

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

EFFECTIVE DATE: June 17, 2016

REFERENCES: 42 CFR Part 431.107

All providers of AHCCCS-covered services (either Fee-For-Service [FFS] or managed care) must be HCBS certified and registered with the Arizona Health Care Cost Containment System Administration. The Division's Office of Licensing, Certification, and Regulation (OLCR) assists Division providers with this process including signing the Provider Agreement that includes Federal requirements under 42 CFR Part 431.107.

HCBS Certification

- A. Independent Providers, agencies, and Individual Independent Providers with a Qualified Vendor Agreement, may submit an application packet for an initial HCBS Certification to the Office of Licensing, Certification and Regulation (OLCR). This application packet must include:
1. *An Application for Initial HCBS Certification*
 2. *A Provider Participation Agreement*
 3. A copy of the Fingerprint Clearance Card (FCC) issued by the Arizona Department of Public Safety (DPS) for the CEO/President/Owner of the agency
 4. A copy of the *Criminal History Self Disclosure Affidavit* for the CEO/President/Owner.
 5. Three reference letters for the agency or the CEO/President/Owner.
 6. If the CEO/President/Owner intends to provide direct care to members, proof of successful completion of training for CPR, First Aid, and Article 9.
 7. *Declaration of Household Member 18 Year or Older* if services will be A provided in the home of the CEO/President/Owner.
 8. Agencies only - A copy of the agency's brochure, a link to its website, or other description of the program.
 9. Agencies only - A *Staff Roster* for all direct care employees or contractors, including the CEO/President/ Owner on the matrix if he or she provides direct care.

- B. Agencies or persons with a Qualified Vendor Agreement (excluding agencies or providers who provide therapy services) must include the following completed forms in the application packet:
1. Arizona Health Care Cost Containment System (AHCCCS) Provider Registration
 2. ADES/ DDD Disclosure of Ownership Control/ Criminal Offenses Statements
 3. State of Arizona Substitute W-9 and Vendor Authorization

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

Mail: Arizona Department of Economic Security
OLCR-HCBS Certification
P.O. Box 6123 – 077F
Phoenix, AZ 85005-6213

Fax: (602) 257-7045

E-mail: HCBScertification@azdes.gov

For Qualified Vendors providing HCBS services, the Division also schedules an onsite physical inspection prior to issuance of an HCBS certificate. After certification, a physical inspection and file audit are completed a minimum of every two years to retain certification.

AHCCCS Registration

- A. AHCCCS registration is mandatory for consideration for payment to providers by the Division. It is also 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 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.