

CHILD CARE PROVIDER REGISTRATION AGREEMENT CONTRACT AMENDMENT

1. CONTRACTOR (Name and address)	2. CONTRACT ID NUMBER
	3. AMENDMENT NUMBER
	1

EFFECTIVE NOVEMBER 1, 2022, THE ABOVE REFERENCED CONTRACT IS HEREBY AMENDED AS FOLLOWS:

In accordance with the Scope of Work, section 9 Written Amendments to This Agreement, the Provider Registration Agreement is revised as follows:

AMEND SECTION (3) 3.46 AND 3.52 OF THE PROVIDER DEFINITIONS OF THE SCOPE OF WORK AS FOLLOWS:

3.46. Reimbursement Rate – the payment levels and amounts specified in the Child Care Provider Rate Agreement. The Reimbursement Rate minus the daily Co-Payment amount is the amount that ADES will pay the Provider. ADES will not reimburse for services covered by other grants, contracts or payments. These rates are prescribed by the Maximum Reimbursement Rates Form CCA-1227-A.

3.52. Unit of Care – represented by a daily rate (“D” or “P”) of care (15 minutes or more) on the AZCCATS Billing Document, Certificate of Authorization Form, and the Verbal Notice of Eligibility Form. 14 minutes or less is not a payable unit of care.

AMEND SECTION (5) 5.1 OF THE PROVIDER REQUIREMENTS UNDER SECTION 5.1.1.10 OF THE SCOPE OF WORK AS FOLLOWS:

5.1.1.10. For all individuals, before being employed or volunteering in a position that provides direct services to children under this contract, the individual shall certify through the completion and submittal of the Direct Service Central Registry Clearance Position Certification Form DCS-1083A ([Attachment 9](#)) that:

- A. The person is not currently the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction; and
- B. The person has not been the subject of an investigation of child abuse or neglect in Arizona, or another state or jurisdiction, which resulted in a substantiated finding.

AMEND SECTION (5) 5.6 OF THE PROVIDER ENHANCED RATES REQUIREMENTS UNDER SECTION 5.6.1.2 OF THE SCOPE OF WORK AS FOLLOWS:

5.6.1.2 ADES will review the Providers’ Quality First Star Rating on a weekly basis based on the weekly reported changes provided by First Things First (FTF). The Providers’ Star Rating as indicated on the FTF report will be used to determine the enhanced rate status and will be effective the first day of the following month. The enhanced rate will end on the last day of the month for providers who have declined their participation in Quality First or who have a change to their Star Rating.

AMEND SECTION (5) 5.7 OF THE PROVIDER PAID ABSENCES REQUIREMENTS UNDER SECTION 5.7.1.4 OF THE SCOPE OF WORK AS FOLLOWS:

5.7.1.4. Only the units that would have been used on the absent day will be claimed;

AMEND SECTION (5) 5.16 OF THE PROVIDER RECORD KEEPING REQUIREMENTS UNDER SECTION 5.16.1.4, 5.16.1.4 (A.) OF THE SCOPE OF WORK AS FOLLOWS:

5.16.1.4 Paid Absence(s) shall be identified on the record by adding the Paid Absence Date(s) and indicate if the Paid Absence(s) claim is a “D” or “P” Unit of Care.

- A. If the Provider is using an electronic alternative method of attendance tracking, then the Provider is allowed to add electronic notes to the file to include: Paid Absence Date(s) and indicate if the Paid Absence(s) claim is a “D” or “P” unit.

AMEND SECTION (7) 7.2 and 7.2.6.2 OF THE PROVIDER CLAIMS FOR PAYMENT REQUIREMENTS OF THE SCOPE OF WORK AS FOLLOWS:

7.2 In accordance with the federal CCDF State Plan, states must conduct a Market Rate Survey every three years. ADES establishes its market rate survey to determine the maximum reimbursement rates for child care. ADES will reimburse Providers according to the established ADES Reimbursement Rates for child care services provided to Clients. ADES has 21 days to issue payment, upon receipt of a properly completed AZCCATS billing document. ADES encourages providers to submit timely billing. ADES will not pay for original or supplemental billing claims received by ADES more than nine (9) months after the date of service for which the payment is claimed.

7.2.6.2. Enter in the “Units” column the daily (D) or (P) unit, the number of units of service actually delivered, including any applicable paid absence(s) (PA), even if the number is the same as the preprinted number appearing on the billing form.

REMOVE SECTION (7) 7.2.8 OF THE PROVIDER CLAIMS FOR PAYMENT REQUIREMENTS AS FOLLOWS:

7.2.8 Submit monthly claims for payment to ADES within 21 days after the service month in which services are provided.

REMOVE SECTION (7) 7.5 OF THE PROVIDER ONE TIME REIMBURSEMENT RATE REVISION ADJUSTMENT PAYMENT REQUIREMENTS OF THE SCOPE OF WORK AS FOLLOWS:

7.5 One Time Reimbursement Rate Revision Adjustment

7.5.1 ADES will issue a one time payment for the Reimbursement Rate variance for the period from July 1, 2021 to September 30, 2021.

7.5.2 The one time payment will be calculated based on the approved billings from July 1, 2021 to September 30, 2021.

7.5.2.1 For the one time payment calculation, ADES will only consider approved billings that have been received by ADES by November 1, 2021.

7.5.2.2 Billings for the period from July 1, 2021 to September 30, 2021 that are received after November 1, 2021 shall not be considered as part of the calculation.

7.5.3 ADES will issue payment by November 30, 2021.

RENAME Attachment 9 document to Direct Service Central Registry Clearance Position Certification Form on The Table of Contents on page 2.

CHANGE all Exhibits to Attachments. This includes The Table of Contents on page 2 of the Child Care Provider Registration Agreement with the following:

CURRENT EXHIBIT NAME	NEW AMENDED ATTACHMENT NAME
Exhibit 1 – Tracorp Instructions	Attachment 10 – Tracorp Instructions
Exhibit 2 – Disaster Emergency Evacuation Preparedness Plan	Attachment 11 – Disaster Emergency Evacuation Preparedness Plan

Exhibit 3 – About Me Questionnaire (CCA-1200A)	Attachment 12 – About Me Questionnaire (CCA-1200A)
Exhibit 4 – Provider/Parent/Guardian’s Agreement for Child Care Charges (CCA-0208A)	Attachment 13 – Provider/Parent/Guardian’s Agreement for Child Care Charges (CCA-0208A)
Exhibit 5 – DES Accepted Accreditation Agencies for Centers	Attachment 14 – DES Accepted Accreditation Agencies for Centers
Exhibit 6 – Verbal Notice of Eligibility (CC-031A)	Attachment 15 – Verbal Notice of Eligibility (CC-031A)
Exhibit 7 – Unpaid Copayment Worksheet (CCA-1021A)	Attachment 16 – Unpaid Copayment Worksheet (CCA-1021A)
Exhibit 8 – Notice to All Families Enrolled At DES Child Care Facility (CCA-1216A)	Attachment 17– Notice to All Families Enrolled At DES Child Care Facility (CCA-1216A)
Exhibit 9 – Sign-In/Sign-Out Record (CCA-0218A)	Attachment 18 – Sign-In/Sign-Out Record (CCA-0218A)

CHANGE the language throughout the Child Care Provider Registration Agreement to remove all Exhibits language and replace it with an Attachment as follows:

5.2.1.7 (B) Provider shall ensure that all staff who are responsible for completing billing must successfully complete the DE5417 Basic Billing for CCA Providers computer-based training through the Department’s current training system. Instructions on how to Access the training are found on the TraCorp Instructions (Attachment 10).

5.2.1.7 (C) Provider shall ensure that all staff who are responsible for writing and updating the Emergency Preparedness Plan shall successfully complete and provide proof of the Disaster Emergency Evacuation Preparedness (D.E.E.P.™) online training completion that is accessible on the ADHS website located at: <http://azdhs.gov/documents/licensing/childcare-facilities/training/deep-onlinetraining.pdf>, or an ADES approved Emergency Preparedness training. Provider shall reference Attachment 11 for the written Emergency Preparedness Plan Guide.

5.3.1 Not accept children for ADES reimbursed child care prior to the start date and after the stop date as indicated by the Department on the Certificate of Authorization from the ADES/CCA Eligibility Specialist or the Verbal Notice of Eligibility Form CC-031 (Attachment 15).

5.3.2 Complete the Verbal Notice of Eligibility Form CC-031 (Attachment 15) when receiving an oral authorization of services from the ADES/CCA Eligibility Specialist.

5.3.6 Obtain from, and review with the client, the About Me Questionnaire CCA-1200A (Attachment 12)

5.3.7 Complete a Provider/Parent/Guardian’s Agreement for Child Care Charges Form CCA-0208A (Attachment 13) for each child in care.

5.3.12 Instruct Clients on proper ADES sign-in/sign-out procedures. Refer to Notice to All Families Enrolled at DES Child Care Facility CCA-1216A (Attachment 17).

5.5.1.1 (A) ADES accepted Accreditation Agencies are identified on Attachment 14, and may be amended.

5.6.1.1 The Provider must either possess a Three (3), Four (4) or Five (5) Star Quality First Star Rating issued by First Things First or, be accredited by an ADES accepted Accreditation Agency (Attachment 14). The Provider must furnish ADES with the corresponding documentation of qualification(s).

5.15.1.3 Provider/Parent/Guardian's Agreement for Child Care Charges Form for all DES families CCA-0208A (Attachment 13);

5.15.1.4 Unpaid Co-Payment Worksheet Form CCA-1021A (Attachment 16);

5.16 Record Keeping Requirements

The Provider shall educate Clients on the importance of sign in and out procedures for proper payment reimbursement and child safety within the attendance method chosen. Refer to Notice to All Families Enrolled at DES Child Care Facility CCA-1216A (Attachment 17)

5.16.1.1 (A) Sign-In/Sign-Out Record Form CC-0218A (Attachment 18) provided by ADES; or

7.3.2.1 Submit an Unpaid Co-Payment Worksheet CCA-1021A Form (Attachment 16) to the Client's Child Care Specialist;

7.3.2.2 Submit a current, completed and signed Provider/Parent/Guardian's Agreement for Child Care Charges CCA-0208A Form (Attachment 13) with the Unpaid Co-Payment Worksheet CCA-1021A (Attachment 16);

7.3.3 The Provider shall not submit any portion of the outstanding Co-Payment balance that accrued more than 180 days prior to the date of ADES receipt of the Unpaid Co-Payment Worksheet CCA-1021A (Attachment 16).

7.3.4 Any payment received from the parent or responsible person after submitting the completed Unpaid Co-Payment Worksheet CCA-1021A (Attachment 16) to ADES shall be applied first to the outstanding Co-Payment balance, before being applied to any outstanding additional charges.

ADD SECTION 5 TO THE DIVISION SPECIAL TERMS AND CONDITIONS UNDER AS FOLLOWS:

5. Claims for Payment

In accordance with the federal CCDF State Plan, states must conduct a Market Rate Survey every three years. ADES establishes its market rate survey to determine the maximum reimbursement rates for child care. ADES will reimburse Providers according to the established ADES Reimbursement Rates for child care services provided to Clients. ADES has 21 days to issue payment, upon receipt of a properly completed AZCCATS billing document. ADES encourages providers to submit timely billing. ADES will not pay for original or supplemental billing claims received by ADES more than nine (9) months after the date of service for which the payment is claimed.

Other:

REVISE Attachment 14 to include Cognia and Arizona Center for Afterschool Excellence (AZCASE) as a DES accepted accreditation agency.

INCLUDE Newly labeled attachments

5. EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AS HERETOFORE CHANGED AND/OR AMENDED REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT. THE AMENDMENT SHALL BECOME EFFECTIVE ON THE DATE OF LAST SIGNATURE UNLESS OTHERWISE SPECIFIED HEREIN. BY SIGNING THIS FORM ON BEHALF OF THE CONTRACTOR, THE SIGNATORY CERTIFIES HE/SHE HAS THE AUTHORITY TO BIND THE CONTRACTOR TO THIS CONTRACT.

6. DIVISION OF CHILD CARE

7. NAME OF CONTRACTOR

SIGNATURE OF AUTHORIZED INDIVIDUAL	SIGNATURE OF AUTHORIZED INDIVIDUAL
TYPED NAME	TYPED NAME
TITLE	TITLE
DATE	DATE

Attachment 9 – DES Accepted Accreditation Agencies



DES ACCEPTED ACCREDITATION AGENCIES FOR CENTERS

Organization	Web Address	Telephone Number
<u>American Montessori Society (AMS)</u> 116 East 16 th Street New York, NY 10003-2163	https://amshq.org/	1-212-358-1250
<u>Association for Christian Schools International (ACSI)</u> 731 Chapel Hills Drive Colorado Springs, CO 80920	https://www.acsi.org/	1-800-367-5391
<u>National Accreditation Commission (NAC)</u> 1250 S. Capital of Texas Hwy Austin, TX 78746	www.earlylearningleaders.org	1-800-537-1118
<u>Association Montessori Internationale (AMI/USA)</u> 1421 Prince St. Ste 350 Alexandria, VA 22314	https://amiusa.org/	1-703-912-0854
<u>Council on Accreditation (COA)</u> *School Age Accreditation only* 45 Broadway, 29th Floor New York, NY 10006	www.coanet.org *coanet.org/standards/standards-for-after-school-programs/	1-212-797-3000 1-866-262-8088
<u>National Association for The Education of Young Children (NAEYC)</u> 1401 H Street NW, Suite 600 Washington, DC 20005	www.naeyc.org	1-202-232-8777 1-800-424-2460
<u>National Early Childhood Program Accreditation (NECPA)</u> Post Office Box 2948 Merrifield, VA 22116	www.necpa.net	1-855-706-3272
<u>Cognia</u> 9115 Westside Parkway Alpharetta, GA 30009	https://www.cognia.org/	1-888-413-3669
<u>Arizona Center for Afterschool Excellence (AZCASE)</u> 301 E. Bethany Home Road - Suite A222 Phoenix, AZ 85012	https://azafterschool.org/	602-734-5434

DES ACCEPTED ACCREDITATION/NATIONAL CREDENTIAL AGENCIES FOR FAMILY CHILD CARE GROUP HOMES

Organization	Web Address	Telephone Number
<u>Council for Professional Recognition (CDA)</u> 2460 16 th Street, NW Washington, DC 20009	www.cdacouncil.org	1-800-424-4310 1-202-265-9090
<u>National Association for Family Child Care (NAFCC)</u> 1743 West Alexander Street Salt Lake City, UT 84119	www.nafcc.org	1-801-886-2322

Attachment 10 – Tracorp Instructions



Account Set-Up in TraCorp

New DES Non-State Employees, such as volunteers, vendors, and contractors, will need to create an account in TraCorp to access this training.

You will need to contact **DES Training Solutions at 602-542-3782 or by email at DESTrainingSolutions@azdes.gov**. The DES Training Solutions Team will give you instructions and provide you with an **access code** to create your new account.

All existing contractor accounts in TraCorp have been converted to their new account number in TraCorp and users should have received an email notification confirming the account transition to the new account number and a new password for the account.

Remember you are not a DES employee but you are a contractor with DES Child Care Administration. The website for this system is: <https://adoa.server.tracorp.com> and the online class is:

DE5417 “Basic Billing for CCA Providers”

When you have completed the training **you must pass with 80%** and will need to **print an “Activity Report” or a “Transcript”** which will be verification that you have completed and passed with 80% or higher. The Activity report or transcript will need to be submitted with your new Provider Registration Agreement packet.

For assistance please call the DES Training Solutions at: (602) 542-3782 press option 3 (DERS and Child Care) or email at DESTrainingSolutions@azdes.gov.

Attachment 11 – Disaster Emergency Evacuation Preparedness Plan



Requirement

You'll be required to provide a Disaster Preparedness Plan to ADES with your Renewal/New Contract. Please visit the Arizona Department of Health Services website:

<https://www.azdhs.gov/documents/licensing/childcare-facilities/training/deep-online-training.pdf> for more information.

The areas being targeted as standards include:



Evacuation

A plan for evacuating children in care:

Developing and maintaining a written emergency plan, specifically policies & procedures which prepare, train, and require practice to ensure health, safety, and welfare (shelter-in-place, lockdown, and shelter-out), including maintaining (specific) information which will protect children and staff during emergencies.

Reunification

A plan unifying children and their families throughout a disaster: Developing and implementing plans, procedures, and backup plans that include ways to globally communicate with children and staff's family and community agencies before, during, and after an emergency.

Special Needs

A plan with a focus on children and staff that may have special needs or chronic medical issues and requirements (such as transportation, food, etc.) before, during, and after an emergency.

Recovery

A plan of action for recovery that includes the protection of information and assets to allow for a continuum of care for children and families.

Attachment 12 – About Me Questionnaire (CCA-1200A)



Attachment 12 - About Me Questionnaire

Download document or view in "The Document Center" section.

**Attachment 13 – Provider/Parent/Guardian’s Agreement for
Child Care Charges (CCA-0208A)**



Attachment 13 - Provider/Parent/Guardian’s Agreement for Child Care Charges

Download document or view in "The Document Center" section.

**Attachment 14 – DES Accepted Accreditation Agencies for
Centers**



Attachment 14 - DES Accepted Accreditation Agencies for Centers

Download document or view in "The Document Center" section.

Attachment 15 – Verbal Notice of Eligibility (CC-031A)



Attachment 15 - Verbal Notice of Eligibility

Download document or view in "The Document Center" section.

Attachment 16 – Unpaid Copayment Worksheet (CCA-1021A)



Attachment 16 - Unpaid Copayment Worksheet

Download document or view in "The Document Center" section.

**Attachment 17 – Notice to All Families Enrolled At DES Child
Care Facility (CCA-1216A)**



Attachment 17 - Notice to All Families Enrolled At DES Child Care Facility

Download document or view in "The Document Center" section.

Attachment 18 – Sign-In/Sign-Out Record (CCA-0218A)



Attachment 18 - Sign-In/Sign-Out Record

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