

DDD Vendor Directory Application User Manual

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DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Division of Developmental Disabilities



Version 1.0

Department of Economic Security Division of Developmental Disabilities
Project: Vendor Directory Subject: User Manual Doc ID: DDD_VD_002

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1 Introduction

The Provider Search – Directory Use Application is part of Qualified Vendor Contract Main Menu. This new application allows Qualified Vendors to update and maintain site-specific information that will be used for the Provider Directory and the on-line Provider Search.

This new application contains the following pages:

- Main Menu,
- Special Accessibilities,
- Linguistic Capabilities,
- Additional Information

The system allows updates can be made to a single service site or to multiple service sites at one time.



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2 Provider Search – Directory Use – How to Access

Main Menu

User Applications

ADMIN TOOLS
Allows the editing of user roles and permissions for all applications of this account.

QUALIFIED VENDOR CONTRACT
Qualified Vendor Contract
Status: Online

Main Menu

Manage QVA Contract
View and change general information.

Vendor Directory
View and change provider service areas. The directory is auto populated with Approved Sites from Administrative and Service Sites and vendor is defaulted to state-wide search.

HCBS Provider Search
View and Change Member Provider Search Maintenance Options.

Provider Search - Directory Use
Please update the information in this section by 9/30/2019. This information will be utilized in the Provider Search by the members. For more information, please contact DDD Network Staff.

New Application User Manual
Create and submit an application.

Contract Amendment User Manual
Start and submit an amendment.

3 Provider Search - Directory Use - Main Menu

Agency Information

Agency Description: 8/9/19 update

Select District(s) Served: District North, District South, District Central, District West, District East, District ATPC

Save All Data

Options that can be applied to multiple sites

Special Accessibilities
Linguistic Capabilities
Additional Information

Site List

Excel PDF Search: Any value in the table

Site Name (Code)	Site Address	Services	Special Accessibilities	Linguistic Capabilities	Location	Cultural Capabilities	Vendor Call Email	Missing Contract Info
**Angkor Wat (Site Code not assigned)	1234 Angkor Wat Lane, Phoenix, AZ 85022	HAI	Dimmable Lights, Sensory Equipment, Sensory Room, Widened Doorways, Lorem ipsum	ENGLISH, SPANISH	Home Based Centre Based	This is the cultural Capabilities field	DDDTesting@Live.com	
**Arche de triumph (Site Code not assigned)	1234 Triumph Lane, Phoenix, AZ 85022	HAI	Widened Doorways, freemill	ENGLISH, TAGALOG, TOHONO OODHAM	Home Based Centre Based	This is the cultural Capabilities field	DDDTesting@Live.com	
**Kate Bush (Site Code not assigned)	1234 Kate Lane, Phoenix, AZ 85022	HAB, RRB	asda, asd, asda, d, as, as	ENGLISH, TOHONO OODHAM	Home Based Centre Based	This is the cultural Capabilities field	DDDTesting@Live.com	
**Machu Picchu (Site Code not assigned)	1234 Easy Peru Phoenix, AZ 85022-5559	HAB, RRB	asda, asd, asda, d, as, as	ENGLISH, TOHONO OODHAM	Home Based Centre Based	This is the cultural Capabilities field	DDDTesting@Live.com	
**Pyramids of Giza (Site Code not assigned)	1234 Pyramid Lane Phoenix, AZ 85022-2003	HAI	asda, asd, asda, d, as, as	ARABIC, CHINESE, ENGLISH, FARSI, HEBREW, HANDBAREN, PORTUGUESE,	Home Based Centre Based	This is the cultural Capabilities field	DDDTesting@Live.com	

Showing 1 to 71 of 71 entries

1. The Agency Description field is used to update the agency description for all sites.
2. These buttons are used to select for all districts for all the sites.
3. The Save All Data button is used to save the changes on the main page for all the sites.



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4. The Excel and PDF buttons can be selected to get a download of all the information represented in the grid.
5. The Site List grid contains all the sites that can be updated on the main page. To access each individual site, just click on the blue hyperlink
6. The search field can be used to find any site information in the site grid.
7. To go to the other pages, click on the Special Accessibilities, Linguistic Capabilities or Additional Information buttons.
8. This column contains any missing information from the vendor information page that needs to be updated through an amendment.

4 Updating Single Site

First Click on the site that you want to make updates to by clicking the blue hyperlink.

The screenshot displays a web application interface for managing vendor sites. It is divided into three main sections:

- Agency Information:** Includes a text area for "Agency Description" (showing "5/9/19 update"), a "Select District(s) Served:" section with buttons for "District North", "District South", "District Central", "District West", "District East", and "District ATPC", and a "Save All Data" button.
- Options that can be applied to multiple sites:** A panel with three buttons: "Special Accessibilities", "Linguistic Capabilities", and "Additional Information".
- Site List:** A table with columns: Site Name (Code), Site Address, Services, Special Accessibilities, Linguistic Capabilities, Location, Cultural Capabilities, Vendor Call Email, and Missing Contract Info. Two entries are visible:

Site Name (Code)	Site Address	Services	Special Accessibilities	Linguistic Capabilities	Location	Cultural Capabilities	Vendor Call Email	Missing Contract Info
**Machu Prochu (Site Code not assigned)	1234 Easy Piru Phoenix, AZ 85022-5559	HAB, RBB	Salt Room	ENGLISH, TORONTO OODHIAN, YIDDISH	Home Based Centre Based	This is the cultural Capabilities field	DDDTesting2@Live.com	
**Pyramids of Giza (Site Code not assigned)	1234 Pyramid Lane Phoenix, AZ 85022-2003	HAI	Salt Room	ARABIC, CHINESE, ENGLISH, FARSI, HEBREW, MANDARIN, PORTUGUESE, SIWAHILL, TORONTO OODHIAN, YIDDISH	Home Based Centre Based	This is the cultural Capabilities field	DDDTesting2@Live.com	

At the bottom of the Site List, it says "Showing 1 to 2 of 2 entries (filtered from 71 total entries)".

When the new page loads, the information section at the top of the page will be read only. Any missing information from the contract will be indicated in red. In order to update any missing information, go to the main menu and select the Qualified Vendor Contract link. Click the Contract Amendment User Manual link to start and submit an amendment.



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Site Information - *Missing information in Contract are indicated in RED color. To make any changes to the contract, select Amend Contract from Qualified Vendor Contract Link and follow the QVA amendment process*

Site Name: *Pyramids of Giza
 FEI Number: 23-6555562
 After-Hours Emergency Number: 602-555-1212
 Contact Name: Sherry Test
 Site Address: 1234 Pyramid Lane
 City/State: Phoenix, AZ
 Zip: 85022-2003
 Phone: 602-555-6789
 Contact E-Mail: DDDTesting@Live.com
 Website: http://www.test.com
 Services: HAI

[Back to Site List](#) [Save All](#)

Additional Information

Select Therapy Locations (If Therapy): 1

Vendor Call E-Mail: DDDTesting2@Live.com 2

Brief Description of Cultural Capabilities: This is the cultural Capabilities field 3

Select Linguistic Capabilities

<input type="checkbox"/> ALBANIAN	<input type="checkbox"/> AMERICAN SIGN LANGUAGE	<input type="checkbox"/> AMHARIC	<input type="checkbox"/> APACHE	<input checked="" type="checkbox"/> ARABIC
<input type="checkbox"/> ARABIC (JORA)	<input type="checkbox"/> ARMENIAN	<input type="checkbox"/> BOSNIAN	<input type="checkbox"/> BRAILLE	<input type="checkbox"/> CANTONESE
<input checked="" type="checkbox"/> CHINESE	<input type="checkbox"/> CIRIL	<input type="checkbox"/> CREATION	<input type="checkbox"/> DANISH	<input type="checkbox"/> DUTCH
<input checked="" type="checkbox"/> ENGLISH	<input checked="" type="checkbox"/> HEBREW	<input type="checkbox"/> FILIPINO	<input type="checkbox"/> FRENCH	<input type="checkbox"/> GERMAN
<input type="checkbox"/> GREEK	<input type="checkbox"/> HAWAIIAN SIGN LANGUAGE	<input checked="" type="checkbox"/> HEBREW	<input type="checkbox"/> HINDI	<input type="checkbox"/> HONGKONG
<input type="checkbox"/> HEBREW	<input type="checkbox"/> HUNGARIAN	<input type="checkbox"/> INDIAN (INDIA)	<input type="checkbox"/> ITALIAN	<input type="checkbox"/> JAPANESE
<input type="checkbox"/> KOREAN	<input type="checkbox"/> KOSOVAN	<input type="checkbox"/> KOREAN	<input type="checkbox"/> LAOTIAN	<input checked="" type="checkbox"/> MANDARIN
<input type="checkbox"/> MICHIGAN	<input type="checkbox"/> NATIVE AMERICAN	<input type="checkbox"/> NAUJO	<input type="checkbox"/> NORWEGIAN	<input type="checkbox"/> POLISH
<input checked="" type="checkbox"/> PORTUGUESE	<input type="checkbox"/> ROMANIAN	<input type="checkbox"/> RUSSIAN	<input type="checkbox"/> SERBIAN	<input type="checkbox"/> SIGN EXACT ENGLISH
<input type="checkbox"/> SOMALI	<input type="checkbox"/> SPANISH	<input checked="" type="checkbox"/> SWAHILI	<input type="checkbox"/> TAGALOG	<input checked="" type="checkbox"/> TONGAN
<input type="checkbox"/> UNKNOWN/SPECIFIC	<input type="checkbox"/> VIETNAMESE	<input checked="" type="checkbox"/> YIDDISH	<input type="checkbox"/> OTHER	

Select Special Accessibility Feature(s)

Adaptive Transportation Vehicle Changing Areas) For Adults Changing Areas) For Children Dimmable Lights Electric Wheelchair Access

Manual Wheelchair Access Noise Cancelling Headphones Patient LIFT Assisted Devices Sensory Equipment Sensory Room

Specialized Communication Systems And Devices Visual And Audible Alarms Widened Doorways

Ball Room 6

[Back to Site List](#) [Save All](#) 7

1. These buttons are used to make center and home-based therapy locations selections.
2. This field is used to update the vendor call e-mail address for this specific site.
3. This field is used to update the Brief Cultural Capabilities description.
4. The buttons under Linguistics Capabilities section are used to select all language selections for this specific site.
5. The buttons under the Special Accessibility section are used to add Special Accessibility features to the site.
6. The Other field is used to add Special Accessibility options that are not listed.
7. This button saves and updates all the changes to the site.
8. This button returns you to the main screen.



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5 Updating Multiple Sites

Additional Information

This section includes,

- Therapy Location (if therapy service provided)
- Vendor Call Email
- Brief Description of Cultural Capabilities.

Select (or enter) the additional information

Include in Update **Select Therapy Locations (If Therapy):**

Include in Update **Vendor Call E-Mail**

Include in Update **Brief Description of Cultural Capabilities**

Steps:

1. Select one or more Additional Information
2. Select one or more Sites
3. Click on Update button to apply the selected Additional Information to the Sites.

Note: Please select the 'Include in Update' buttons to remove or update information from the selected sites.

Select the sites

Site Name (Code)	Site Address	Services	Vendor Call Email	Cultural Capabilities	Therapy Location
**Angkor Wat (Site Code not assigned)	1234 Angkor Wat Lane Phoenix, AZ 85022	HAI	DDDTesting2@Live.com	This is the cultural Capabilities field	Center Based, Home Based
**Arche de triumph (Site Code not assigned)	1234 Triumph Lane Phoenix, AZ 85022	HAI	DDDTesting2@Live.com	This is the cultural Capabilities field	Center Based, Home Based
**Kate Bush (Site Code not assigned)	1234 Katie Lane Phoenix, AZ 85022	HAB, RRB	DDDTesting2@Live.com	This is the cultural Capabilities field	Center Based, Home Based
**Machu Picchu (Site Code not assigned)	1234 Easy Peru Phoenix, AZ 85022-5559	HAB, RRB	DDDTesting2@Live.com	This is the cultural Capabilities field	Center Based, Home Based
**Pyramids of Giza (Site Code not assigned)	1234 Pyramid Lane Phoenix, AZ 85022-2003	HAI	DDDTesting2@Live.com	This is the cultural Capabilities field	Center Based, Home Based

Showing 1 to 5 of 5 entries (filtered from 71 total entries)

1. These buttons are used to make center and home-based therapy location selections.
2. This field is used to update vendor call e-mail addresses. Individual sites or all sites can be updated.
3. This field is used to update the sites with a Brief Cultural Capabilities description. Individual sites or all sites can be updated.
4. The Update button is used to update individual or all sites with the information added in the Additional Information section.
5. The Excel and PDF buttons can be selected to get a download of all the information represented in the grid.
6. Select All can be used to select all the sites. De-Select can be used de-select all the sites. Invert Selection is used when you want to select the opposite of what is currently selected.
7. The Search field can be used to look up any information within the Site Name grid.
8. The Back to Site List button returns you to the main page.
9. Special Accessibilities button takes you to the Special Accessibilities page and the Linguistic Capabilities button takes you to the Linguistic Capabilities page.



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Linguistic Capabilities

The screenshot shows a web application interface for managing linguistic capabilities. At the top, there is a navigation menu with tabs: Main Menu, Dashboard, Information, Contacts, Program Management, Assurances & Submittals, Services, Administrative & Service Sites, Insurances, and Contract Documents. Below the menu is a heading "Select from the Linguistic Capabilities options" with three buttons: "Select All", "De-Select All", and "Invert Selection". A grid of 50 language options is displayed, including Albanian, Arabic, Chinese, English, Greek, Hindi, Italian, Japanese, Korean, Spanish, and Yiddish. To the right of the grid are buttons for "Back to Site List", "Special Accessibilities", and "Additional Information". Below the grid are "Add" and "Remove" buttons. A "Steps" section provides instructions: 1. Select one or more Linguistic Capabilities, 2. Select one or more Sites, 3. Click on Add/Remove buttons to apply the selected Linguistic Capabilities to the Sites. Below this is a "Select the sites" section with "Excel" and "PDF" buttons, and "Select All", "De-Select All", and "Invert Selection" buttons. A search field is also present. At the bottom is a table with columns: Site Name (Code), Site Address, Services, and Linguistic Capabilities. The table contains three rows of site data.

Site Name (Code)	Site Address	Services	Linguistic Capabilities
**Angkor Wat (Site Code not assigned)	1234 Angkor Wat Lane Phoenix, AZ 85022	HAI	ENGLISH, SPANISH, YIDDISH
**Arche de triumph (Site Code not assigned)	1234 Triumph Lane Phoenix, AZ 85022	HAI	ENGLISH, TAGALOG, TOHONO OODHAM, YIDDISH
**Kate Bush (Site Code not assigned)	1234 Kate Lane Phoenix, AZ 85022	HAB, RRB	ENGLISH, TOHONO OODHAM, YIDDISH

1. The first Select All can be used to select all language options. The first De-Select can be used de-select all language options. The first Invert Selection can be used when you want to select the opposite of what is currently selected.
2. These are all the languages that can be selected for any given site.
3. This button is used to add the languages to the selected sites.
4. This button is used to remove all the languages selected from the sites.
5. The Excel and PDF buttons can be selected to get a download of all the information as represented in the grid.
6. The Select All button under the Select the Sites heading can be used to select all the sites. The De-Select button can be used de-select all the sites. The Invert Selection button under the Select the Sites heading is used when you want to select the opposite of what is currently selected.
7. The Search field can be used to find any site information in the Site grid.
8. This button returns you to the main screen.
9. Special Accessibilities button takes you to the Special Accessibilities page and the Additional Information button takes you to the Additional Information page.



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Special Accessibilities

The screenshot shows a web interface for selecting special accessibilities. At the top, there are buttons for 'Select All', 'De-Select All', and 'Invert Selection' (callout 1). Below these are various accessibility options like 'Adaptive Transportation Vehicle', 'Manual Wheelchair Access', etc. (callout 2). There is an 'Other' text field (callout 3) and 'Add' (callout 4) and 'Remove' (callout 5) buttons. A 'Steps' section provides instructions. Below is a 'Select the sites' section with 'Excel' and 'PDF' buttons (callout 6), 'Select All', 'De-Select All', and 'Invert Selection' buttons (callout 7), and a search field (callout 8). At the bottom is a table with columns for Site Name, Site Address, Services, and Special Accessibilities. The table contains two entries: Machu Picchu and Pyramids of Giza. A 'Back to Site List' button (callout 9) and a 'Linguistic Capabilities' button (callout 10) are also visible.

Site Name (Code)	Site Address	Services	Special Accessibilities
**Machu Picchu (Site Code not assigned)	1234 Easy Peru Phoenix, AZ 85022-5559	HAB, RRB	Salt Room
**Pyramids of Giza (Site Code not assigned)	1234 Pyramid Lane Phoenix, AZ 85022-2003	HAI	Salt Room

Showing 1 to 2 of 2 entries (filtered from 71 total entries)

1. The Select All button under the Select from the Special Accessibilities Options heading can be used to select all the Special Accessibilities options. The De-Select button is used to de-select all the Special Accessibilities options. Use the Invert Selection button to select the opposite of what is currently selected.
2. These are all the Special Accessibilities options that can added to any given site.
3. This Other text field is used to add the Special Accessibilities options that are not otherwise available.
4. This button is used to add the Special Accessibilities options to the sites selected.
5. This button is used to remove all the Special Accessibilities options selected from the site.
6. The Excel and PDF buttons can be selected to get a download of all the information represented in the Site grid.
7. This Select All button is used to select all the sites. The De-Select can be used to de-select all the sites. The Invert Selection button is used when you want to select the opposite of what is currently selected.
8. The Search field can be used to find any site information in the Site grid.
9. This button returns you to the main screen.
10. The Linguistic Capabilities button takes you to the Linguistic Capabilities page and the Additional Information button takes you to the Additional Information page.