

CHAPTER 61 - HOME AND COMMUNITY BASED SERVICES (HCBS) CERTIFICATION AND PROVIDER REGISTRATION

REVISION DATE: 06/20/2018

EFFECTIVE DATE: June 17, 2016

REFERENCES: A.R.S. § 36-594.01, 42 CFR 431.107

All providers of AHCCCS-covered Home and Community Based Services (either Fee-For-Service [FFS] or managed care) must be HCBS certified by the Division of Developmental Disabilities (Division) and registered with the AHCCCS Administration. The Division's Office of Licensing, Certification, and Regulation (OLCR) assists Division providers with this process, including help with signing the Provider Agreement that includes federal requirements under 42 CFR 431.107.

HCBS Certification

- A. Independent Providers must submit an application packet for an initial HCBS Certification to OLCR. This application packet must include:
1. *An Application for Initial HCBS Certification (LCR-1025A)*
 2. *Provider Registration-OLCR-HCBS (LCR-1027A)*
 3. A Provider Participation Agreement (AHCCCS document)
 4. A copy of the Fingerprint Clearance Card (FCC), issued by the Arizona Department of Public Safety (DPS), unless the applicant is exempted per A.R.S. § 36-594.01
 5. A copy of the *Criminal History Self Disclosure Affidavit (LCR-1034A)*
 6. Three reference letters
 7. Proof of successful completion of training for CPR, First Aid, and Article 9.
 8. *Declaration of Household Member 18 Year or Older* if services will be provided in the applicant's home
 9. If services will be delivered in the provider's home, a home inspection (Life Safety Inspection) will need to be completed by OLCR prior to services being delivered in this setting.

A complete application packet may be sent to OLCR by U.S. Postal Service, fax, or email to:

Mail: Division of Developmental Disabilities
OLCR-HCBS Certification
P.O. Box 6123 – 2HF1
Phoenix, AZ 85005-6213

Fax: (602) 257-7045

E-mail: HCBScertification@azdes.gov

- B. Qualified Vendor Agencies or individuals with a Qualified Vendor Agreement must complete the HCBS Certification process online through the Division's Focus application. An initial HCBS Certification application cannot be completed until a Qualified Vendor Agreement (QVA) with the Division has been approved. Once a QVA with the Division has been approved, the vendor should refer to OLCR Tracking Application Provider Reference Guide (DDD-OLCR-040-001_Provider) for instructions on how to submit an application for HCBS certification. The online HCBS Certification application includes:
1. A Provider Registration Form (LCR 1077A)
 2. A Provider Participation Agreement (AHCCCS document)
 3. *Disclosure of Ownership/Control and Criminal Offenses Statement(s) (AHCCCS form)*
 4. A State of Arizona Substitute W-9 and Vendor Authorization
 5. A staff roster for all direct care employees or contractors, including the CEO/President/Owner. The roster must indicate compliance with all applicable HCBS training and background check requirements.
 6. *Criminal History Self Disclosure Affidavit (LCR-1034A)* for the CEO/President/Owner(s) of the agency and all signatories.

In addition to completing the online HCBS Certification, the QVA must send a copy of the agency brochure, a link to its website, or other description of the agency/program, to OLCR by U.S. Postal Service, fax, or email to:

Mail: Division of Developmental Disabilities
OLCR-HCBS Certification
P.O. Box 6123 – 2HF1
Phoenix, AZ 85005-6213

Fax: (602) 257-7045

E-mail: HCBScertification@azdes.gov

Qualified Vendors providing group home services must apply for an HCBS certificate for each group home and provide a copy of a current license or proof of inspection provided by the Arizona Department of Health Services, Special Licensing Division. The expiration date on group home certificate is aligned with the expiration date on the overall agency certificate.

For Qualified Vendors providing other types of site-based HCBS services, the Division schedules a physical inspection prior to issuance of an HCBS certificate. After certification, a physical inspection is completed a minimum of every two years to retain certification.

Questions regarding HCBS certification may be directed to HCBScertification@azdes.gov.

AHCCCS Registration

- A. AHCCCS registration is mandatory. It is required for submission of encounter data to the AHCCCS Administration by the Division.
- B. Individual Independent Providers and agencies providing therapy services must contact AHCCCS directly for registration.
- C. All other HCBS providers will be registered by OLCR upon completion of the certification process.

AHCCCS Mandates

AHCCCS mandates that all providers:

- A. Comply with all federal, state, and local laws, rules, regulations, executive orders and Division policies governing performance of duties under the Qualified Vendor or other contractual agreements.
- B. Sign and return attestations found on the Provider Registration section of the AHCCCS website that are applicable to their individual practices or facilities.
- C. Meet AHCCCS requirements for professional licensure, certification, or registration.
- D. Complete all applicable registration forms.