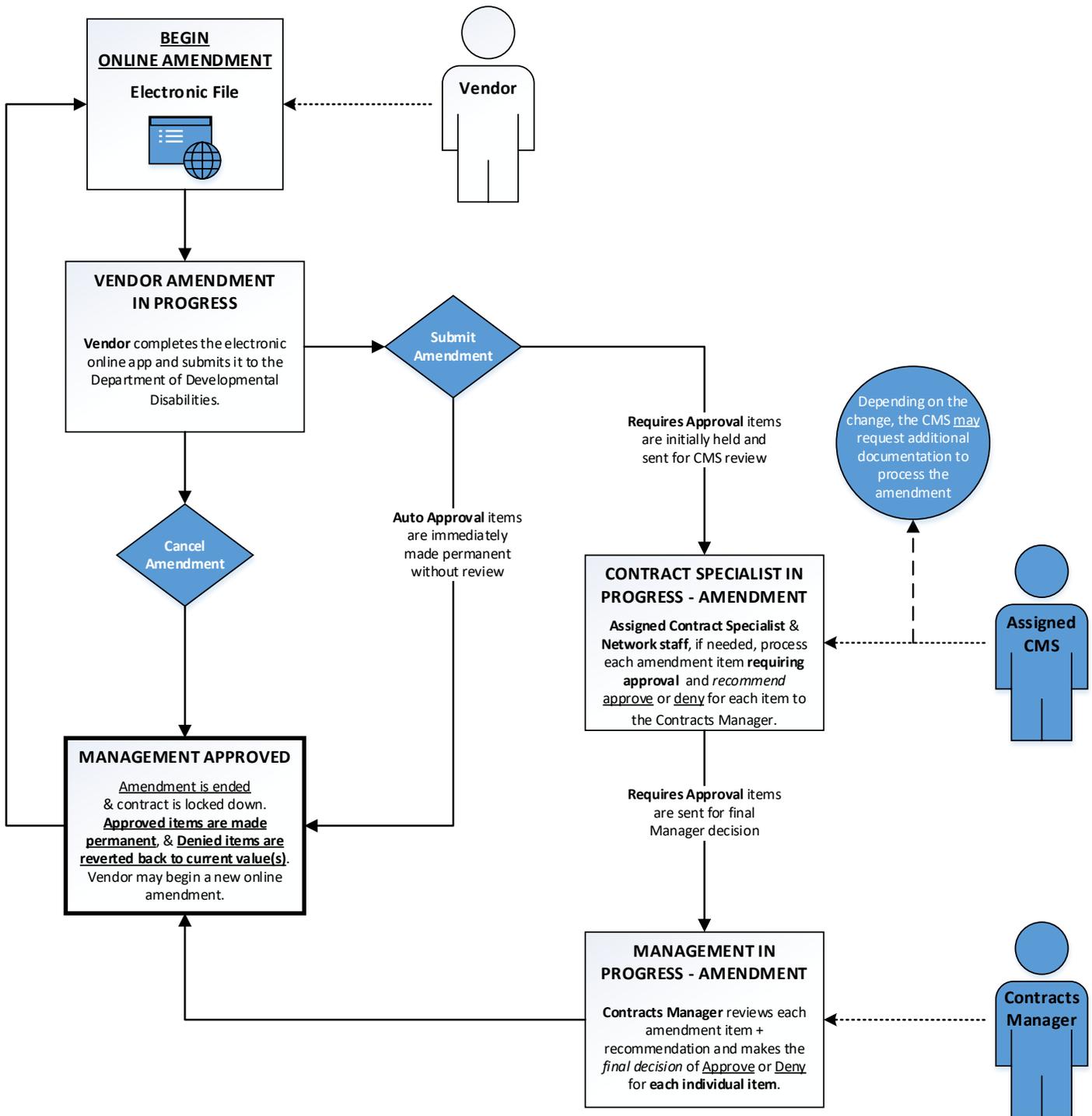
Assurance & Submittals tab

- ❖ All fields

Services tab

- ❖ All fields under Service Description and Transportation tabs

2 Amendment Process Flow by Contract Status



3 Start Amendment

While the contract is active and in a status of **MANAGEMENT APPROVED**, the fields are set to read-only and all changes are restricted. Once an amendment is started, the fields are made available to be changed.

Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED Actions

Main Menu Dashboard **Information** Contacts Program Management Assurances & Submittals Services Amend Contract

Administrative & Service Sites Insurances Contract Documents

Vendor Information

Legal Name * Whoville Homes LLC Vendor FEI * 35-6484511

Vendor DBA Name Vendor Phone Number * (602) 444-5554 Vendor Fax Number

Vendor Email Address whoville@live.com Vendor Website Address (e.g. - http://www.example.com or www.example.com)

Please specify the nature of your organization.(Choosing 'Agency' will require you to have an FEI# and 1 or more additional employees.) *

Agency **Independent Professional Provider**

To start an amendment, follow the steps below...

1. **Login** to your QVA contract in the **Qualified QVC**.
2. Click on the **Actions** menu in the contract header bar.
3. Select the **“Amend Contract”** action.

>>> RESULTS: The amendment is started and the contract is now open for changes. Notice the differences in the contract once an amendment has been started.

Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED | VENDOR AMENDMENT IN PROGRESS Actions

Main Menu Dashboard **Information** Contacts Program Management Assurances & Submittals Services Review Amendment
Cancel Amendment

Administrative & Service Sites Insurances Contract Documents

Vendor Information

Legal Name * Whoville Homes LLC Vendor FEI * 35-6484511

Vendor DBA Name Vendor Phone Number * (602) 444-5554 Vendor Fax Number

Vendor Email Address whoville@live.com Vendor Website Address (e.g. - http://www.example.com or www.example.com)

Please specify the nature of your organization.(Choosing 'Agency' will require you to have an FEI# and 1 or more additional employees.) *

Agency **Independent Professional Provider**

- A. The current contract status is appended with **VENDOR AMENDMENT IN PROGRESS**.
- B. The available Actions are 'Review Amendment' & 'Cancel Amendment'.
- C. The **Vendor FEI** field is now open for amendment. (*contact DDD if you chose to change your FEI*)
- D. The fields are open for edit only during the **VENDOR AMENDMENT IN PROGRESS** status.

THE START AMENDMENT SECTION IS COMPLETE – Please move on to the next section

4 AUTO-APPROVED

4.1 Update Contract

Now that the amendment has started and the contract is in a status which allows for changes, you may update each tab of the contract with changes and save your entries. In this section, we go over how to make **auto-approved changes** to the current QVA contract. Remember, all changes not requiring approval from DDD will be automatically approved once the amendment is submitted.

Information

To update Auto-Approved fields on the Information tab, follow the steps below...

1. On the **Information tab**, update any of the **auto-approved fields**, Vendor Fax Number, Vendor Website address or Executive/Owner Fax Number.
2. When you have completed your entries, click the [**Save Changes**] button.

NOTE: Clicking the [**Save Changes**] button on the current tab will only save the entries on that page and DOES NOT submit and update the amendment automatically.

Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED Actions

Main Menu | Dashboard | **Information** | Contacts | Program Management | Assurances & Submittals | Services | Amend Contract

Administrative & Service Sites | Insurances | Contract Documents

Vendor Information

Legal Name * Whoville Homes LLC Vendor FEI * 35-6484511

Vendor DBA Name Vendor Phone Number * (602) 444-5554 Vendor Fax Number

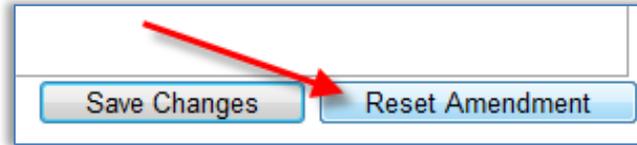
Vendor Email Address whoville@live.com Vendor Website Address (e.g. - http://www.example.com or www.example.com)

Please specify the nature of your organization. (Choosing 'Agency' will require you to have an FEI# and 1 or more additional employees.) *

Agency Independent Professional Provider

- A. The confirmation message "**Data saved successfully**" is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will show the **former value** in a small popup.

NOTE: Clicking the **[Reset Amendment]** button will remove the current entry and will revert the field back to the original value before the amendment was started.



THE INFORMATION TAB SECTION IS COMPLETE – Please move on to the next section

Contacts

To update Auto-Approved fields on the **Contacts** tab, follow the steps below...

1. On the **Contacts** tab, update **fields without asterisks** on the page. (field changes will be auto-approved)
2. All the fields with red asterisks “*” are Required Fields/Mandatory Fields and have to be filled.
3. When you have completed your entries, click the **[Save Changes]** button.

Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED | VENDOR AMENDMENT
IN PROGRESS Actions

Main Menu | Dashboard | Information | **Contacts** | Program Management | Assurances & Submittals | Services | Administrative & Service Sites | Insurances

Contract Documents

Data saved successfully

Principal Contact The contact for the Day-to-Day operation of the organization.(May be same as Executive/Owner contact)

First Name * Last Name * Phone Number * Fax Number Email Address *
Cindy Lou Who (602) 444-5554 whoville@live.com Same as Owner

Notice Contact The contact for all correspondence from DDD Business operations to the organization.(May be same as Executive/Owner contact)

First Name * Last Name * Phone Number * Fax Number Email Address *
Cindy Lou Who (602) 544-4445 whoville@live.com Same as Owner

Quality Management Contact The contact responsible for review, oversight, and improvement of the program.(May be same as Executive/Owner contact)

First Name * Last Name * Phone Number * Fax Number Email Address *
Cindy Lou Who (602) 544-4445 whoville@live.com Same as Owner

Billing / Payments Contact The contact for all claims and other billing correspondence to the organization.(May be same as Executive/Owner contact)

First Name * Last Name * Phone Number * Fax Number Email Address *
Cindy Lou Who (602) 444-5554 (333) 333-3333 whovillrre@live.com Same as Owner

Address Line 1 * Address Line 2
3443 N Central Ave Ste 1300

City * State * Zip Code * Zip4 County
Phoenix AZ 85012 2217 MARICOPA

Save Changes Reset Amendment

- A. The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will show the **former value** in a small popup.

- D. The contact information may be the same as the Executive/Owner contact. Use the [Same as Owner] button to automatically add the same information.

THE CONTACTS TAB SECTION IS COMPLETE – Please move on to the next section

Administration & Service Sites

Validate Addresses

To validate site addresses in Admin & Service Sites tab in accordance to USPS standard, follow the steps below...

1. On the **Admin & Service Sites tab**, click on the **! - Validate all Site Addresses** button. This will validate all the street addresses and fill in any missing value that do not need user intervention.

The screenshot shows a web application interface for managing sites. At the top, there are navigation tabs: Main Menu, Dashboard, Information, Contacts, Program Management, Assurances & Submittals, and Services. Below these are sub-tabs: Administrative & Service Sites, Insurances, and Contract Documents. The main content area is titled 'Sites' and contains the following instructions:

- All QVA contracts require one (and only one) Primary Administrative Site.
- Please select 'Set as Primary Site' under Actions column or open Admin site and check Primary Administrative Site box in Office Type section.
- When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.
- !- Indicates addresses that require validation. (Complies with USPS standards)

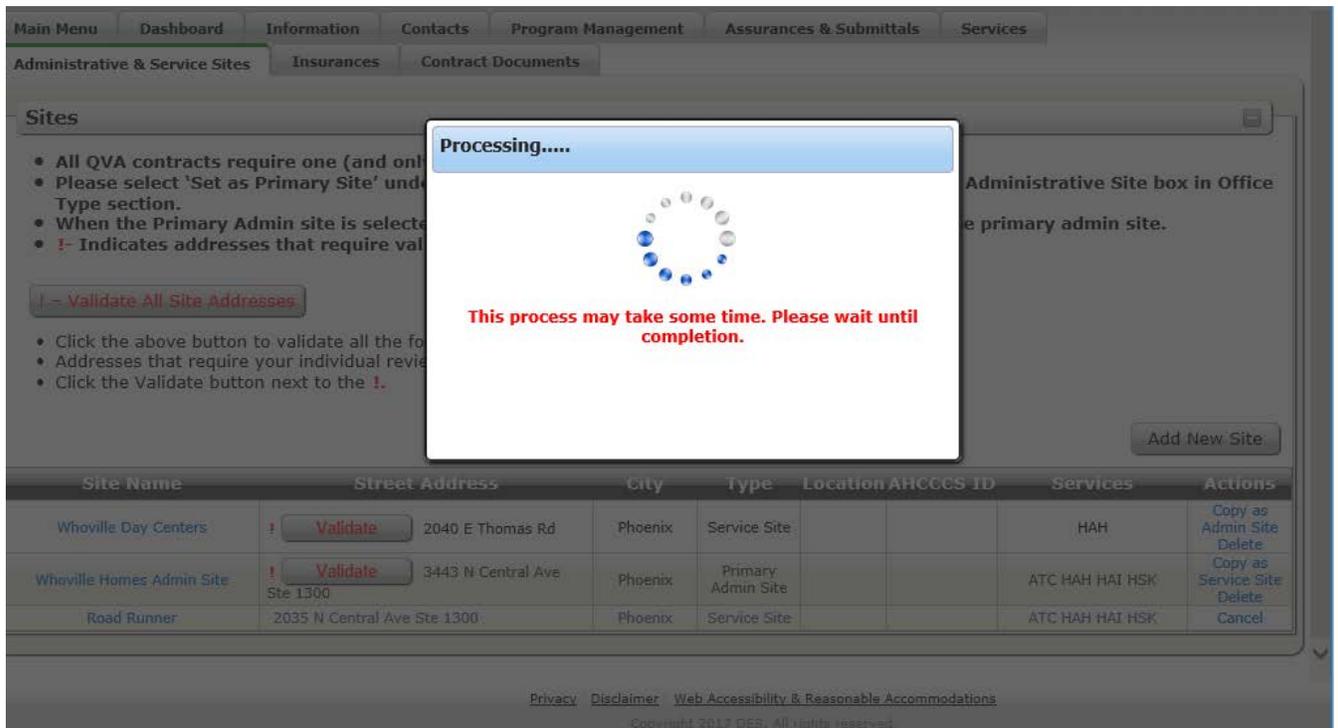
Below the instructions is a button labeled '! - Validate All Site Addresses'. Underneath this button are further instructions:

- Click the above button to validate all the following address.
- Addresses that require your individual review will retain the !.
- Click the Validate button next to the !.

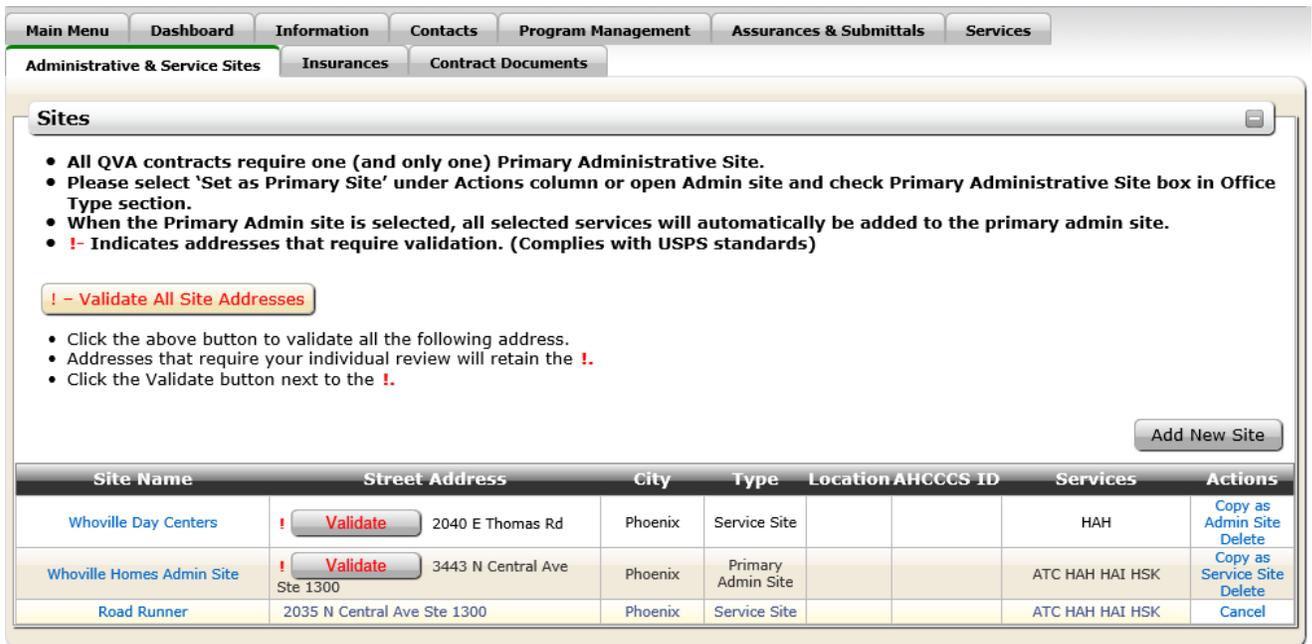
At the bottom right of the instructions is an 'Add New Site' button. Below the instructions is a table with the following columns: Site Name, Street Address, City, Type, Location AHCCCS ID, Services, and Actions.

Site Name	Street Address	City	Type	Location AHCCCS ID	Services	Actions
Whoville Day Centers	! Validate 2040 E Thomas Rd	Phoenix	Service Site		HAH	Copy as Admin Site Delete
Whoville Homes Admin Site	! Validate 3443 N Central Ave Ste 1300	Phoenix	Primary Admin Site		ATC HAH HAI HSK	Copy as Service Site Delete
Road Runner	2035 N Central Ave Ste 1300	Phoenix	Service Site		ATC HAH HAI HSK	Cancel

Once the **! - Validate all Site Addresses** button is clicked, you may have addresses that need to be manually corrected. These addresses are sorted and appear at the top of the list. This process may take some time to validate the addresses for all sites.



- For addresses that must be validated manually, a **Validate** button is displayed in front of the Street Address for the site.



Click on the **Validate** Button to validate addresses individually.

When the Validate button is clicked, a pop up displays all the addresses that are near match .Select the desired address. This action navigates back to the list and inserts the now validated address.

Verify your address details

Sorry, we think your apartment/suite/unit is missing or wrong
 To proceed, please enter your apartment/suite/unit or use your address as entered

Confirm your Apartment/Suite/Unit number:

To close dialog please click

3443 N Central Ave
 Phoenix
 AZ
 85012

***Your address may be undeliverable**
 Show all potential matches

3443 N Central Ave, Phoenix AZ	85012-2203
3443 N Central Ave, Phoenix AZ	85012-2204
3443 N Central Ave Fl 5, Phoenix AZ	85012-2207
3443 N Central Ave Fl 13 ... 18, Phoenix AZ	85012-2225
North Rotunda, 3443 N Central Ave Frnt NORTH, Phoenix AZ	85012-2218
South Rotunda, 3443 N Central Ave Frnt ROTUNDA, Phoenix AZ	85012-2204
3443 N Central Ave Ste 3, Phoenix AZ	85012-2214

Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
 VENDOR AMENDMENT IN PROGRESS [Actions](#)

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **Assurances & Submittals** | **Services**

Administrative & Service Sites | **Insurances** | **Contract Documents**

Sites

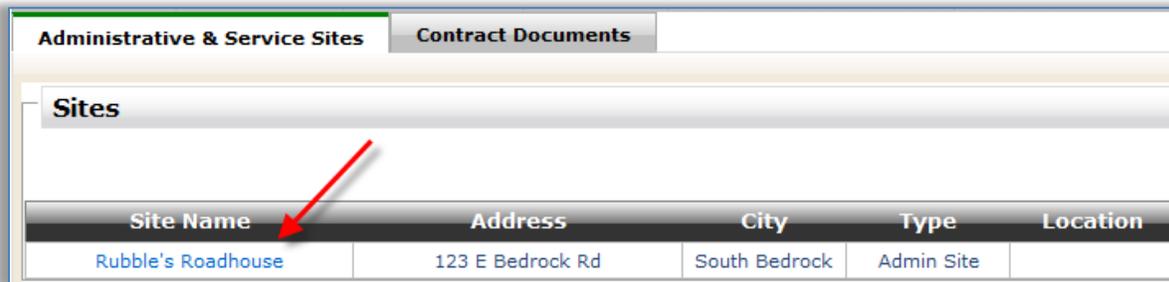
- All QVA contracts require one (and only one) Primary Administrative Site.
- Please select 'Set as Primary Site' under Actions column or open Admin site and check Primary Administrative Site box in Office Type section.
- When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.
- ! Indicates addresses that require validation. (Complies with USPS standards)

Site Name	Street Address	City	Type	Location AHCCCS ID	Services	Actions
Whoville Day Centers	2040 E Thomas Rd	Phoenix	Service Site		HAH	Copy as Admin Site Delete
Whoville Homes Admin Site	3443 N Central Ave Frnt NORTH	Phoenix	Primary Admin Site		ATC HAH HAI HSK	Copy as Service Site Delete

Edit Site

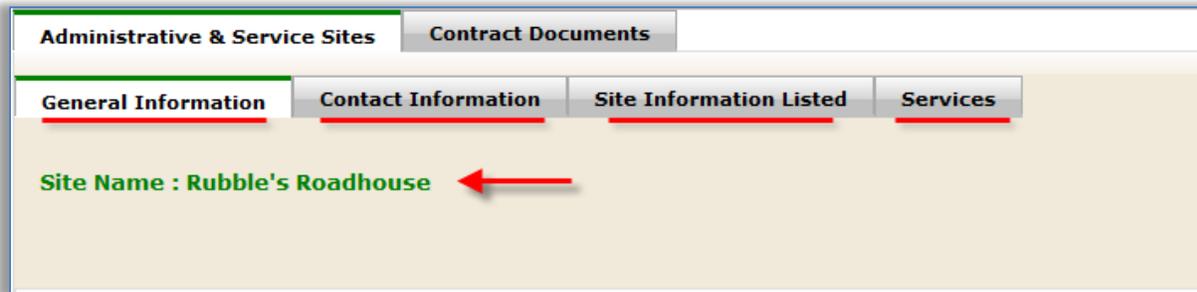
To update Auto-Approved fields on the Admin & Service Sites tab, follow the steps below...

3. On the **Admin & Service Sites tab**, update **any field without asterisks** on the page. (field changes will be auto-approved)



Site Name	Address	City	Type	Location
Rubble's Roadhouse	123 E Bedrock Rd	South Bedrock	Admin Site	

>>> **RESULTS:** This will open the Site's sub tabs to allow access to the site's information and make changes to the site's details.



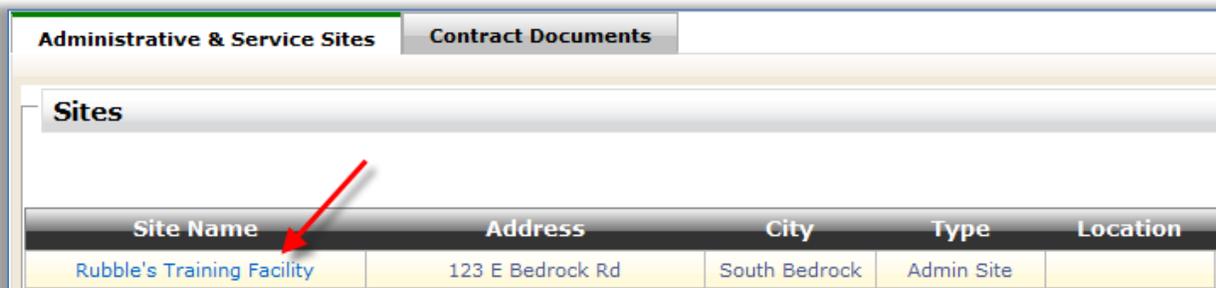
Administrative & Service Sites | **Contract Documents**

General Information | **Contact Information** | **Site Information Listed** | **Services**

Site Name : Rubble's Roadhouse

4. Update **any field** on any of the sub tabs. (All field changes are auto-approved)
5. When you have completed your entries, click the **[Save Changes]** button.
6. Click the **[Back to Site List]** button.

>>> **RESULTS:** The updated field is displayed in the Sites List.



Site Name	Address	City	Type	Location
Rubble's Training Facility	123 E Bedrock Rd	South Bedrock	Admin Site	

Add New Site

To add an auto-Approved site on the Admin & Service Sites tab, follow the steps below...

1. On the **Administration & Service Sites** tab, click on the **[Add New Site]** button.
2. Fill in and save all required fields on the **General Information** page.
3. Fill in and save all required fields on the **Site Information Listed** page.
4. Fill in and save any optional fields on any of the available sub tab pages.
5. Click the **[Back to Sites List]** button.

Site Name	Address	City	Type	Location	AHCCCS ID	Services	Actions
Rubble's Training Facility	123 E Bedrock Rd	South Bedrock	Admin Site				Delete
BamBam's Medical Cave	444 E Rock Lane	Bedrock	Service Site				Cancel

- A. The new site is added to the Sites List
- B. The available action for a newly added site is **"Cancel"**. A site may be cancelled ONLY when it has been added to an amendment and is not yet part of the agreement. Cancelling it will remove it from the amendment.

Delete Site

One of the available actions for a current site during an amendment is **"Delete"**.

Site Name	Address	City	Type	Location	AHCCCS ID	Services	Actions
Rubble's Training Facility	123 E Bedrock Rd	South Bedrock	Admin Site				Delete
BamBam's Medical Cave	444 E Rock Lane	Bedrock	Service Site				Cancel

- C. A site may be deleted ONLY when it is a current and active site for the contract and only during an amendment. Deleting it will set it for removal once the amendment has been submitted.

Site Name	Address	City	Type	Location	AHCCCS ID	Services	Actions
Rubble's Roadhouse	123 E Bedrock Rd	South Bedrock	Admin Site				Undo Delete

- D. Once the site has been deleted during an amendment, the Site Name is crossed out to signify the removal requested, and the only action is to **“Undo Delete”**. This action is available until the amendment has been submitted.

Copy Site

1. To create a new Service Site copy from a current Admin Site, click the **“Copy as Admin Site”** link in the **Actions** column of the selected Service Site. (or click the **“Copy as Service Site”** link for an Admin to Service copy)

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Barney Rubble's Physical Therapy	3443 N Central Ave Ste 1200	Phoenix	<u>Admin Site</u>				Copy as Service Site Delete Set as Primary Site
Fred's Rock Gym	3443 N Central Ave Ste 1200	Phoenix	Primary Admin Site			ATC	Copy as Service Site Delete
Betty's Group Home	3443 N Central Ave Ste 1200	Phoenix	<u>Service Site</u>			ATC	Copy as Admin Site Delete

Results: A new **Admin Site** is created with all of the same data as the Service Site. Open for edit.

2. If there are changes to be made, make all changes desired on any/all of the tabs. Click the **[Save Changes]** on each page with a change on it.
3. If there are NO changes to be made, click the **[Back to Site List]** button to return to the Sites page.

General Information | Contact Information | Site Information Listed | Services

Site Name : Betty's Group Home - Copy

Back to Site List

Save Changes | Reset Amendment

Site Information

Site Name *
Betty's Group Home - Copy

Office Code

AHCCCS ID

Office Type

Administrative Site

Service Site

Office Type Description (Please add office type description(s) such as Group Home, Day Treatment & Training Center, Respite Home, etc.)
This is a test >>>>

Primary Administrative Site (only 1 allowed)

Site Street Address

Address Line 1 *
3443 N Central Ave

Address Line 2
Ste 1200

Phone Number *
(604) 654-5646

City *
Phoenix

State *
AZ

Zip Code *
85012

Zip 4
2210

County
MARICOPA

District *
DISTRICT EAST

Check box to remove address from Provider search (Site Addresses are visible on Provider Search unless checkbox is selected. If selected, the Primary Admin address will be substituted for this site address)

Results: The copied site is added to the Sites list. The status is pre-approved at this time. Once the amendment is submitted, the site will be active and ready to go. It may be updated through the current, or a new, amendment at any time. It may also be cancelled before the amendment is submitted.

Q05201813922 | Whoville Homes LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
 VENDOR AMENDMENT IN PROGRESS

Actions

Main Menu | Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services

Administrative & Service Sites | Insurances | Contract Documents

Sites

- All QVA contracts require one (and only one) Primary Administrative Site.
- Please select 'Set as Primary Site' under Actions column or open Admin site and check Primary Administrative Site box in Office Type section.
- When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.
- !- Indicates addresses that require validation. (Complies with USPS standards)

Add New Site

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Whoville Day Centers	2040 E Thomas Rd	Phoenix	Service Site			HAH	Copy as Admin Site Delete
Whoville Day Centers - Copy	2040 E Thomas Rd	Phoenix	Admin Site			HAH	Cancel Set as Primary Site
Whoville Homes Admin Site	3443 N Central Ave Ste 1300	Phoenix	Primary Admin Site			ATC HAH HAI HSK	Copy as Service Site Delete
Whoville Homes Admin Site - Copy	3443 N Central Ave Ste 1300	Phoenix	Service Site			ATC HAH HAI HSK	Cancel

Set as Primary Site

Another available action for a current site during an amendment is “Set as Primary Site”.

Sites

All QVA contracts require one (and only one) Primary Administrative Site. When the Primary Admin site is selected, all selected services will automatically be added to the primary admin site.

Not Primary

E

Add New Site

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
qweqweqweqwe	123 E main Rd	Scottsdale	Admin Site				Delete Set as Primary Site
Test Site	3443 E astate	phoenix	Primary Admin Site				Delete

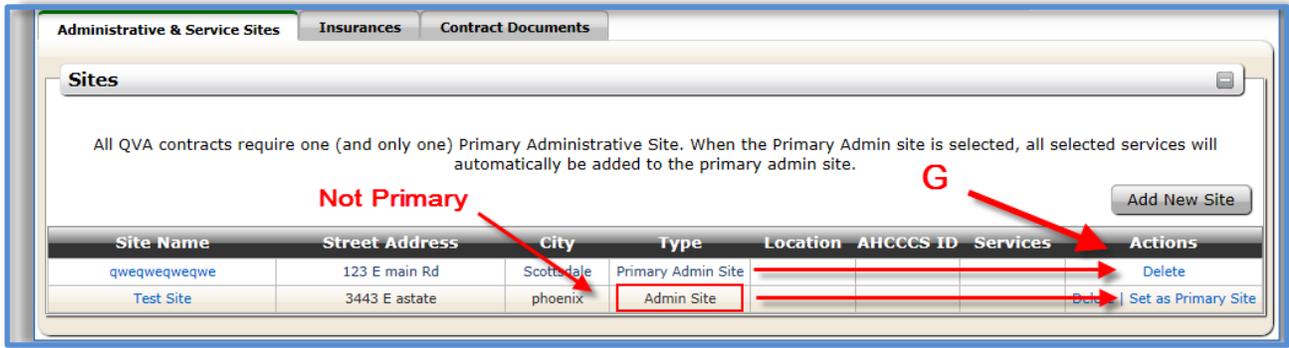
- E. An Admin site may be selected as Primary Site ONLY when it is a current and active Admin site not already designated as Primary Site.

Message from webpage

Only one Primary Admin site is allowed. Previous primary site will no longer be designated as a primary site. Do you wish to continue?

OK Cancel

- F. The system will provide you with information on selecting a Primary Admin site and will ask you to confirm your decision after you have been informed.



- G.** Setting the new site as Primary will remove the Primary designation from the old Admin Site and return the “Set as Primary Site” available action to the old Admin site. Services on the admin site, which is no longer designated as a primary admin site, will be removable.

THE ADMINISTRATIVE & SERVICES TAB SECTION IS COMPLETE

Feel free to update any other *auto-approved* field in the contract. Once you have made all your changes, you are ready to submit the amendment.

THE UPDATE FIELDS (AUTO-APPROVED) SECTION IS COMPLETE – Please move on to the next section

4.2 Review Amendment

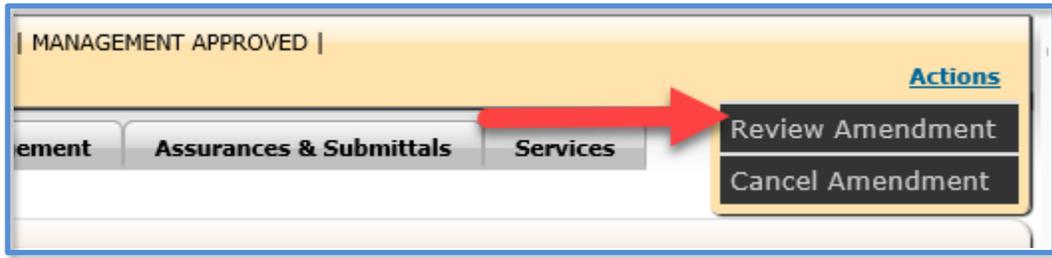
Once all of the desired changes have been entered and saved, the amendment may now be submitted to the Division for review.

IMPORTANT:

- ✓ Since all changes in the submitted amendment are auto-approved by the Division, once the amendment is submitted by the vendor, the changes are permanently written to the contract and become a legal term of the agreement.
- ✓ The Amendment is then considered complete and a new and separate amendment to the contract may be started.
- ✓ The submission of an all auto-approved amendment requires no action from the Division.
- ✓ Submitting an amendment with only auto-approved changes will complete the amendment process and the amendment will be considered closed.
- ✓ Once the amendment is completed, the only way to update the contract is through a new and separate amendment.

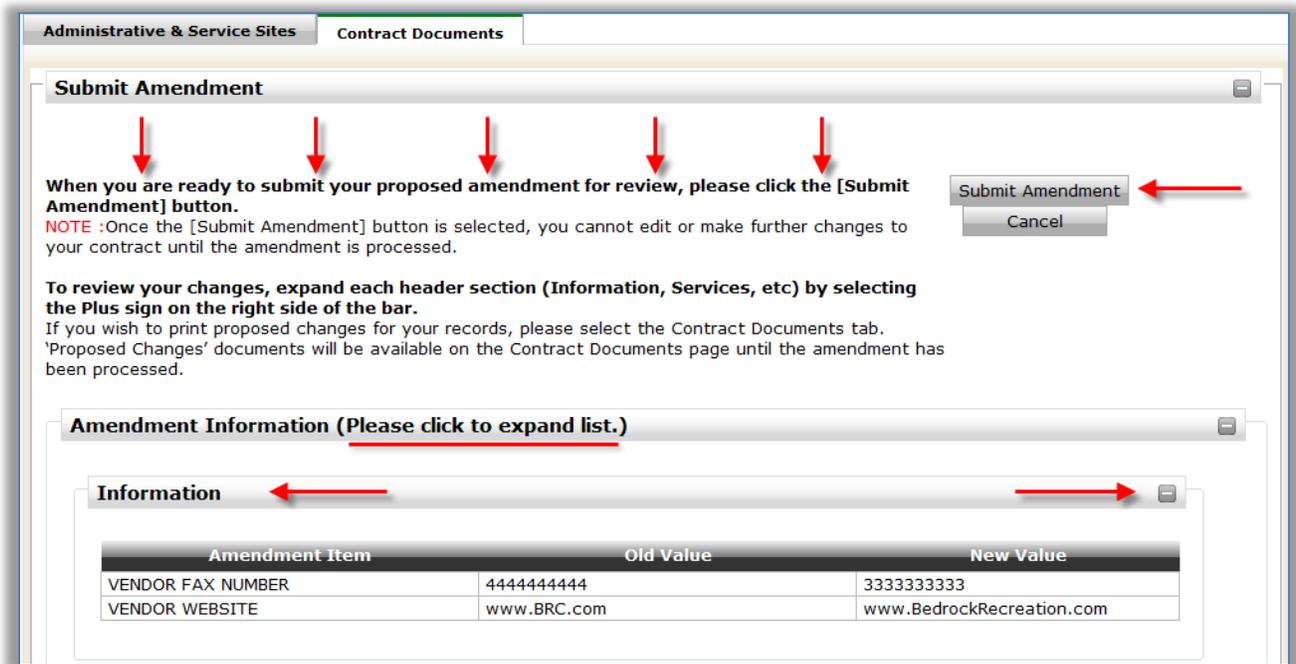
To Review an amendment with only Auto-Approved changes, follow the steps below...

1. Click on the **Actions menu** in the contract header bar near the top of the page.
2. Select the **'Review Amendment'** action.



The *Submit Amendment* page is created and displayed on the **Contract Documents** tab. Read through the page and follow the instructions to completely submit the amendment. When you are ready to submit your proposed amendment for review, please click the **[Review Amendment]** button found on the page.

NOTE: Once the **[Review Amendment]** button on this page is selected, you cannot edit or make further changes to your contract until the amendment is processed.



Contacts

Amendment Item	Old Value	New Value
NOTICE CONTACT FIRST NAME	Fred	Barney
NOTICE CONTACT LAST NAME	Flintstone	Rubble
NOTICE CONTACT PHONE NUMBER	5555555555	5656565656
NOTICE CONTACT EMAIL ADDRESS	msalgian@azdes.gov	Barney@BRC.com

Administrative & Service Sites

Amendment Item	Old Value	New Value
VENDOR SITE ADD	BamBam's Medical Cave	
VENDOR SITE NAME		BamBam's Medical Cave
ADMIN ADDRESS STREET		444 E Rock Lane
ADMIN ADDRESS CITY		Bedrock
ADMIN ADDRESS STATE		ARIZONA
ADMIN ADDRESS ZIP CODE		00003
ADMIN ADDRESS PHONE BASE NUMBER		7777777777
ASSIGNED DISTRICT		District East
PRIMARY CONTACT FIRST NAME		BamBam
PRIMARY CONTACT LAST NAME		Flintstone
PRIMARY CONTACT PHONE BASE NUMBER		7777777777

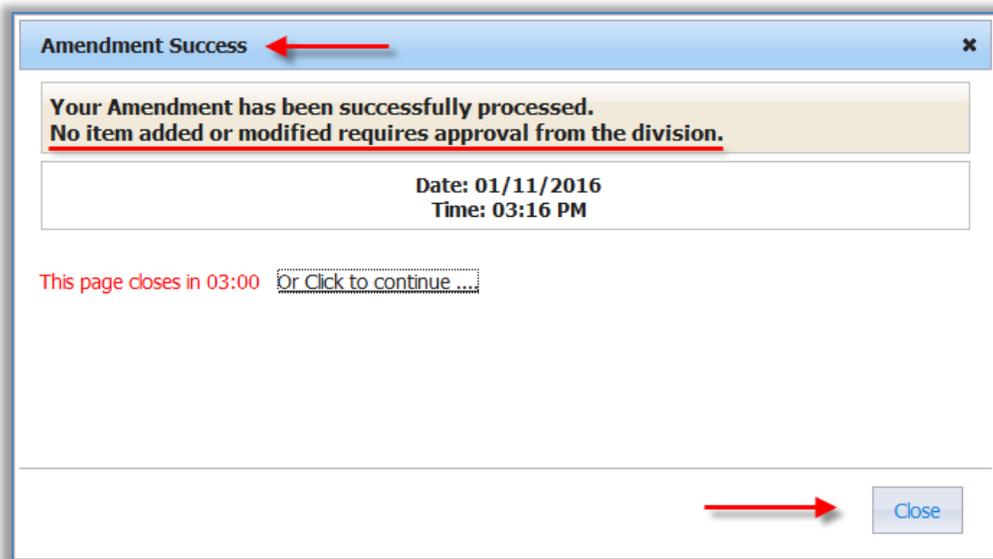
PRIMARY CONTACT EMAIL ADDRESS		BamBam@BRC.com
VENDOR OFFICE TYPE		Service Type
SCHEDULE MONDAY FROM		06:30AM
SCHEDULE MONDAY TO		06:30AM
SCHEDULE TUESDAY FROM		06:30AM
SCHEDULE TUESDAY TO		06:15AM
SCHEDULE WEDNESDAY FROM		06:30AM
SCHEDULE WEDNESDAY TO		06:30AM
SCHEDULE THURSDAY FROM		06:30AM
SCHEDULE THURSDAY TO		06:30AM
SCHEDULE FRIDAY FROM		06:45AM
SCHEDULE FRIDAY TO		06:30AM
SCHEDULE SATURDAY FROM		06:30AM
SCHEDULE SATURDAY TO		06:45AM

Amendment Item	Old Value	New Value
VENDOR SITE UPDATE	Rubble's Roadhouse	
VENDOR SITE NAME	Rubble's Roadhouse	Rubble's Training Facility

If you are ready to submit your proposed amendments for review, please click the [Submit Amendments] button.

Submit Amendment
Cancel

NOTE :Once the [Submit Amendment] button is selected, you cannot edit or make further changes to your contract until the amendment is processed.
 If you wish to print proposed changes for your records, please select the Contract Documents tab.
 'Proposed Changes' documents will be available on the Contract Documents page until the amendment has been processed.



CONGRATULATIONS!!

YOUR AMENDMENT HAS BEEN SUCCESSFULLY SUBMITTED

4.3 Amendment Review Process

What happens now...

Since all of the changes are *auto-approved by DDD*, the values and additions have been written to the contract and the amendment has now been closed.

Contract Documents

Now that your amendment has been submitted and closed, the changes are a **permanent part of the agreement** and will be listed on the updated contract documents. To view and print the updated documents for your records, go to the Contracts Documents tab and select the document you desire.

The values replaced by the amendment are no longer part of your agreement and will not be available in the updated contract documents.

- Main Menu
 - Dashboard
 - Information
 - Contacts
 - Program Management
 - Assurances & Submittals
 - Services
 - Administrative & Service Sites
- Insurances **Contract Documents**

Contract Documents

Print all modifications or additions you have made to the contract (requiring approval or not) by selecting the pertinent links below. ---in "PDF" format

Proposed Amendment Documents

- [Section 2: Vendor Contact Information](#)
- [Section 3: Assurances & Submittals Form](#)
- [Section 4: Program Management](#)
- [Section 5: Vendor Administrative, including Service Sites](#)
- [Section 7: Services](#)
- [Section 8: Service Level Detail](#)

Current Contract Documents

- [Section 1: Application & Qualified Vendor Agreement Award](#)
- [Section 1.a: Notice of Qualified Vendor Application Approval](#)
- [Section 2: Vendor Contact Information](#)
- [Section 3: Assurances & Submittals Form](#)
- [Section 4: Program Management](#)
- [Section 5: Vendor Administrative, including Service Sites](#)
- [Section 7: Services](#)
- [Section 8: Service Level Detail](#)

View summary of changes

- [Contract Amendment Changes](#)

Amendment Review

Since the amendment **with all auto-approved changes** is closed automatically once it is submitted, the amendment process also ends with the successful submission. Notice the changes to your QVA contract after the amendment has been completed and closed.

Q12201713801 | **Bedrock Recreation Company** | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED Actions

Main Menu | Dashboard | **Information** | Contacts | Program Management | Assurances & Submittals | Services | Admin | Amend Contract

Insurances | Contract Documents

Vendor Information

Legal Name * Vendor FEI *

Vendor DBA Name Vendor Phone Number * Vendor Fax Number

Vendor Email Address Vendor Website Address (e.g. - http://www.example.com or www.example.com)

Please specify the nature of your organization. (Choosing 'Agency' will require you to have an FEI# and 1 or more additional employees.) *

Agency **Independent Professional Provider**

- A. The contract amendment status has been removed
- B. A new amendment may now be created for the contract.
- C. The new values have been made permanent.
- D. The contract is once again read-only and editing is restricted without an amendment.

THE SUBMIT AMENDMENT (AUTO-APPROVED) SECTION IS COMPLETE – Please move on to the next section

5 REQUIRES APPROVAL

5.1 Update Contract

In this section, we go over how to make **required approval changes** to the current QVA contract. These changes will require **review by the Division** and will not update in the contract until DDD has approved them. Remember, all changes will be sent collectively as a single submission to the Division for review; however, each item will be reviewed and decided upon individually.

NOTE: Changing a Vendor FEI requires additional steps prior to submitting an amendment:

- Contact the Contract Management Specialist for approval prior to making a change
- Determine the start date of the 'new' FEI

Information

To update **Requires Approval** fields on the **Information** tab, follow the steps below...

1. On the **Information** tab, update any '**requires approval**' field from the list on Page 3.
2. When you have completed your entries, click the **[Save Changes]** button.

NOTE: Clicking the **[Save Changes]** button will only save the page, and will not submit the changes.

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **A**

Administrative & Service Sites | **Contract Documents**

Data saved successfully ← **A**

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
99-9999992 ← **B**

Vendor DBA Name
BRC, Inc.

Bedrock Recreation Company

(555) 555-5555 (333) 333-3333

Vendor Email Address
FFlintstone@BRC.com

Vendor Website Address (e.g. - http://www.example.com or www.exa
www.BedrockRecreation.com

Vendor Organization Type ('Agency' = 1 or more additional employees / 'Independent' = No additional employees) *
 Agency **Independent Professional Provider**

Vendor Address

Street

Address Line 1 *
987 N Mountain Range Lane ← **C**

Address Line 2
Address Line 1 *
321 E Rockington

City *
North Bedrock

State *
AZ

Zip Code *
00005

Zip4
County
OUT OF COUNTY

City *
Bedrock

Executive/Owner Information

First Name *
Cindy Lou

Middle Initial
Last Name *
Who

Suffix
Social Security Number (i.e. - XXX-XX-XXXX)

Date Of Birth
Phone Number *
(602) 544-4445

Fax Number
Email Address *
whoville@live.com

Authorized Signatory Information

First Name *
Cindy Lou

Last Name *
Who

Title *
CEO

Alternate First Name
Alternate Last Name
Alternate Title

Save Changes Reset Amendment

- A.** The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B.** Hovering over the updated field will show the **former value** in a small popup.
- C.** The updated field is highlighted by filling in the field with a **light yellow background**.

NOTE: Clicking the [**Reset Amendment**] button will revert all fields back to the original value before the amendment was started.

THE INFORMATION TAB SECTION IS COMPLETE – Please move on to the next section

Program Management

To update Requires Approval fields on the Program Management tab, follow the steps below...

1. On the **Program Management tab**, update **any field** on the page. (All field changes require approval by DDD)
2. When you have completed your entries, click the [**Save Changes**] button.

The screenshot shows the 'Program Management' tab selected in a web application. The 'Recruitment & Training Information' section is active. A confirmation message 'Data saved successfully' is displayed, with a red arrow labeled 'A' pointing to it. A text field is highlighted in light yellow, with a red arrow labeled 'B' pointing to it. A tooltip is visible over the text field, showing the former value 'This is a test. This is only a test. Thank you.', with a red arrow labeled 'C' pointing to it. The text field contains the text 'This data box has been updated during an amendment test. Thank you'. The 'Save Changes' and 'Reset Amendment' buttons are visible.

- A. The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.
- C. Hovering over the updated field will show the **former value** in a small popup.

NOTE: Update any other field on any other Program Management sub tab and save the entry using the [**Save Changes**] button on the individual sub tab. Once you have made all changes, you may move onto the next section.

THE PROGRAM MANAGEMENT TAB SECTION IS COMPLETE – Please move on to the next section

Assurance & Submittals

To update Requires Approval fields on the Assurance & Submittals tab, follow the steps below...

1. On the **Assurance & Submittals tab**, update **any field** on the page. (All changes require approval by DDD)
2. When you have completed your entries, click the [**Save Changes**] button.

Main Menu | Dashboard | Information | Contacts | Program Management | **Assurances & Submittals** | Services

Administrative & Service Sites | Contract Documents

Data saved successfully ← **A**

Save Changes | Reset Amendment

INSTRUCTIONS:
The Applicant must respond to each of the following items, then print and sign the document and attach hardcopies of the applicable submittals. The submittals shall indicate the item number to which it corresponds and include the Applicant's Federal Employer Identification Number (FEIN).

1). Does the Applicant/Qualified Vendor agree to maintain and comply with any licensure(s), certification(s), and/or registration(s) set forth under federal or Arizona law, rules, or policy for the provision of each developmental disability service applied for? Yes No **B**

2). Does the Applicant/Qualified Vendor understand that payment will not be made for services delivered prior to the effective date of any licensure, certification(s), and/or registration(s) required by federal or Arizona law, rules, or policy? Yes No **C**

- A.** The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B.** The updated field is highlighted by filling in the field with a **light yellow background**.
- C.** Hovering over the updated field will **NOT** show the **former value** in a small popup because the original value is simply the opposite of the currently changed value.

NOTE: If any change made to the Assurance & Submittal page requires additional hardcopy documents, the required documents will need to be sent into the Division using 1 of the 2 methods below.

<p>Mail Application to:</p> <p>ATTN: Contracts DES/DDD Business Operations Mail Drop 2HC3 P.O. Box 6123 Phoenix, Arizona 85005-6123</p>	<p>OR</p>	<p>Hand Deliver Application to:</p> <p>ATTN: Contracts DES/DDD 1789 W. Jefferson 4th Floor South West Phoenix, Arizona 85007</p>
--	------------------	---

THE ASSURANCE & SUBMITTALS TAB SECTION IS COMPLETE – Please move on to the next section

Services

Edit Service

To update Requires Approval fields on the Service tab, follow the steps below...

1. On the **Service tab**, click on an approved **Service** from the Services List.

Suspended	Ahcccs Id	Service	Status	Start Date	End Date
N		ATC - ATTENDANT CARE	Staff Approved	11/24/2015	

>>> RESULTS: This will open the Service’s sub tabs to allow access to the service information and make changes to the service details.

<u>Service Description</u>	<u>Transportation</u>	<u>AHCCCS ID</u>	<u>Recruitment & Training</u>	<u>Incident Reporting</u>	<u>Complaints & Grievances</u>
<u>Member/Member Representative Input</u>	<u>Member Involvement</u>	<u>Quality Improvement</u>			

ATC - ATTENDANT CARE

2. Update **any field** on any of the sub tab pages and click [Save Changes] on each page to save the entries. (All field changes require approval by DDD)

Service Description

Please limit your response to one page.

Data saved successfully ← **A**

Save Changes Reset Amendment

Describe how your organization will provide this service from referral through service delivery *
 1908 characters remaining

This text box was updated during an amendment to the Service Description sub tab. Thank you. ← **B**

This is a test. This is only a test. Thank you. ← **C**

- A.** The confirmation message “**Data saved successfully**” is displayed when the page is saved.
- B.** The updated field is highlighted by filling in the field with a **light yellow background**.
- C.** Hovering over the updated field will show the **former value** in a small popup.

3. Click the [**Back to Services List**] button.

>>> RESULTS: The service sub tabs are closed and you are returned to the Services List. The edited service has a yellow highlighted background to signify that a requested change has been made.

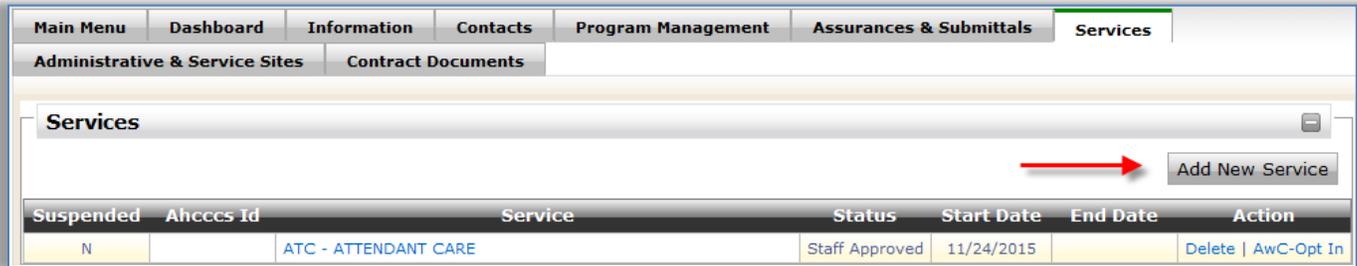
Services				
Suspended	Ahcccs Id	Service	Status	Start Date
N		ATC - ATTENDANT CARE	Staff Approved	11/24/2015

THE EDIT SERVICE SECTION IS COMPLETE – Please move on to the next section

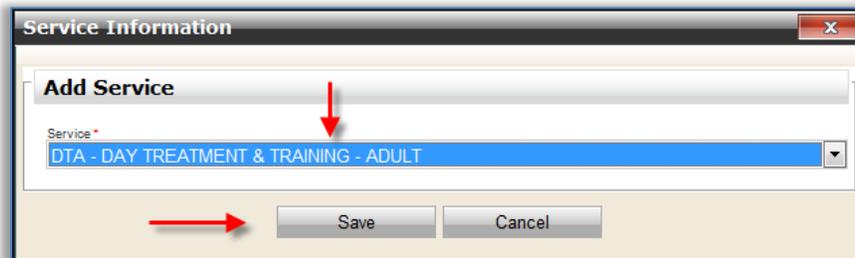
Add New Service

To add a Requires Approval service on the Services tab, follow the steps below...

1. On the **Services tab**, click the **[Add New Service]** button.



2. Chose a service from the dropdown list and click the **[Save]** button.



3. Fill in and save all required fields on the **Service Description** page.
4. Fill in and save all required fields on the **Transportation** page.
5. Fill in and save any optional fields on any of the available service sub tab pages.
6. Click the **[Back to Services List]** button.



- A. The new service is added to the **Services List** as a hyperlink with the status of 'New Service Amendment'. (The service is not part of the contract until it is approved by DDD.)
- B. The Start Date is not yet calculated. (The service start date is manually entered in by DDD when the service is registered with AHCCCS and the contract has valid insurance.)
- C. The available action for a newly added service is **"Cancel"**. A service may be cancelled ONLY when it has been added to an amendment and is not yet part of the agreement. Cancelling it will remove it from the amendment.

NOTE: Certain habilitation services have required dependencies. HAB, HAN, HPD are dependency services. If one or more services is added, RRB service must also be added. HBA is a dependency service. RBD service must also be added.

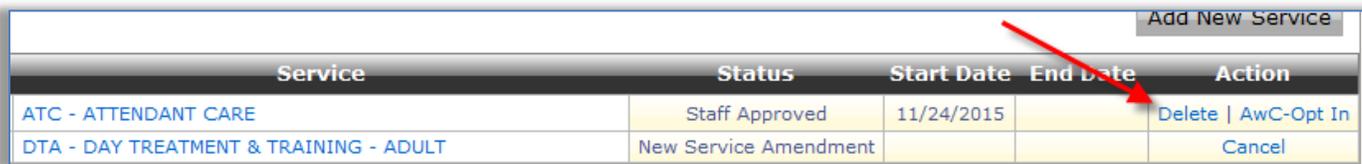
THE ADD NEW SERVICE SECTION IS COMPLETE – Please move on to the next section

Request Service Delete

An active service may **NOT be deleted by the vendor** through the QVC. The vendor is only able to request a service deletion through the amendment process. The service must be **deleted by the Division** after a review of the request from the vendor.

To request a service be deleted, follow the steps below...

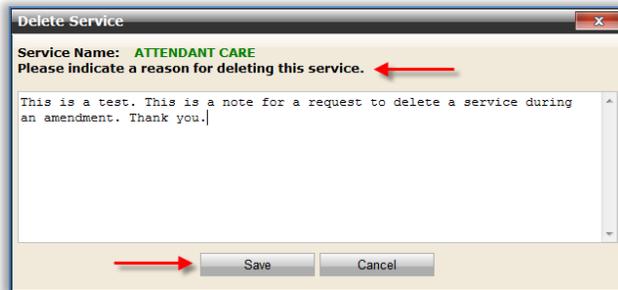
1. Click the 'Delete' link in the **Action** column of the current service.



Service	Status	Start Date	End Date	Action
ATC - ATTENDANT CARE	Staff Approved	11/24/2015		Delete AwC-Opt In
DTA - DAY TREATMENT & TRAINING - ADULT	New Service Amendment			Cancel

>>> **RESULTS:** The service sub tabs are closed and you are returned to the Services List. The edited service has a yellow highlighted background

2. Fill in a valid reason for the requested delete in the textbox and click the [Save] button.



Delete Service

Service Name: ATTENDANT CARE
Please indicate a reason for deleting this service.

This is a test. This is a note for a request to delete a service during an amendment. Thank you.

Save Cancel

>>> **RESULTS:** The service deletion request is saved and will be part of the submitted amendment. Once the amendment is reviewed by DDD, a decision will be made about removing the service and the vendor will be notified via email notification.

IMPORTANT: Active payment authorizations still attached to the service under review for deletion may have an effect on the Division's decision to remove the active service from the contract. You may contact your Assigned Specialist for more information about a service before requesting a deletion.

Suspended	AHCCCS ID	Service	Status	Start Date	End Date	Action
N		ATC - ATTENDANT CARE	Staff Approved	11/24/2015		Edit Reason Undo Delete AwC-Opt In
N		DTA - DAY TREATMENT & TRAINING - ADULT	New Service Amendment			Cancel

- A. Once the service deletion request has been made during an amendment, the **Service Name** is crossed out to signify the removal requested.
- B. The options to “**Edit Reason**” and “**Undo Delete**” are available until the amendment has been submitted.

THE REQUEST SERVICE DELETE SECTION IS COMPLETE

Re-apply for Denied or Terminated Services

You may use an amendment to re-apply for a service that was denied or terminated during a contract application or an amendment. Denied/terminated services are listed in the Services History section of the Services page; they are also available for selection from the Add New Service dropdown.

09322 | West Valley Educational Group, LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED | VENDOR AMENDMENT IN PROGRESS

Suspended	AHCCCS ID	Service	Status	Start Date	End Date	Action
N	No AHCCCS ID	DTA - DAY TREATMENT & TRAINING - ADULT	Staff Approved	04/04/2016		Delete
N	No AHCCCS ID	RSP - RESPITE CARE HOURLY & DAILY	Staff Approved	04/04/2016		Delete

Services History

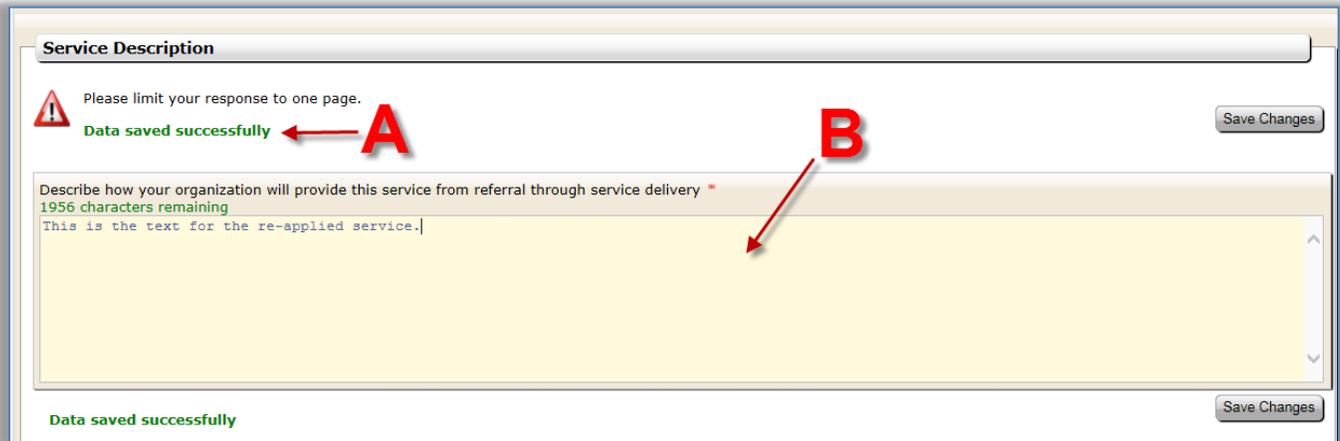
Services denied or terminated within the last 90 days

Suspended	Service	Status	Start Date	End Date	Action
N	ATC - ATTENDANT CARE	Staff Denied		04/04/2016	Re-Apply
N	HHA - HOME HEALTH AIDE	Staff Denied		04/04/2016	Re-Apply
N	SPT - SPEECH THERAPY TREATMENT & EVALUATION	Staff Terminated	04/04/2016	04/05/2016	Re-Apply
N	HAM - HABILITATION SERVICES - MUSIC	Staff Terminated	04/04/2016	04/05/2016	Re-Apply



To re-apply for a deleted/terminated service, follow the steps below...

1. Click on the **Actions** menu in the contract header bar near the top of the page.
2. Select the **'Amend Contract'** action.
3. On the **Services** tab, click on the Re-apply link for a service with status of Staff Denied or Staff Terminated in the Services History list.
4. Update **any field** on any of the sub tab pages and click [Save Changes] on each page to save the entries. (All field changes require approval by DDD)



- A. The confirmation message **"Data saved successfully"** is displayed when the page is saved.
- B. The updated field is highlighted by filling in the field with a **light yellow background**.

5. Click the **[Back to Service List]** button.

>>> RESULTS: The service sub tabs are closed and you are returned to the Services list. The service is removed from the Services History grid and is added to Services grid above. If you open the service, the previous data is viewable and editable.

Suspended	AHCCCS ID	Service	Status	Start Date	End Date	Action
N	No AHCCCS ID	DTA - DAY TREATMENT & TRAINING - ADULT	Staff Approved	04/04/2016		Delete
N	No AHCCCS ID	RSP - RESPITE CARE HOURLY & DAILY	Staff Approved	04/04/2016		Delete
N	No AHCCCS ID	ATC - ATTENDANT CARE	New Service Amendment			Cancel
N	No AHCCCS ID	SPT - SPEECH THERAPY TREATMENT & EVALUATION	New Service Amendment			Cancel

Suspended	Service	Status	Start Date	End Date	Action
N	HHA - HOME HEALTH AIDE	Staff Denied		04/04/2016	Re-Apply
N	HAM - HABILITATION SERVICES - MUSIC	Staff Terminated	04/04/2016	04/05/2016	Re-Apply

THE RE-APPLY FOR DENIED/TERMINATED SERVICE SECTION IS COMPLETE

Feel free to update any other *requires approval* fields in the contract. Once you are have made all your changes, you are ready to submit the amendment.

THE SERVICES SECTION IS COMPLETE – Please move on to the next section

5.2 Review Amendment

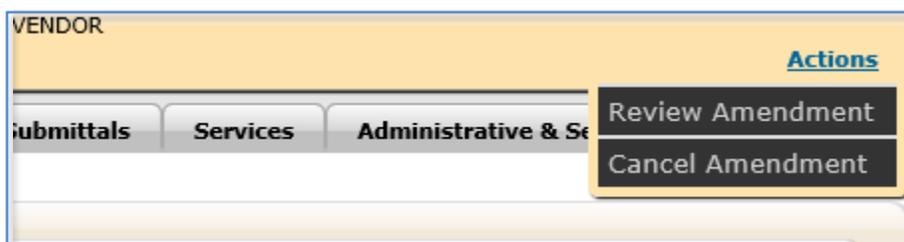
Once all of the desired changes have been entered and saved, the amendment may now be submitted to the Division for review.

IMPORTANT:

- ✓ When the amendment is submitted through the QVC, the changes are sent for review. **At this point, the changes are not permanent and are not part of the current agreement.**
- ✓ During DDD review, each “requires approval” item is reviewed individually and a decision is made for each item separately.
- ✓ While the amendment is in review by DDD, both the contract and amendment are locked and unable to be edited or updated.
- ✓ After the Division reaches a decision on all of the “requires approval” items, the contract will be updated with the approved items and the amendment will be closed.
- ✓ Denied amendment items will be discarded and will not get updated in the contract.
- ✓ After the amendment has been closed, a new and separate amendment may be started.
- ✓ While the amendment is under review by DDD, the proposed changes may be found in the Contracts Documents tab of the QVA contract in the QVC. *(Select the ‘Contract Amendment Changes’ link under the ‘View summary of changes’ section.)*

To submit a Requires Approval amendment, follow the steps below...

1. Click on the **Actions menu** in the contract header bar near the top of the page.
2. Select the **‘Review Amendment’** action.



>>> RESULTS: The *Submit Amendment* section is created and temporarily displayed on the **Contract Documents** tab. Read through the page and follow the instructions to completely submit the amendment. When you are ready to submit your proposed amendment for review, click either of the **[Review amendment]** buttons found on the screen.

NOTE: Once the **[Review Amendment]** button is selected on this screen, you can no longer edit or make further changes to your contract until the amendment is processed.

- A. The instructions for submitting the amendment are listed for reference.
- B. A **[Review Amendment]** button is available at the top of the page and the bottom of the page for convenience. Each button does exactly the same thing. You may choose either button to submit the amendment. (*FEI update requires an new start date)
- C. Clicking the **[Cancel]** button will direct the user back to the **Dashboard tab**. It will NOT cancel the amendment. (To cancel the amendment, see the 'Cancel Amendment' section for details.)
- D. To **review the proposed changes**, expand each section by selecting the **[+]** sign on the right side of the section header bar.
- E. Each tab of the contract has a **designated section** listing the **amendment items** from their page.
- F. The **Old Values** and **New Values** for each change are listed in their respected sections.

Submit Amendment

When you are ready to submit your proposed amendment for review, please click the **[Submit Amendment]** button.
NOTE : Once the **[Submit Amendment]** button is selected, you cannot edit or make further changes to your contract until the amendment is processed.

To review your changes, expand each header section (**Information, Services, etc**) by selecting the **Plus sign on the right side of the bar**.
 If you wish to print proposed changes for your records, please select the **Contract Documents** tab.
 'Proposed Changes' documents will be available on the **Contract Documents** page until the amendment has been processed.

Amendment Information (Please click to expand list.)

Information

Amendment Item	Old Value	New Value
STREET ADDRESS STREET	321 E Rockington Drive	987 N Mountain Range Lane
STREET ADDRESS CITY	Bedrock	North Bedrock
STREET ADDRESS ZIP CODE	00001	00005
VENDOR NAME	Bedrock Recreation Company	Bedrock Institute of Higher Learning
VENDOR FEI	860893931	865555666
VENDOR FEI EFFECTIVE DATE		07/03/2017

Program Management



Amendment Item	Old Value	New Value
VENDOR RECRUITMENT PLAN	This is a test. This is only a test. Thank you.	This data box has been updated during an amendment test. Thank you



Assurances & Submittals

Amendment Item	Old Value	New Value
1. MAINTAIN CERTIFICATION	True	False
2. CERTIFICATION PAYMENT	True	False
3. LICENSURE REVOCATION	True	False

Services



Amendment Item	Old Value	New Value
SERVICE ADD	DAY TREATMENT & TRAINING - ADULT	
SERVICE PROGRAM DESCRIPTION		This is a test of a new site added through an amendment. Thank you.
TRANSPORT NONE		True

Amendment Item	Old Value	New Value
SERVICE DELETE	ATTENDANT CARE	
SERVICE TERMINATE REASON		This is a test. This is a note for a request to delete a service during an amendment. Thank you.



Amendment Item	Old Value	New Value
SERVICE UPDATE	ATTENDANT CARE	
SERVICE PROGRAM DESCRIPTION	This is a test. This is only a test. Thank you.	This text box was updated during an amendment to the Service Description sub tab. Thank you.



If you are ready to submit your proposed amendments for review, please click the [Submit Amendments] button.

Submit Amendment
Cancel



NOTE : Once the [Submit Amendment] button is selected, you cannot edit or make further changes to your contract until the amendment is processed.
If you wish to print proposed changes for your records, please select the Contract Documents tab. 'Proposed Changes' documents will be available on the Contract Documents page until the amendment has been processed.

- G. If an FEI change is made, provide the effective start date for the new FEI



Vendor FEI Change Confirmation [X]

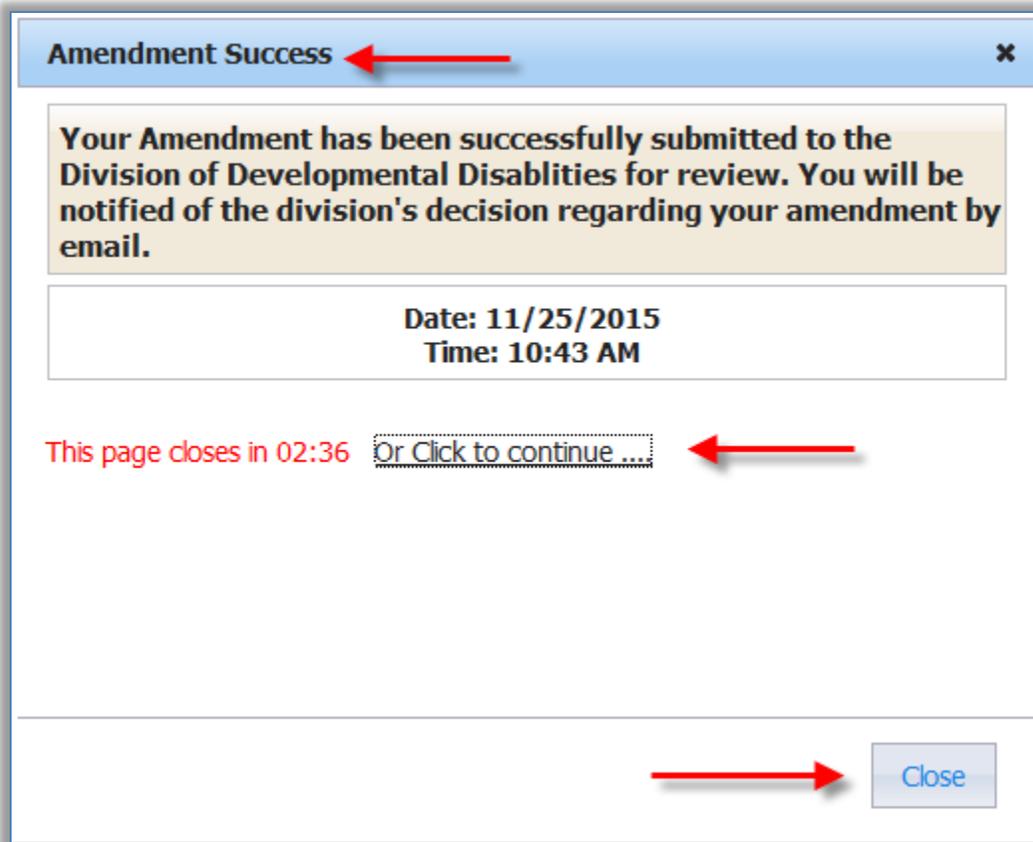
You have opted to change your FEI. Please enter the effective start date.

07/03/2017

***Required to submit the amendment.**

FEI	Effective Start Date	Effective End Date
860893931	7/1/1998 12:00:00 AM	

Submit Cancel



CONGRATULATIONS!!

YOUR AMENDMENT HAS BEEN SUCCESSFULLY SUBMITTED

NO FURTHER ACTION IS REQUIRED BY THE VENDOR AT THIS TIME

You may proceed to the **Post Submit Amendment** section for important information

5.3 Amendment Review Process

What happens now ...?

The changes which *do not require DDD approval* are automatically updated on the contract. No further action is required by either party. The changes that DO require DDD approval have been submitted to the DES DDD for review. A decision will be made by the Division and the vendor will be notified of that decision via email notification sent to the vendor's Notices Contact – Email Address on file.

Contract Documents

Now that your amendment has been submitted, you may view the proposed changes, as well as the current terms, on the **Contract Documents tab**. Any of the listed documents may be **printed and kept for your records**.

Once the amendment has been completed and closed by DDD, the **Proposed Amendment Documents** section and the **View Summary of Changes** section, and the documents under them both will no longer be available or displayed.

The screenshot shows a web application interface with two tabs: 'Administrative & Service Sites' and 'Contract Documents'. The 'Contract Documents' tab is active. Below the tabs, there is a header 'Contract Documents' and a sub-header 'Print all modifications or additions you have made to the contract (requiring approval or not) by selecting the pertinent links below. ---in "PDF" format'. The main content area is divided into three sections:

- Proposed Amendment Documents** (indicated by a red arrow):
 - Section 2: Vendor Contact Information
 - Section 3: Assurances & Submittals Form
 - Section 4: Program Management
 - Section 5: Vendor Administrative, including Service Sites
 - Section 7: Services
 - Section 8: Service Level Detail
- Current Contract Documents** (indicated by a red arrow):
 - Section 1: Application & Qualified Vendor Agreement Award
 - Section 2: Vendor Contact Information
 - Section 3: Assurances & Submittals Form
 - Section 4: Program Management
 - Section 5: Vendor Administrative, including Service Sites
 - Section 7: Services
 - Section 8: Service Level Detail
- View summary of changes.** (indicated by a red arrow):
 - Contract Amendment Changes

Amendment Review

Your QVA contract is now in an amendment processing phase. At this point, it is being processed by the **Assigned Specialist** found on the Dashboard tab of the QVA in the QVC. Notice the changes to your contract during this **amendment review process**.

Q12201713797 | Bedrock Construction LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
CONTRACT SPECIALIST IN PROGRESS - AMENDMENT

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **Assurances & Submittals** | **Services**

Administrative & Service Sites | **Insurances** | **Contract Documents**

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
77-7777777

Vendor DBA Name
Flinstone Rocks Inc

Vendor Phone Number *
(444) 444-4444

Vendor Fax Number

Vendor Email Address
Freddy@Rock.com

Vendor Website Address (e.g. - http://www.example.com or www.example.com)

Please specify the nature of your organization. (Choosing 'Agency' will require you to have an EIN# and 1 or more additional employees.) *

Agency | **Independent Professional Provider**

Vendor Address

Street

Address Line 1 *
123 E Main Street

Address Line 2
Ste A

City *
Phoenix

State *
AZ

Zip Code *
85001

Zip4
2210

County
MARICOPA

Address District
District Central

GSA
GSA 52

Zone
GSA 52 Zone 2

Mailing Same as Street

Address Line 1 *
123 E Main Street

Address Line 2
Ste A

City *
Phoenix

State *
AZ

Zip Code *
85001

Zip4
2210

County
MARICOPA

Address District
District Central

GSA
GSA 52

Zone
GSA 52 Zone 2

[Privacy](#) | [Disclaimer](#) | [Web Accessibility & Reasonable Accommodations](#)

- A. The contract amendment status has been updated to **CONTRACT SPECIALIST IN PROGRESS** while under the review of the **Assigned Specialist** to your contract.
- B. The proposed changes are listed on the contract in the **yellow highlighted background** signifying a proposed change pending DDD approval.
- C. All contract fields have been locked and may not be updated or edited by the vendor during the **amendment review process**.

Once the amendment has been processed by the Assigned Specialist, it is moved to the **Contracts Manager** for the final decision.

Q12201713797 | Bedrock Construction LLC | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED |
MANAGEMENT IN PROGRESS - AMENDMENT

Main Menu | **Dashboard** | **Information** | **Contacts** | **Program Management** | **Assurances & Submittals** | **Services**

Administrative & Service Sites | **Insurances** | **Contract Documents**

Vendor Information

Legal Name *
Bedrock Institute of Higher Learning

Vendor FEI *
77-7777777

Vendor DBA Name
Flinstone Rocks Inc

Vendor Phone Number *
(444) 444-4444

Vendor Fax Number

- D. The contract amendment status has been updated to **MANAGEMENT IN PROGRESS - AMENDMENT** while under the review of the **Contracts Manager**. The fields remain locked from edit by the vendor or anyone else.

When the amendment has been processed by the Contracts Manager, the contract will be updated with the approved changes and the amendment will be completed and considered closed.

The screenshot shows a contract management interface for contract Q12201713797. The top navigation bar includes tabs for Main Menu, Dashboard, Information, Contacts, Program Management, Assurances & Submittals, Services, and Administrative & Service Sites. The 'Assurances & Submittals' tab is active. Below the navigation, there are sections for Vendor Information and Vendor Address. The Vendor Information section includes fields for Legal Name, Vendor FEI, Vendor DBA Name, Vendor Phone Number, Vendor Fax Number, Vendor Email Address, and Vendor Website Address. The Vendor Address section includes fields for Street, City, State, Zip Code, and Mailing. Red arrows labeled E, F, G, and H point to specific elements: E points to the 'Assurances & Submittals' tab; F points to the 'Vendor FEI' field; G points to the 'Mailing' checkbox; and H points to the 'Amend Contract' button.

- E. The contract amendment status has been updated and the amendment status appendage has been removed. The current status of **MANAGEMENT APPROVED** remains.
- F. The contract has been updated with the **approved changes** and they are now seen in the Qualified QVC. Changes are now a permanent part of the agreement.
- G. The fields remain locked and unavailable for editing or updating.
- H. The available action for the vendor in the QVC is “Amend Contract”. A new and separate amendment to the contract may now be started.

The screenshot shows the 'Contract Documents' section of the contract management interface. The top navigation bar is the same as in the previous screenshot. The 'Contract Documents' section is expanded, showing a list of document sections: Section 1: Application & Qualified Vendor Agreement Award, Section 1.a: Notice of Qualified Vendor Application Approval, Section 2: Vendor Contact Information, Section 3: Assurances & Submittals Form, Section 4: Program Management, Section 5: Vendor Administrative, including Service Sites, Section 7: Services, and Section 8: Service Level Detail. Red arrows labeled I point to this list of sections.

- I. The contract documents will reflect the **approved changes**. These documents may be printed out for your records.

Start Services

Even though the added service in the amendment has been approved by DDD and is now part of your contract, **your services have not yet started**.

IMPORTANT:

- ✓ Valid insurance is need on the awarded contract before services can be started. (*Disregard if you currently have valid insurance in the contract.*)
- ✓ The added service needs to be registered with AHCCCS and OLCR before the service can be started. (*Disregard if the service is already registered with AHCCCS and OLCR.*)
- ✓ The DDD Contract Specialist assigned to your contract needs to **manually set the service start date** after the service meets the requirements above.

The screenshot shows a web application interface with a navigation menu at the top including 'Main Menu', 'Dashboard', 'Information', 'Contacts', 'Program Management', 'Assurances & Submittals', and 'Services'. Below the menu are sub-sections for 'Administrative & Service Sites' and 'Contract Documents'. The main content area is titled 'Services' and contains a table with the following data:

Suspended	Ahcccs Id	Service	Status	Start Date	End Date	Action
N		ATC - ATTENDANT CARE	Staff PreApproved			
N		CBE - CENTER BASED EMPLOYMENT	Staff PreApproved			

Below the table is a 'Services History' section with the message: 'No Services denied or terminated within the last 90 days'. Two red arrows point to the 'Status' and 'Start Date' columns in the table.

The screenshot shows the same web application interface as above. The 'Services' table now has the following data:

Suspended	Ahcccs Id	Service	Status	Start Date	End Date	Action
N	00001	ATC - ATTENDANT CARE	Staff Approved	11/23/2015		
N	00001	CBE - CENTER BASED EMPLOYMENT	Staff Approved	11/19/2015		

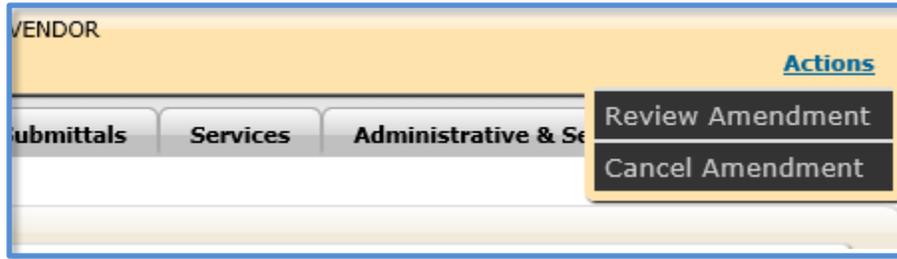
The 'Services History' section remains the same: 'No Services denied or terminated within the last 90 days'. Three red arrows point to the 'Ahcccs Id', 'Status', and 'Start Date' columns in the table.

6 Submit Error – Missing Data Fields

If any required fields have been left blank when the amendment is submitted, the system will stop the submission process. The **Missing Data Fields** window will display a list of fields that need to be addressed.

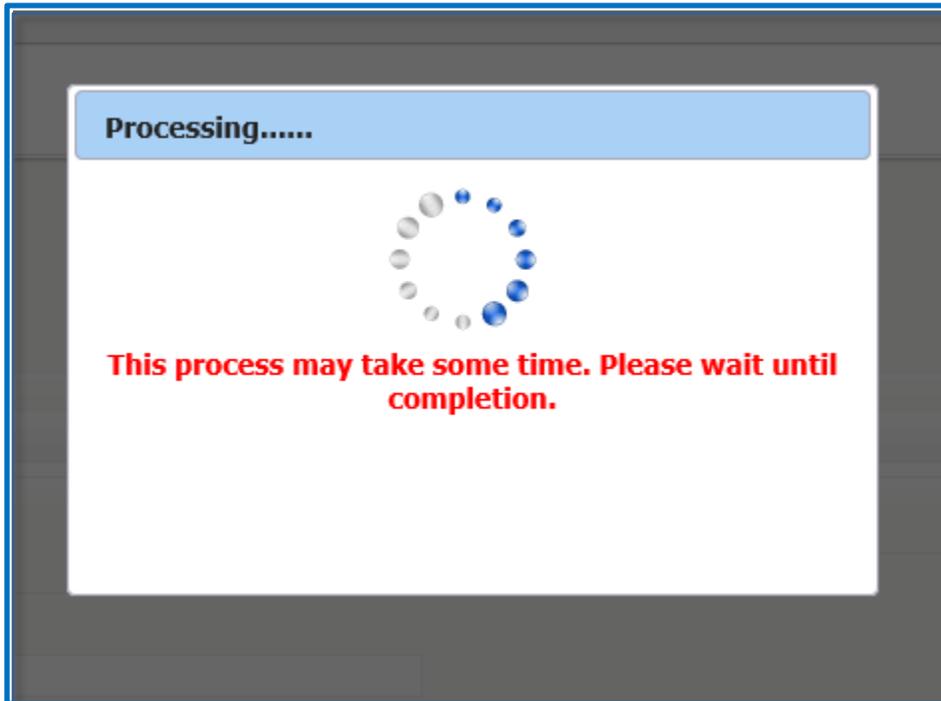
To correct missing data issues, follow the steps below...

1. With missing required data in the contract, click the **Actions** link in the upper right corner of the contract header bar and select the **'Submit Amendment'** action item.



When the **Submit Error - Missing Data Fields** window opens, a list of missing required fields will display under each category. The category titles are hyperlinks which will take the user **directly to the contract tab** with the blank required field.

2. Click on each one of the **section titles** and fix the missing data issue for each page. Once all missing fields have been populated with valid data, the amendment will be ready to be submitted.



Submit Amendment Error - Missing Data Fields



Your amendment has NOT been submitted. The process is incomplete. Please select the 'Errors' link(s) to add the missing data and resubmit.

Information Errors

- Authorized Signatory - First Name
- Authorized Signatory - Last Name
- Authorized Signatory - Title

Program Management Errors

- Recruitment & Training - Ongoing training plan for direct staff

Whoville Day Centers - Copy - Site has following Errors

- Please enter the scheduled hours for Monday-From
- Please enter the scheduler contact first name
- Please enter the scheduler contact last name
- Please enter the scheduler contact phone number

Close

7 CANCEL AMENDMENT

If you decide that you no longer want to proceed with the amendment, you may cancel the amendment before it has been submitted to the Division for processing. Once the amendment has been submitted, the Division will need to process it.

IMPORTANT:

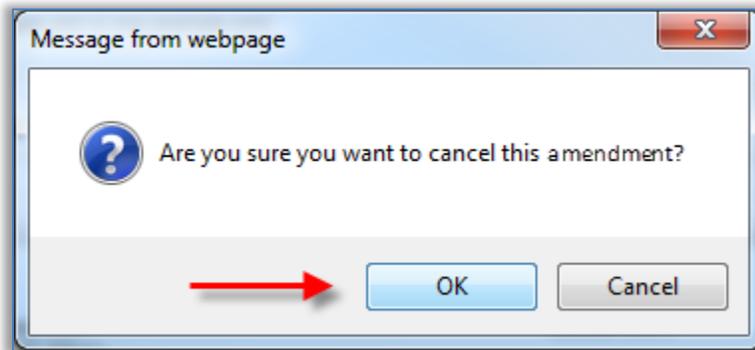
- ✓ The amendment must be in the **VENDOR AMENDMENT IN PROGRESS** status to be cancelled.
- ✓ The amendment will **no longer exist** once it has been cancelled and all entries created in the amendment will be **lost permanently**.
- ✓ A **new amendment** may be created after the old amendment has been cancelled.
- ✓ Data from the cancelled amendment will not carry over to the new amendment.
- ✓ Only the vendor may cancel an amendment through the QVC.
- ✓ The Division is not able to cancel an amendment. They will deny the amendment during the amendment review process if the amendment needs to be stopped after the vendor submits it.
- ✓ Contact the Assigned Specialist listed on the Dashboard tab of QVA in the QVC if you have questions regarding cancelling an amendment after it has been submitted for review.

To cancel an amendment, before it has been submitted, follow the step below...

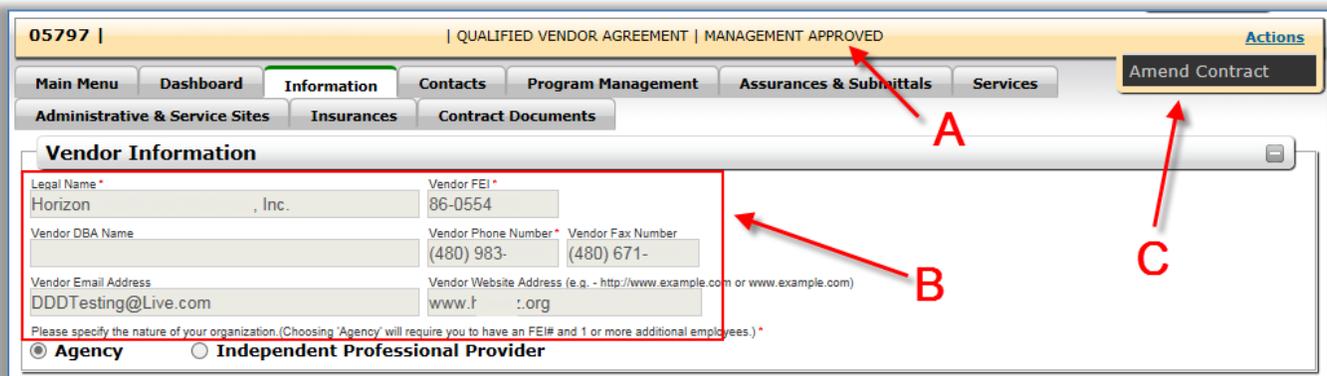
1. Login to the Qualified QVC to access your **unsubmitted** amendment. The amendment status should be **VENDOR AMENDMENT IN PROGRESS**.
2. Click on the **Actions** link in the contract header and select **“Cancel Amendment”**.



3. Click the [OK] button on the confirmation pop up window.



>>> **RESULTS:** The amendment is immediately cancelled. The vendor may now start a new amendment through the QVC.



- A. The amendment status is removed and the current status of **MANAGEMENT APPROVED** remains.
- B. All fields on the contract have been set back to **read-only** and updates are not allowed to the contract without an amendment.
- C. The only available action for the vendor is: **“Amend Contract”**.

8 Vendor Directory and HCBS Provider Search

Vendor Directory and HCBS Provider search are located under the Main Menu tab of the QVA.

8.1 How to Configure In Home Services in the Vendor Directory

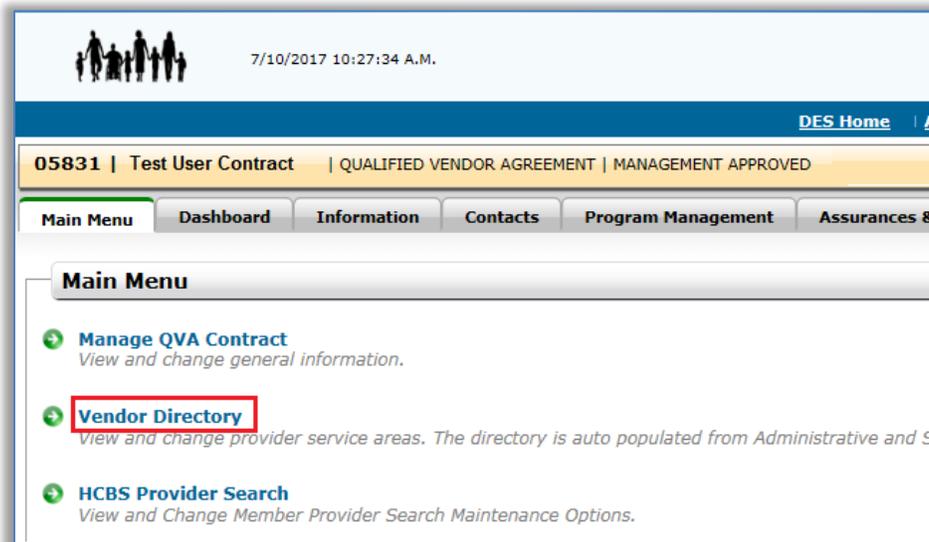
In Home Services can be provided by vendors with an approved Qualified Vendor Contract anywhere in the state of Arizona. The Vendor Directory allows providers to designate areas where they are able to provide services. The Provider Search tool will only return results for In Home services, based on the designated areas entered by the provider in the Vendor Directory.

(You may verify your changes in the DDD Provider Directory Search by clicking here:

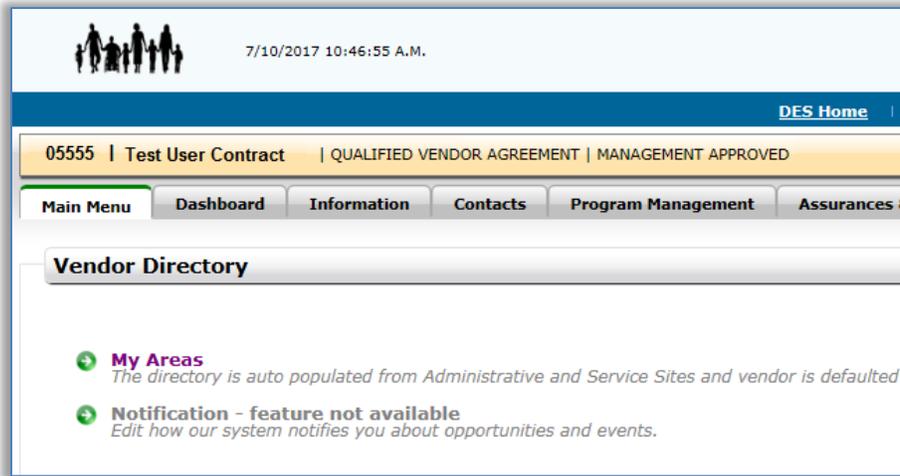
https://des.az.gov/sites/default/files/media/Provider-Search-User-Manual-2017_0.pdf)

Note: All active vendors are, by default, included in the Division of Developmental Disabilities Home and Community Based Directory for all areas in the state. If a vendor wishes to specify areas and add additional information, e.g. other languages and notes, they must complete the processes below.

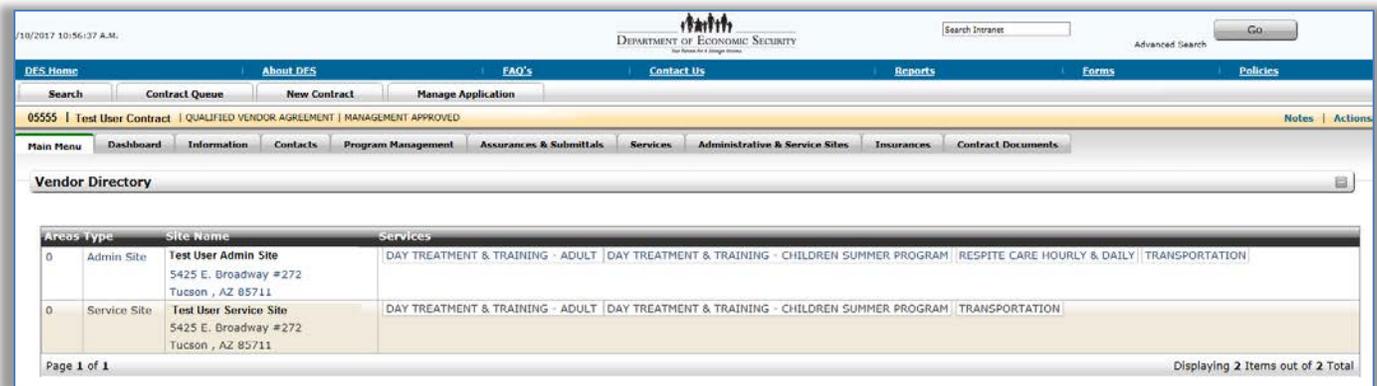
1. From the Qualified Vendor Contract Main Menu select the link 'Vendor Directory.'



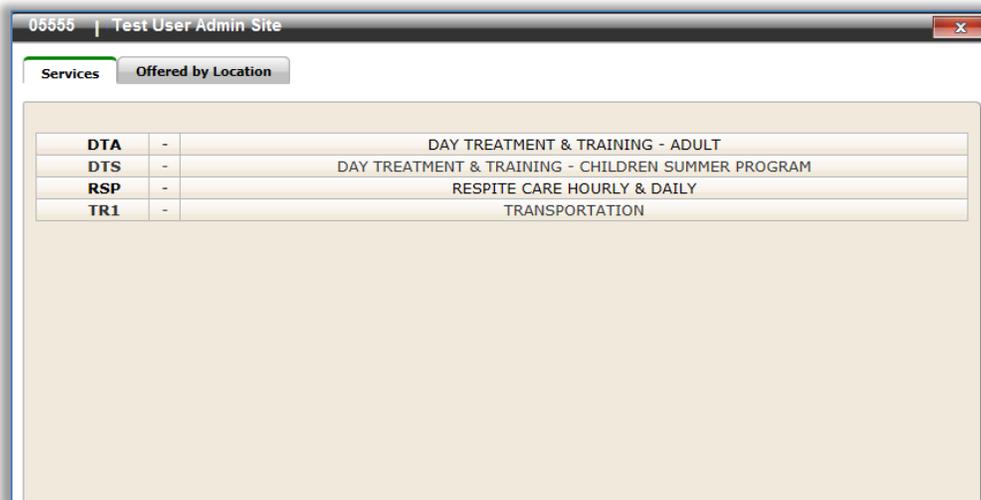
2. Click the 'My Areas' Link.



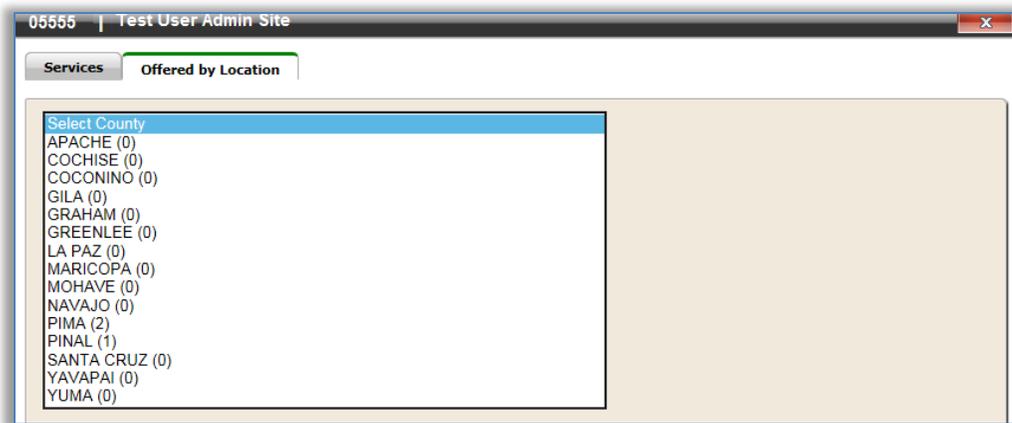
3. A list of Administrative and Service Sites is displayed. Click the Administrative Site to add areas where you are able to provide In Home Services.



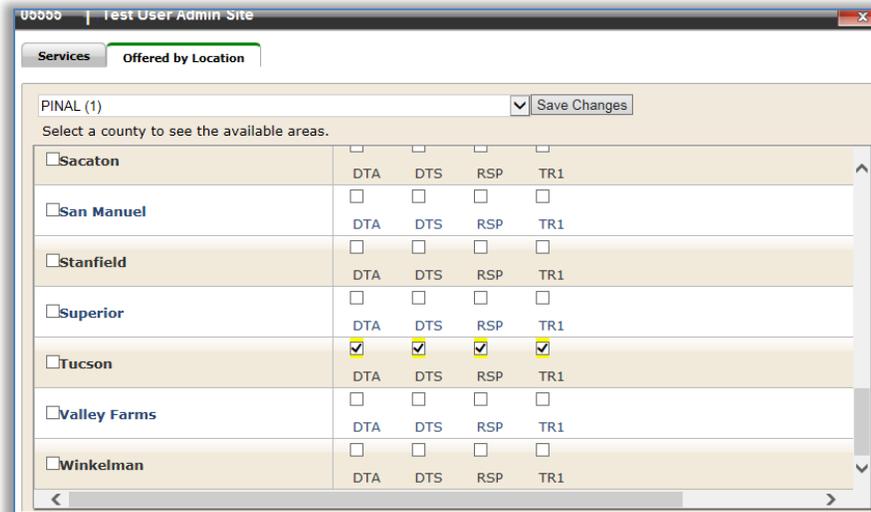
4. A window displaying the Site Name and a list of services offered at the site opens. Click the tab 'Offered by Location'.



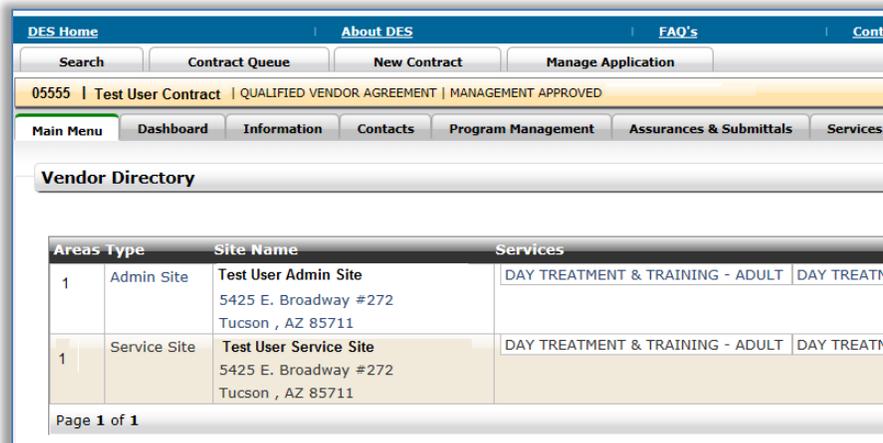
5. Select a county from the drop down box.



- Check the boxes for each service and city where you are able to serve consumers. You can also use the select all services option or the select all city option. Click the [Save Changes] button. Once the selections are saved they are highlighted in yellow.



- Cities selected are listed under Areas column of Vendor Directory.



8.2 How to set up HCBS Provider Search

1. Verify all approved Facility Based services are assigned a service site. Verify all In Home services are assigned to an Administrative site with assigned areas in the Vendor Directory. If city and service assignments are not completed in the vendor directory, the services will not appear in the HCBS Provider Directory Search.

The screenshot shows the DES website interface. At the top, it says 'Events' and 'ARIZONA DEPARTMENT OF ECONOMIC SECURITY'. Below that is a navigation bar with links: 'DES Home', 'About DES', 'FAQ's', 'Contact Us', 'Reports', 'Forms'. A yellow banner displays '05555 | Test User Contract | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED'. Below the banner is a 'Main Menu' with several tabs: 'Main Menu', 'Dashboard', 'Information', 'Contacts', 'Program Management', 'Assurances & Submittals', 'Services', and 'Administrative & Service Sites'. Under the 'Main Menu' tab, there are three items: 'Manage QVA Contract', 'Vendor Directory', and 'HCBS Provider Search'. The 'HCBS Provider Search' item is highlighted with a red rectangular box.

2. Select HCBS Provider Search. The window opens up to the HCBS Provider Search Grid.

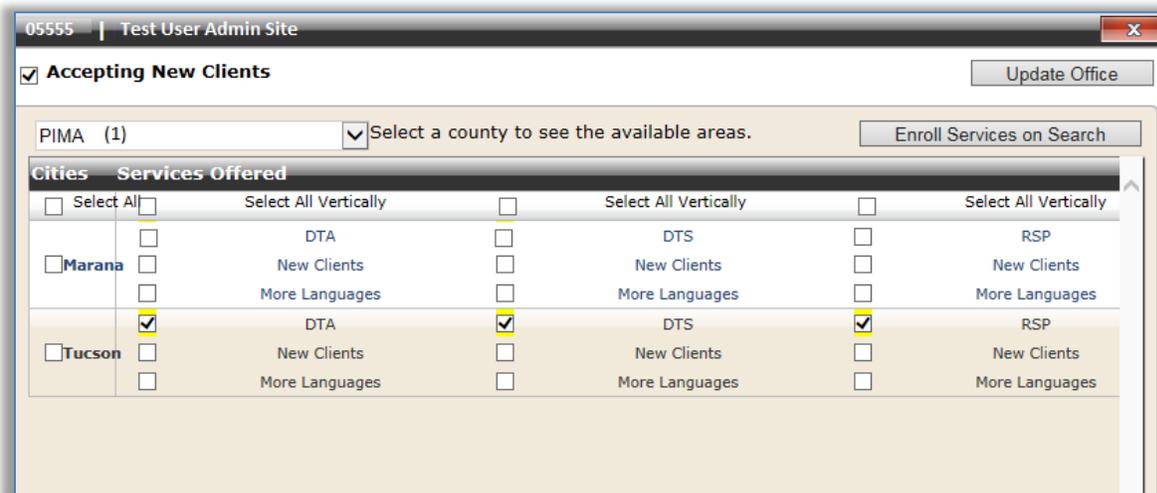
The screenshot shows the 'HCBS Provider Search' grid. The grid has columns for 'Areas', 'Type', 'Site Name', 'Address', 'Accepting Clients', and 'Other Languages'. There are two rows of data. The first row is for an 'Admin Site' named 'Test User Admin Site' at '458 Speedway Suite 111, Tucson, AZ 857113706'. The second row is for a 'Service Site' named 'Test User Service Site' at '777 Oracle Drive, Tucson, AZ 95711'. In both rows, the 'Other Languages' column contains a link 'Add/Remove Languages' which is highlighted with a red rectangular box. The page footer indicates 'Page 1 of 1' and 'Displaying 2 Items out of 2 Total'.

Areas	Type	Site Name	Address	Accepting Clients	Other Languages
1	Admin Site	Test User Admin Site	458 Speedway Suite 111 Tucson, AZ 857113706	<input checked="" type="radio"/> Yes <input type="radio"/> No	Add/Remove Languages ENG, SPA, ASL, NAV,
1	Service Site	Test User Service Site	777 Oracle Drive Tucson, AZ 95711	<input checked="" type="radio"/> Yes <input type="radio"/> No	Add/Remove Languages ENG, SPA, ASL, NAV,

3. Select Add/Remove Languages. A dropdown list of Other Languages is available for selection. Once selections are saved, they will appear under the Add/Remove Languages link and display on the HCBS Provider Directory Search.



4. Select Test User Admin site. Window displays a check for Accepting New Clients and checks for Services and More Languages. If 'Accepting New Clients' is checked at the top of the page, it is not necessary to select it below. Selecting 'More Languages' is not necessary as languages can be added directly from the Provider Search grid (see above) Services can be checked or unchecked for each specific city. When completed, select [Update Office].



5. Finally, additional information can be added to appear in the HCBS Provider Directory Grid by updating administrative or service sites in the contract.
 - a. Open the contract and select the Administrative & Service Sites tab.
 - b. Once opened, select the Site Information Listed tab.
 - c. Begin an amendment. (Vendor Notes and Cultural Competency Training are auto-approved.)
 - d. Add notes and check Cultural Competency Training, if appropriate.
 - e. Save Changes and Submit the amendment.

Changes will appear on the **Division of Developmental Disabilities Home and Community Based Directory** for members and their families to view.

The screenshot displays the 'Test User Admin Site' interface. At the top, there is a navigation menu with tabs for 'Main Menu', 'Dashboard', 'Information', 'Contacts', 'Program Management', 'Assurances & Submittals', 'Services', 'Administrative & Service Sites', 'Insurances', and 'Contract Documents'. Below this, there are sub-tabs for 'General Information', 'Contact Information', 'Site Information Listed', and 'Services'. The 'Site Information' section is active, showing 'Site Name: Test User Admin Site' and a 'Back to Site List' button. A green message states 'Data saved successfully'. Below this, there are 'Save Changes' and 'Reset Amendment' buttons. The 'Site Information' section includes a form with 'Accepting New Referrals' (radio buttons for Yes and No), a checked box for 'CULTURAL COMPETENCY TRAINING', and fields for 'Maximum Capacity' and 'Current Occupancy'. The 'Site Hours' section shows a table for each day of the week (Sunday through Saturday) with 'From' and 'To' time slots. The 'VENDOR NOTES' section contains the text: 'Services limited to hours listed above. Multi-cultural setting'.

The End

This concludes the CAS QVA User Manual for Contract Amendments. Contact the *DES Department of Developmental Disabilities FOCUS Help Desk at (602) 771-1444* if you have any questions, comments or concerns regarding this manual or the Qualified Vendor Agreement.

Thank You

- CAS Development Team

9 GLOSSARY

Term	Definition
QVA	Qualified Vendor Agreement
QVC	Qualified Vendor Contract
CAS	Contract Administration System
DBA	Doing Business As
USPS	United States Postal Service
SSN	Social Security Number
FEI	Federal Employee Identification number
Application	An online record created &/or submitted by the vendor which has NOT YET been approved/awarded by the DDD Contracts Department.
Contract	An online application created & submitted by the vendor which HAS BEEN approved/awarded by the DDD Contracts Department.