



DDD FOCUS/CAS - Contract Administration System

NEW REQUEST FOR QUALIFIED VENDOR APPLICATION [RFQVA]

Online

User Manual

Division of Developmental Disabilities

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INTRODUCTION

The Arizona Department of Economic Security Division of Developmental Disabilities (DES/DDD) Contract Administration System (CAS) enables vendors who provide services to people with developmental disabilities to register for a Qualified Vendor Agreement (QVA). Vendors must have a QVA in order to provide services to DDD members. The website may be used to register, create, and apply for a QVA as well as managing the awarded QVA contract as you provide services to DDD members. You will be viewing information that explains the coordination and efforts of DES/DDD, the Arizona Health Care Cost Containment System (AHCCCS), the Office of Licensing, Certification, and Regulation (OLCR), and other governmental and regulatory agencies.

CAS is used for creating an online QVA application and the management of the awarded QVA contract. The QVA application process starts with CAS. In order to complete the online application process, applicants must use the Contract Administration System (CAS; previously QVC) application to enter information for submission to the Division. The agreement will consist of a completed online application (i.e., all necessary and required fields populated, required documents uploaded and application submitted).

Provider Resources

Note: You will need ADOBE ACROBAT READER in order to view and print these files. Acrobat reader is a free downloadable program available at www.adobe.com.

Accessing the DES/DDD Website

To reach the DES/DDD Home Page, click the link below or cut and paste the following information into your web browser's Address bar:

<https://des.az.gov/services/disabilities/developmental-disabilities>

Contract Administration System (CAS)

The Division has provided access to the electronic Qualified Vendor Agreement (QVA) application and contract through the Contract Administration System (CAS) external user portal, or website. The CAS is for vendors to apply or amend an existing QVA contract. The CAS manual is intended to assist you in starting, completing, submitting and updating a Contract Administration System application. Learn more about the CAS later in the manual.

Published Rates

This section provides detailed information about the Division's Published Rates.

- [Fair & Equitable Rates](#), including the advantages

Billing Information

This section provides detailed Division billing information.

- The [Uniform Billing template](#) for provider billing includes all formulas to calculate totals, units, and total amounts due. To aid your transition when using this template version, please do not:
 - Copy & paste from previous versions of this template or from old documents
 - Change the formatting of any cells
 - Use any linked formulas

Supporting documents include:

- [Document specifications](#)
- [Training Opportunities](#)
- Send questions to dddcontractsmanager@azdes.gov

Additional Resources

- The [Arizona W9](#) for ALL vendors, including instructions

Application Submittal Checklist

Print and follow the Application Submittal Checklist to prepare for the actual application process. Review all of the sections listed before applying. The individual sections are provided in MS Word and Adobe Acrobat file formats. It is strongly recommended that you download these individual files onto your computer for ease of review.

1 VENDOR REGISTRATION

The Qualified Vendor Agreement is accessed through the Focus management system. Applicants must register through the Focus management system and must have an active registered account to apply for a QVA.

1.1 Accessing the Focus Vendor Manual

Access the manual directly (1) or locate the manual on the DES.az.gov website (2).

Focus Website with Vendor Manual:

https://ddd.azdes.gov/Organization/DDD/FocusDD/frm_login.aspx

The screenshot shows the 'Become A Qualified Vendor' page. On the left is a navigation menu with categories like 'Developmental Disabilities', 'Individuals & Families', 'Providers & Vendors', etc. The main content area is titled 'Become A Qualified Vendor' and features a large flowchart titled 'QUALIFIED VENDOR APPLICATION PROCESS'. The flowchart consists of 8 main steps and two sub-steps (8a and 8b). Step 1 is 'Follow instructions within QVA User Guide and Manual found in the "Prerequisites and Information" section'. Step 2 is 'Complete and Submit Qualified Vendor Application (QVA)'. Step 3 is 'DDD Contracts Unit Accepts Complete & Clean Application'. Step 4 is 'DDD Contract Management Review of Application Package'. Step 5 is 'Contract Management determines if the vendor meets PRE-AWARD requirements'. Step 6 is 'DDD Awards Contract to Applicant'. Step 7 is 'Onsite Administrative Site Review'. Step 8a is 'Qualified Vendor providing in-home services able to provide services to recipients'. Step 8b is 'Qualified Vendor providing services in a facility ready to provide services after regulatory requirements are met'. Below the flowchart, there is a paragraph stating: 'The Division of Developmental Disabilities is actively recruiting qualified vendors of home and community based services, and residential services.' At the bottom, there are several expandable sections: 'General Business Requirements', 'Prerequisites and Information', 'Completing and Submitting the Qualified Vendor Application', 'References', and 'Sample Documents, Tools, Forms & Templates'. The 'Completing and Submitting the Qualified Vendor Application' section contains two numbered instructions: '1. Before starting your application, review the service specification's in section 7 of the Qualified Vendor Agreement.' and '2. Use [DDD User's Manual: QVA Online Application](#) to start and complete your application.' Below this, it states: 'Once everything on the checklist is submitted, it is considered a complete application packet. The Contact's Specialist will send out a letter to the applicant informing them the application will be moving to the next step in the process.'

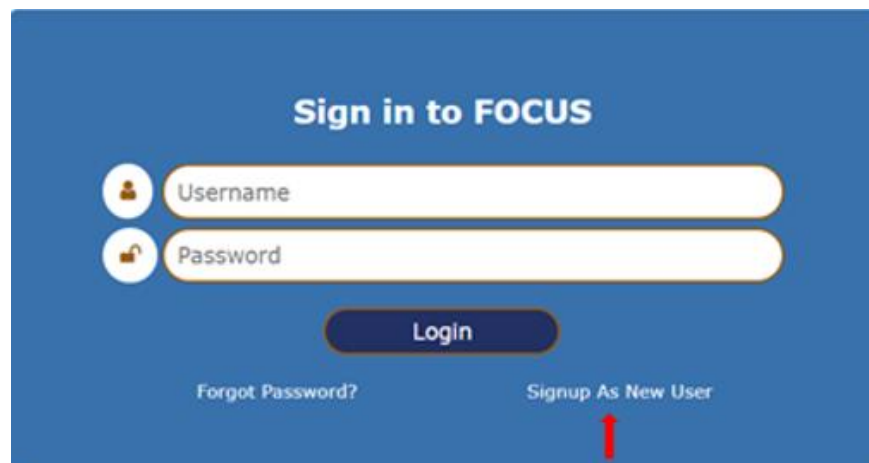
2 CREATING ACCOUNTS

2.1 Create A New Focus User Account

IMPORTANT

- In this document and in the Focus system, the word ‘Vendor’ may be substituted for the word ‘Provider’ and vice-versa. In this system, they mean the same thing.
- A Focus user account grants access to the Focus provider management system which contains Division of Developmental Disabilities applications.
- Creating a Focus account does not create a vendor (provider) account. A vendor (provider) account is created inside the Focus system.
- A Focus account requires a unique Username. The Username must be between 8 and 20 characters, without symbols.
- A Focus account requires a unique Email Address. The email must be in a standard email format. (i.e. – email@domain.com)
- For security reasons, all passwords must follow the updated guidelines listed below:
 - A. Must contain at least one number, one upper case letter and one lower case letter.
 - B. Must be between 8 and 32 characters in length.
 - C. Special characters are not allowed.
 - D. The password is case sensitive.
 - E. Must not be the same as the past 6 saved passwords.
- The signup process will check the provided address for validation through the United States Postal Service. The system will make recommendations if the given address syntax is not found in the USPS database. You may also submit the address ‘as is’.
- Focus uses a security step which requires the user to manually enter in a computer-generated code to guard against automated programs attempting to access the website.
- You must verify the email through the automated notification email after signing up within 24-hours or your Focus account will be removed, and you will have to sign up again.

1. On the Focus Login screen, click the “Signup As New User” link.



2. Complete all the required fields, and then click the Submit button.

Signup As New User

[Login](#)
[Support Request](#)
[Forgot Password](#)

To sign up as a new user, fill out the information below and click the "Submit" button. Once your information has been successfully submitted, you will receive an email, at the email address provided below, confirming your submission.

Your new password must contain at least one number, one upper case letter, and one lower case letter. It must be between 8 and 32 characters in length. Special characters are not allowed, and the password is case sensitive. You may not use the same password as the past 6 saved passwords.

First Name *

Last Name *

User Name *

Password *
 (Min. 8 chars, Max. 32 chars)

Re-Enter Password *
 (Min. 8 chars, Max. 32 chars)

Email *

Address *

Address Line 2

City *

State *

Zip *

Phone *
 Area Code Prefix Line Number

For security purposes, please enter your code in the text box.
 This technique prevents automated programs from using this website.

Your code is:
 Enter your code here:

Submit

3. Upon submission, the following confirmation screen will display.

New User Confirmation

[Login](#)
[Signup As New User](#)
[Support Request](#)

Your Submission Has Been Received!

Thank you for your submission.

When you sign up for a FOCUS account, for security purposes, we ask you to confirm your e-mail address and to login at least once using your registered user name and password. To do this, we send an e-mail to the address you've registered. The e-mail contains a link which you need to click. Clicking the link, or pasting the entire link into the browser's address bar, will send you to the FOCUS Login page. Once you have successfully logged in, your FOCUS account will be activated.

Please be aware that the email link will expire 24 hours after you have received the email.

If you experience problems, or your link has expired, please contact the FOCUS Help Desk for assistance.

If you have not received the e-mail, it may have been filtered. In this case, you should check your "Junk" or "Spam" folder. To avoid missing future emails, add the noreply@azdes.gov address to your email address book or accepted email list.

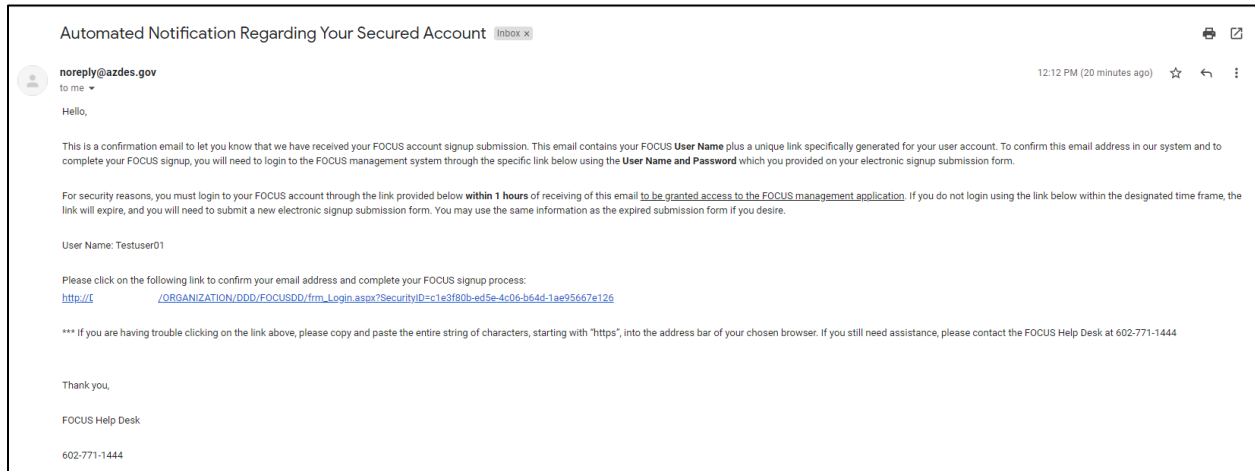
If you're still having trouble, please contact the [FOCUS Help Desk at 602-771-1444](tel:602-771-1444).

Thank You

4. Open the email sent to the e-mail address you provided on the sign-up screen.

5. Click the URL link provided in the body of the automated email from DDD.

Note: If clicking the link does not work, copy the entire URL address, which starts with “http:”, and paste it into your browser’s address bar, then press the ‘Enter’ key on your keyboard.



6. You must **ONLY** use the login screen provided by the link the first time after sign-up. Enter in the credentials created on the sign up page, and then click the [Login] button.

The screenshot shows a blue login screen titled "Sign in to FOCUS". It features two input fields: a username field containing "Testuser01" and a password field with masked characters. Below the fields is a "Login" button. At the bottom, there are two links: "Forgot Password?" and "Signup As New User".

7. Choose 3 different security questions and provide an answer to each selected question. Click the [Save Questions] button.

- Once you have successfully signed up and completed the Security Questions and Answers, you will be taken to the Main Menu of your new Focus account. The next step depends on whether you wish to Create a New Vendor Account or request access to an Existing Account.

Note: The security questions & answers for the Focus account must be set up by the user during the registration process, failure to do so will result in user lockout. The Forgotten Password process will not work for the provided email. If this step is skipped, it CANNOT be completed at a later time.



2.2 Create A New Vendor Account

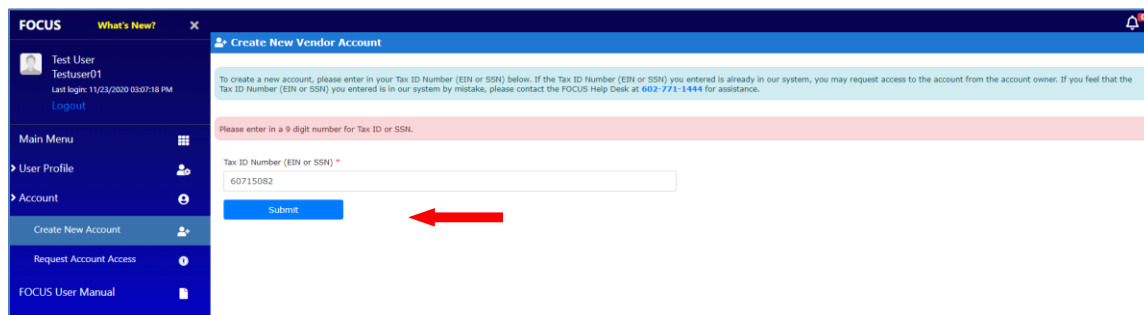
IMPORTANT

- In this document and in the Focus system, the word 'Vendor' may be substituted for the word 'Provider' and vice-versa. In this system, they mean the same thing.
- A vendor account is different from a Focus user account. The vendor account contains the user's Tax Identification Number (TIN).
- The TIN used to create a vendor account may be a Social Security Number (SSN) or a Federal Employee Identification Number (FEIN). Qualified Vendor Agreements are State documents and are therefore public domain. The Division does NOT recommend using an SSN to create a vendor account (Applicants are discouraged from using SSN in lieu of FEIN).
- Only one vendor account per TIN is allowed in the Focus system.
- Once the new vendor account is created with the associated TIN, an Admin role must be assigned. When a user logs in and the account DOES NOT have an Admin role associated with it, the user will be given the option of assigning themselves to the Admin role.
- If the vendor account already has an Admin role associated with it, the user will be directed to request access to the account.
- A single Focus user account may have multiple vendor accounts associated to it.
- A single Vendor account may have multiple applications. The Admin of the vendor account may add and remove applications and users within the vendor account.

1. Click on the Create A New Vendor Account link.



2. Enter in a 9 digit Tax ID Number (EIN or SSN), and then click the [Submit] button.



3. Enter in an Account Name and a Vendor Name, and then click the [Submit] button.

FOCUS What's New? X

Create New Vendor Account - Account Details

Tax ID Number (EIN or SSN) *
607150825

Account Name *

Description *

Account Type *
VENDOR

Contact First Name *
Test

Contact Last Name *
User

Vendor Name *

Contact Phone *
610 210 1555

Vendor Email *
Testuser01@azdes.gov

Submit

Clicking the [OK] button on the Success message will take you to the Main Menu screen.

FOCUS What's New? X

Create New Vendor Account - Account Details

Tax ID Number (EIN or SSN) *
607150825

Account Name *
Test Account 01

Description *
Test Desc

Account Type *
VENDOR

Contact First Name *
Test

Contact Last Name *
User

Vendor Name *
Test Vendor

Contact Phone *
610 210 1555

Vendor Email *
Testuser01@azdes.gov

Submit

SUCCESS
A new vendor account Test Account 01 has been created. You will be redirected to Homepage of Test Account 01

OK

FOCUS What's New? X

About DES Services Contact Us Document Center Media Center Find Your Local Office

Test User Testuser01
Last login: 11/25/2020 08:14:29 AM
Logout

Main Menu

User Profile

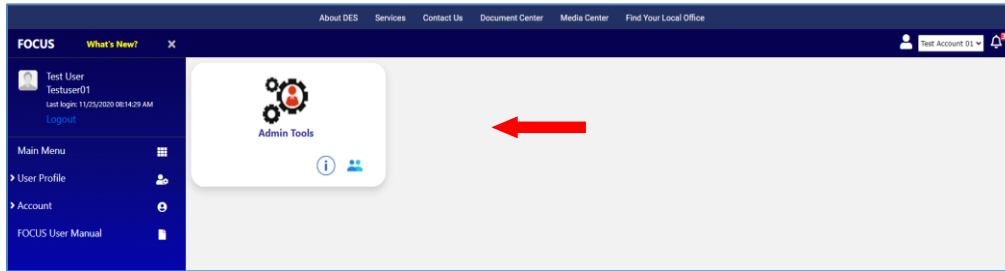
Account

FOCUS User Manual

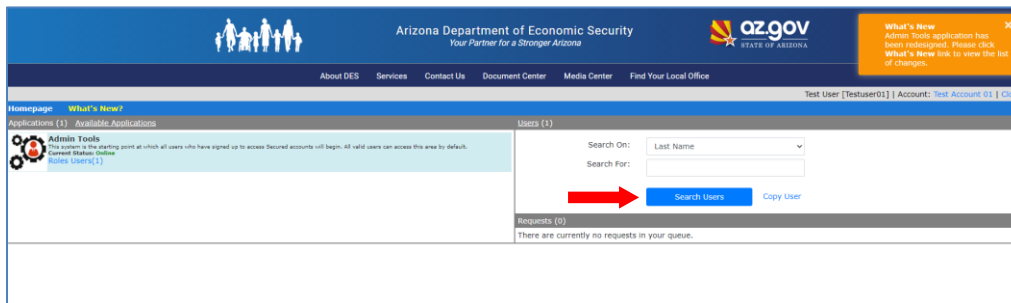
Admin Tools

Test Account 01

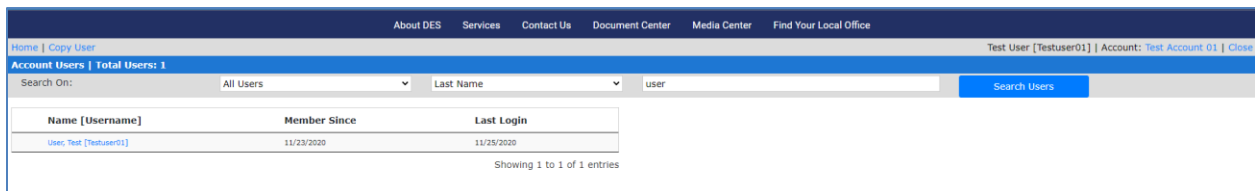
4. On the Main Menu screen, click on the Admin Tools icon.



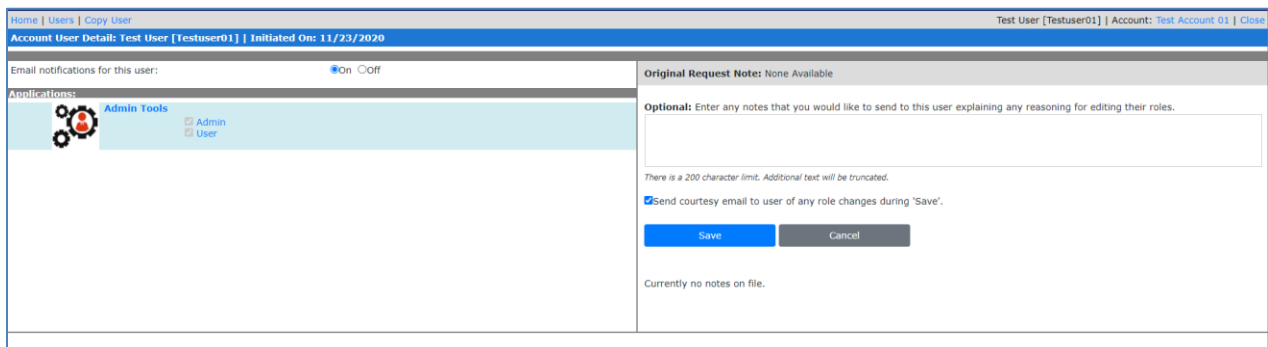
5. Locate the Users search box. Enter the last name of the user created in the Search For field and click the [Search] button.



6. Click on the user's hyperlink name.



7. Verify the Admin and the User role for the newly created vendor account.



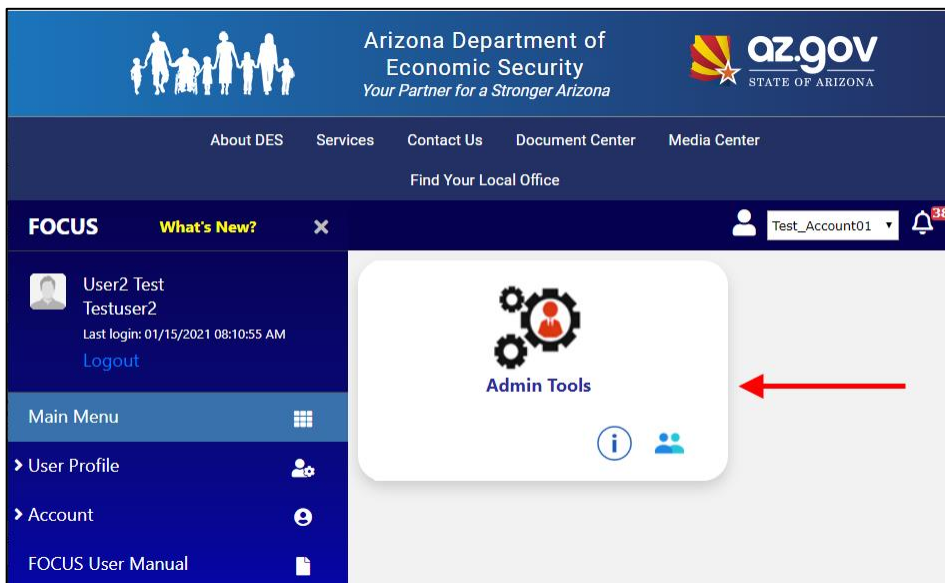
8. The newly created Focus Admin user account now has the ability to add and remove user roles as well as add and remove applications.

2.3 Add An Application To A New Vendor Account

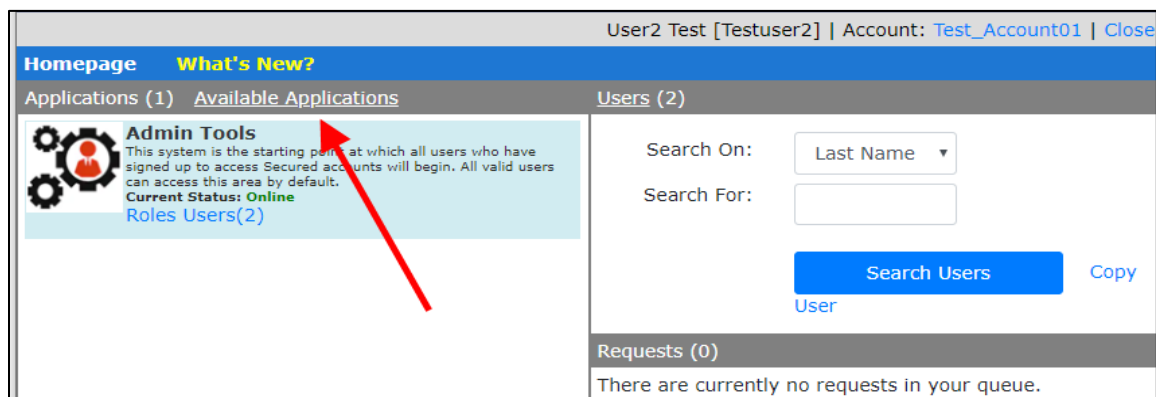
IMPORTANT

- Only a user with the Admin role for the vendor account has the ability to add an application to the vendor account.
- Once the application has been added, a role must be assigned to the user.
- For users assigned to multiple vendor accounts, their roles will need to be removed from each vendor account separately.
- The only application(s) that will be listed and that can be added for the new user will be those that the new user will be authorized to access.
- The CAS application is only listed when the user has a vendor account. The CAS application will automatically be added to users who have been granted access to a vendor account with the CAS having already been added to it.

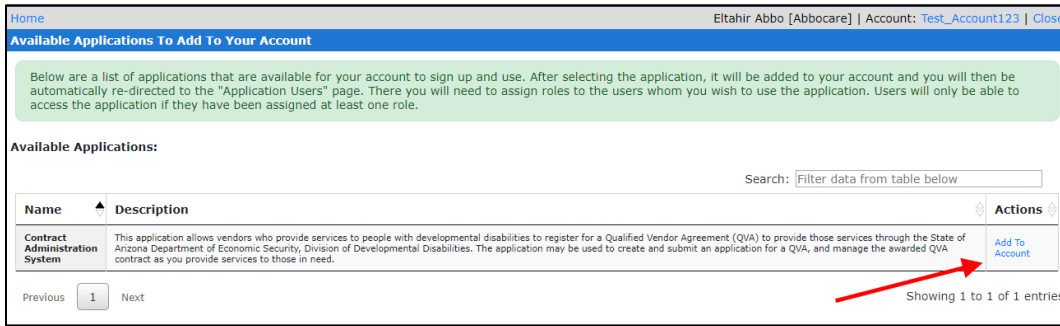
1. On the Main Menu screen of the Admin’s vendor account, click the Admin Tools link to display the Homepage.



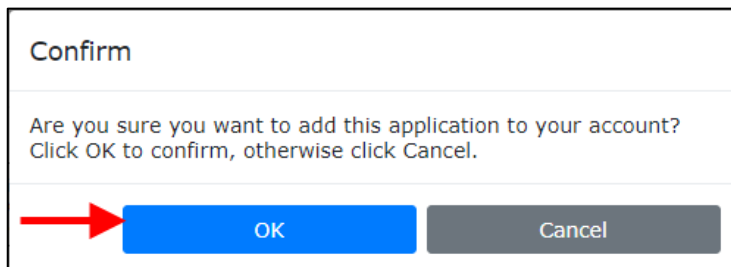
2. Click on the “Available Applications” link on the user’s Homepage.



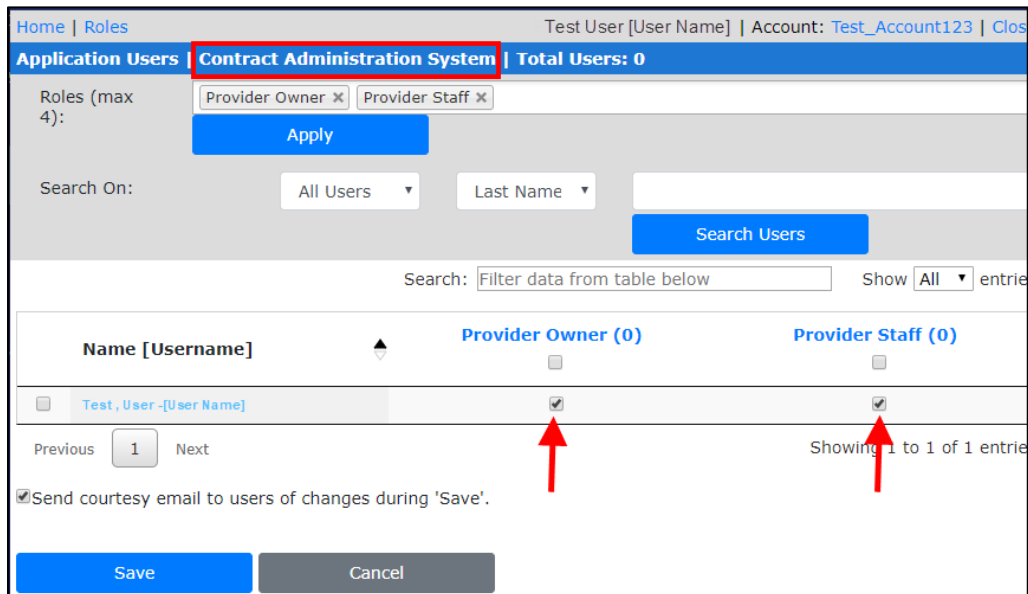
- Click on the “Add to Account” link for the app you wish to add to the user’s Focus profile.



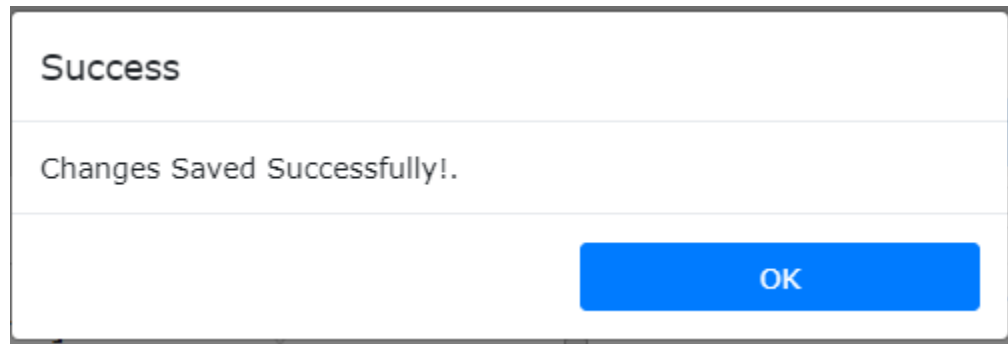
- Click the [OK] button to confirm your selection.



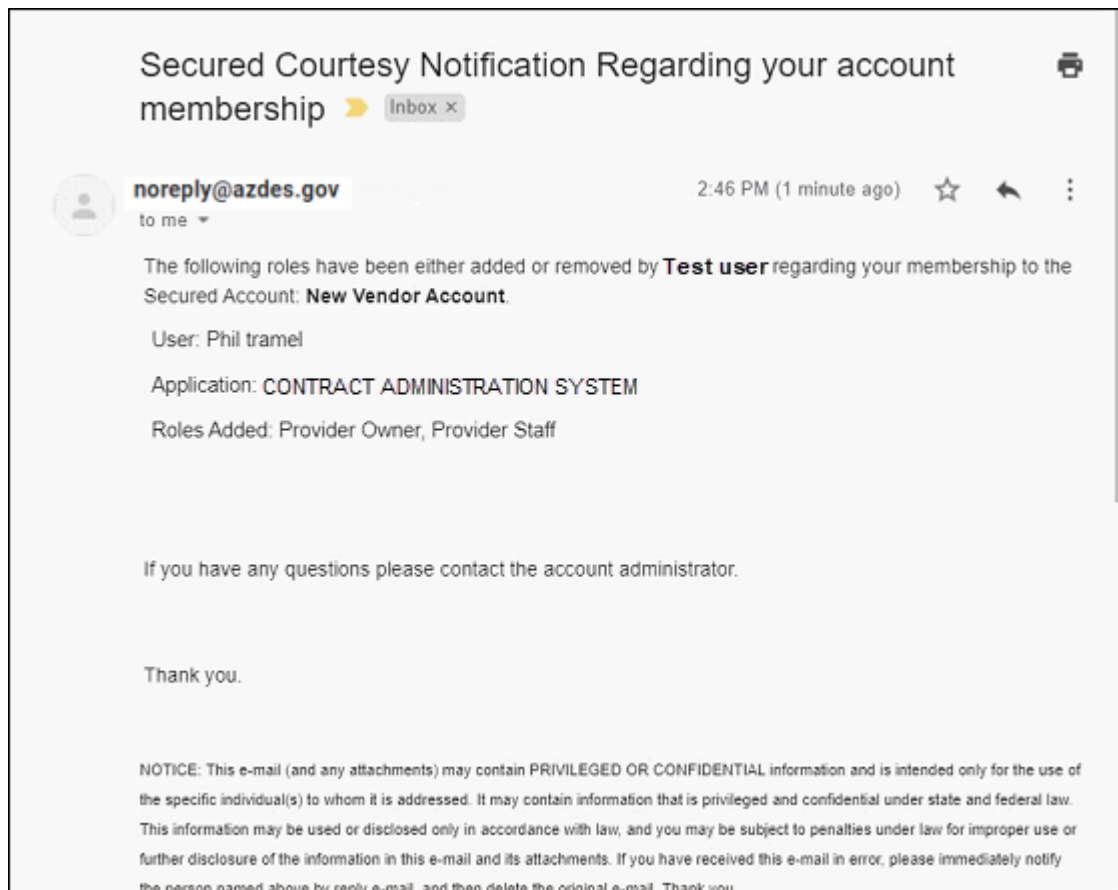
- Select the user’s role for the newly added application and then click the [Save] button.



6. A confirmation message is displayed, and the application is added to the user's Focus account.



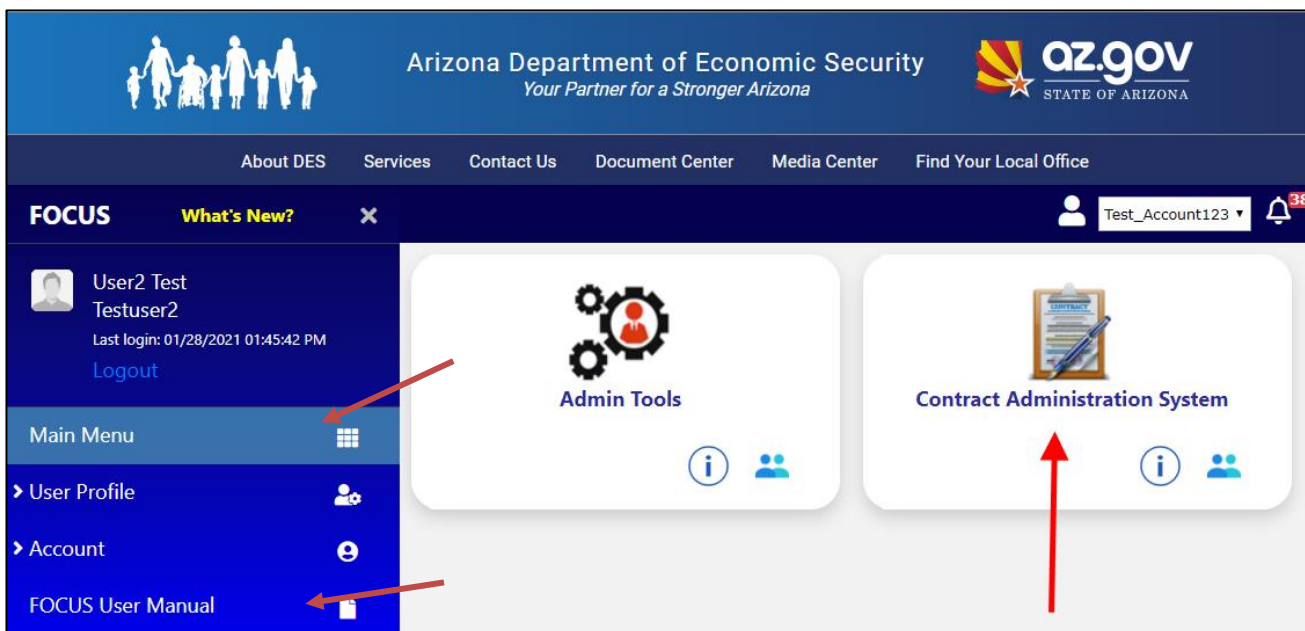
7. An automated notification email is sent to the user to inform them that a new application/role has been added to their user account.



- Click the Home button in the left corner. The added application is now listed on the Application list of the user's Focus account and the roles are listed under the Users section of the added application.



- Click the Main Menu button on the left side of the screen. The added application will then be displayed (i.e., Contract Administration System) on the right.



Note: You can click the 'FOCUS User Manual' link, on the left side of the screen, to access this document as needed.

3 BEGIN APPLICATION

Now that you have completed the registration to become a vendor with the State of Arizona, you may begin a new Qualified Vendor Agreement application.

Read the important points below before starting the application process.

You may contact the DDD Focus Help Desk for assistance at any time at (602)-771-1444.

Unnecessary delays may occur if applicants do not review all information provided and follow the instructions given.

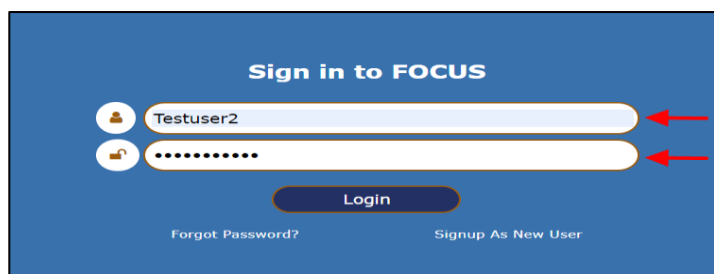
IMPORTANT

- Only one QVA application/contract per Federal Employee ID Number (FEI) is allowed.
- Once a QVA application has been started, the DDD Contracts Team will be able to view all tabs in the application and monitor it during the process.
- Once the application is submitted by the vendor, changes to the application will no longer be permitted. The DDD Contracts Team will process the application as is.
- Starting a QVA application does not mean that you have a contract with the State of Arizona. The QVA application must be submitted, processed and the contract must still be awarded.
- **All questions must be answered fully and honestly in order for your application to be considered. The answers will be used by DES/DDD in deciding whether or not to award a contract.**

3.1 Login to the Focus Management System

Follow the steps below to login to the Focus management system:

1. Visit <https://des.az.gov/services/disabilities/developmental-disabilities/vendors-providers/current>.
2. Under “General Information” click “Login to Focus or Create an Account” section.
3. Once on the Focus Login screen, enter in your Focus Username + Password.
4. Click the [Login] button.



3.2 Main Menu

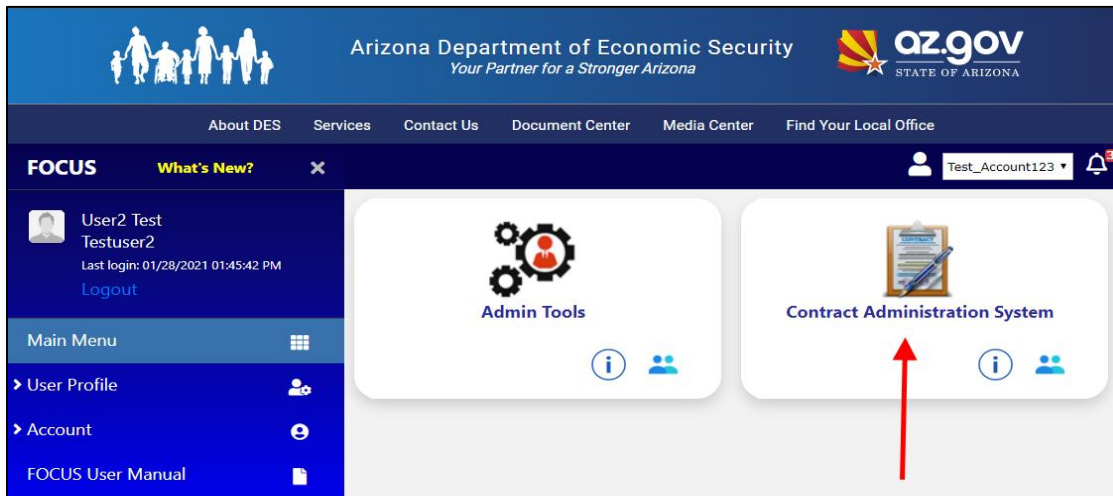
Once logged in, the first screen that displays, in Focus, is the Main Menu. From the Main Menu, you will be able to access the Contract Administration System (CAS) system. In order to create a new QVA application you must meet one of the following criteria:

- You have not already started a QVA application under the current FEIN.
(The status listed in the header of your QVA contract application = N/A)
- Your past QVA application was canceled by you BEFORE being submitted.
(The status listed in the header of your QVA contract application = CANCELED)

- Your past QVA application was canceled by a DDD Manager BEFORE being submitted.
(The status listed in the header of your QVA contract application = MANAGER CANCEL)
- Your past QVA application was denied by a DDD Manager AFTER being submitted.
(The status listed in the header of your QVA contract application = MANAGEMENT DENIED)
- Your past QVA contract was terminated by a DDD Manager AFTER being awarded.
(The status listed in the header of your QVA contract application = CONTRACT TERMINATED)

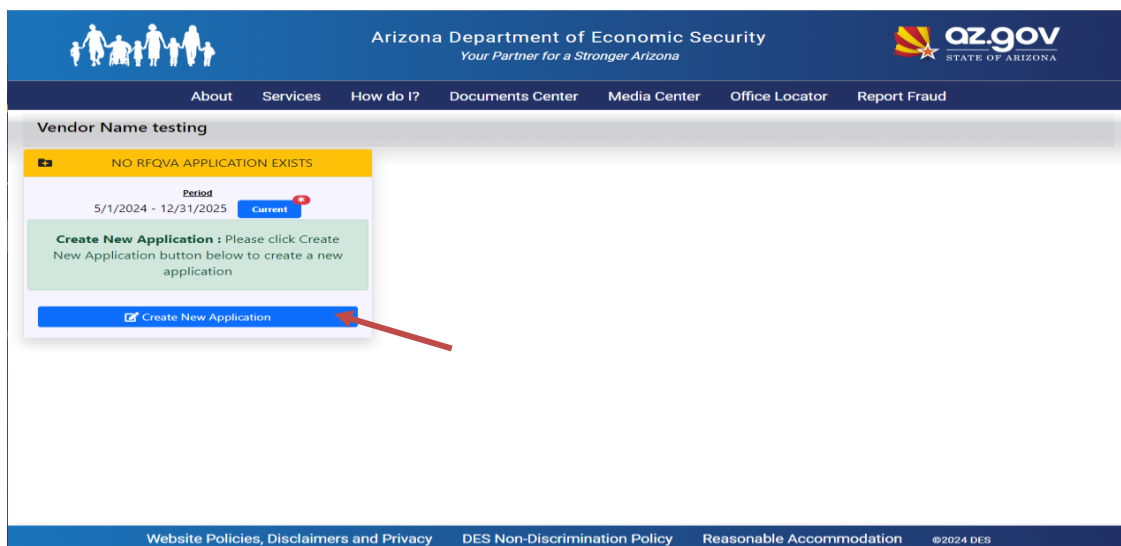
To create a new QVA application, follow the steps below:

1. Click on the Contract Administration System (CAS) link on the Focus Main Menu.



>>> **RESULTS:** You will be redirected to the following Contracts List screen where you can begin to create a new RFQVA (Request for Qualified Vendor Agreement) application.

2. Click on the [Create New Application] button.



>>> **RESULTS:** A new QVA application is created under the current vendor logged in and you will be redirected to the Dashboard tab.

3.3 Dashboard

The Dashboard tab contains an overview of key information about your QVA application and contract. The majority of the fields will be populated by the system and will automatically update as you progress through the application process. More details about the Dashboard tab are explained later in this document.

IMPORTANT

- Please read the message displayed at the top (in the blue banner) and take necessary actions if needed.
- Click the “User Manual” link to access this document from the application at any time.

The screenshot displays the Arizona Department of Economic Security (DES) dashboard for a Vendor Name testing application. The top navigation bar includes links for About, Services, How do I?, Documents Center, Media Center, Office Locator, and Report Fraud. The application ID is Q17733, and the status is Vendor Name testing. The dashboard features a blue banner with a note about DDD-2024 application guidelines. Below this is a green banner titled 'Dashboard Error List' with a message: 'Fiscal Year Start Date is not provided.' The 'Dashboard Action' section contains buttons for 'Multi Site Attestations', 'Multi Service Attestations', and 'All Other Attestations'. The 'Dashboard' section shows application dates and an 'Assigned Specialist' field with a calendar icon. The 'Main Menu' section contains links for 'Manage QVA Application', 'Vendor Directory', 'HCBS Provider Search', 'Provider Search - Directory Use', 'New Application User Manual', and 'Contract Amendment User Manual'. A 'Go To Top of Page' button is located at the bottom right.

- Dashboard Error List (see green banner in screenshot above): To resolve this error, click on the blue calendar icon next to the ‘Fiscal Year:’ field (see orange arrows above) and select a date. Once you do the following “Fiscal Year” box will display advising that the Fiscal Year Start Date is saved. Click the [Close] button. The green banner error list will be resolved.



At the top of the Dashboard screen (in the dark purple banner) you will see displayed:

- A. The QVA Application Number (e.g., Q17733) is unique and is generated by the system. The number is displayed in the header, to the left of the Vendor Name at all times. The 'Q' signifies a Qualified Vendor Agreement application. If the application is awarded a contract, the application number will be lengthened and updated to a QVA Contract Number.
- B. The Vendor name that is unique for the application is displayed in the header at all times.
- C. The Contract Type of the application is a "QUALIFIED VENDOR AGREEMENT". The contract type will be displayed in the header at all times.
- D. The Status of the application, at this point, is "VENDOR APPLICATION IN PROGRESS". This is the first status of the application. The status will update with each new phase of the application and contract process. The current status will display in the header at all times.

The Actions dropdown menu (yellow icon), on the top right side of the screen, contains 2 actions at this point:

- Review Application = When all required fields have been filled out, the application may be submitted to DDD for processing.
- Cancel Application = The Application may be cancelled only when it is in the VENDOR APPLICATION IN PROCESS status.

The Actions dropdown menu also contains the option to click on "Contract List", which will redirect you back to the Contracts List screen. You can click on the [Edit] button to return to the Dashboard screen.

The Dashboard provides important dates about your new RFQVA. Beginning with the Application Start Date (i.e., the date that you started to create the application), the Initial Application Submit Date through to the Initial Service Start Date, including any amendments to the contract.

Dashboard
^

Initial Application Submit Date : Application Start Date : 09/11/2024 Last Amendment Date :	Application Approval Date : Initial Service Start Date :	Assigned Specialist : N/A Fiscal Year : September 2nd <div style="text-align: right; margin-top: 5px;"> </div>
---	--	--

At this point the details for attestations will not be displayed on the Dashboard. The attestation details will begin to display within the Dashboard Action icons seen below as you progress further through this application process.

Dashboard Action
^

Multi Site Attestations

Multi Service Attestations

All Other Attestations

Clicking on the [Multi Site Attestations] button or the [Multi Service Attestations] button will display screens containing no details at this time. The [Collapse All], [Attest All] and [Save All] buttons are nonfunctional at this point of the application process. The Actions dropdown menu (yellow icon), on the top right side of the screen, still functions as described above.

Click on the Dashboard tab to return to the main Dashboard screen.

Arizona Department of Economic Security
Your Partner for a Stronger Arizona

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Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard
Information
Contacts
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Actions ▾

Collapse All


Attest All

Save All


Please note all required attestations will be modified upon Attest All and will be updated on Save All

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Clicking on the [All Other Attestations] button will display the following screen with minimal details at this time. The [Attest All] and [Save All] buttons are nonfunctional at this point of the application process. The Actions dropdown menu (yellow icon), on the top right side of the screen, still functions as described above.



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⚠ Please note all required attestations will be modified upon Attest All and will be updated on Save All

Contacts Attestation Attestation is Required

Contact Information

Contact Type	First Name	Last Name	Title	Phone	Fax	Email
Principal Contact	Test86	Testing		6234611416		
Notice Contact						██████████
Electronic Visit Verification Contact						
Quality Management Contact						
Payment/Billing Office Contact						
Direct Referral Contact						
Agency After Hours Contact						
Member Records Contact						

Attestation: ⚠ You are not authorized to provide attestation. [More info](#) help

Attest to update any changes in accordance with timeline established within the RFQVA

Attested By: Attested Date: View History

Program Management Attestations

Incident Reporting Information

Which position in the organization is responsible for the final review of the incident prior to submission to the Division?

First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

Which position in the organization is responsible for notifying a member/member representative of incidents?

First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

Attestation is Required

Attestation: ⚠ You are not authorized to provide attestation. [More info](#) help

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date: View History

Complaints & Grievances Information

Which position in the organization is responsible for resolving the complaint/grievance?

First Name	Last Name	Title

Attestation is Required

Attestation: ⚠ You are not authorized to provide attestation. [More info](#) help

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[View History](#)

Member/Member Representative Input Information

Which position is feedback forwarded to within the organization?

First Name	Last Name	Title

Attestation is Required

Attestation: ⚠ You are not authorized to provide attestation. [More info](#) help

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[View History](#)

Quality Improvement Information

Attestation is Required

Attestation: ⚠ You are not authorized to provide attestation. [More info](#) help

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[View History](#)

[Go To Top of Page](#)

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Clicking on the [Collapse All] button will cause the screen display to collapse all the sections that you see above, and the display will be as follows. Click the [Expand All] button to expand the screen display. Click on the Dashboard tab to return to the main Dashboard screen.

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⚠ Please note all required attestations will be modified upon Attest All and will be updated on Save All

Expand All
Attest All
Save All

Contacts Attestation ^

Program Management Attestations ^

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At the bottom of the Dashboard screen there are 6 links displayed in the “Main Menu” section.

The screenshot shows the dashboard for 'Q17733 | Vendor Name testing'. The 'Main Menu' section is highlighted with a red arrow and contains the following links:

- Manage QVA Application**: 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, it 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.

A 'Go To Top of Page' button is located at the bottom right of the dashboard.

The [**Manage QVA Application**] link will redirect you to the “Information” tab.

Note: There will be more details about this tab later in this document.

The [**Vendor Directory**] link will redirect you to the “Vendor Directory” screen.

The screenshot shows the 'Vendor Directory' screen. The header includes the Arizona Department of Economic Security logo and the 'az.gov STATE OF ARIZONA' logo. The navigation bar includes links for About, Services, How do I?, Documents Center, Media Center, Office Locator, and Report Fraud. The main content area shows the 'Vendor Directory' title and a list of items:

- My Areas**: The directory is auto populated from Administrative and Service Sites and vendor is defaulted to state-wide search. Open **My Areas** and select areas to limit search to a specific location. (This link is highlighted with a red arrow.)
- Notification - feature not available**: Edit how our system notifies you about opportunities and events.

A 'Back to Main Menu' button is located in the top right corner of the content area.

Clicking on the “My Areas” link will redirect you to the following screen, but at this point of the application process there will be no details displayed. This is because it isn’t until later in the process that you will be populating information on the “Sites” tab and the “Services” tab which must then be approved. See more details in section 8 of this document.

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Vendor Directory

Areas	Type	Site Name	Services
Page 0 of 0			
Nothing to Display			

Click on the “Dashboard” tab to be redirected back to the Dashboard screen.

The [HCBS Provider Search] link will redirect you to the “HCBS Provider Search” screen.

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HCBS Provider Search

Areas	Type	Site Name	Address	Accepting Clients	Other Languages
Page 0 of 0					
Nothing to Display					

Back to Main Menu

At this point of the application process there will be no details displayed. This is because it isn’t until later in the process that you will be populating information on the “Sites” tab which must then be approved. See more details in section 8 of this document.

Click on the “Dashboard” tab or the [Back to Main Menu] button to be redirected back to the Dashboard screen.

The [Provider Search – Directory Use] link will not redirect you at this point of the application process. This is because at this point no information has been input by you in the “Services” tab and the “Sites” tab. This option will become available once your RFQVA application has been approved. For more information, please contact the DDD Network Staff.

The [New Application User Manual] link will display in a new window, outside of the Focus application, and display this manual (i.e., DDD FOCUS/CAS – Contract Administration System NEW REQUEST FOR QUALIFIED VENDOR APPLICATION [RFQVA] Online User Manual).

The [Contract Amendment User Manual] link will display in a new window, outside of the Focus application, and display the DDD CAS - Contract Administration System (QVA Contract Amendment) User Manual.

****You have completed the Dashboard tab for this point of the process. Please go to the Information tab.****

3.4 Information

The Information tab contains information about the Vendor, the Executive/Owner and Authorized Signatories.

IMPORTANT

- Some of the data provided during the creation of a vendor account has carried over to the Information tab.
- All required fields on this tab, identified with red asterisks “ * “, need to be populated before the application can be submitted to DDD.
- You can save unfinished work on this tab, at any point, and return to complete it at a later date/time without losing the data.
- The exceptions to the above point are the “Legal Name” field and the “Vendor FEI” field. These 2 fields cannot be left blank when saving this tab.

The key items of the Information tab are pointed out on the next few pages. Take note of the sections and their descriptions before filling out the fields on the Information tab.

Fill in and click the [Save Changes] button, at the bottom of the screen, to save all of the required fields on the tab and to complete the Information tab. Fill in any optional fields that apply.

The “The following fields are required” section lists the name of any incomplete required field at the time the tab is saved. It will also list invalid entries in any of the fields. The error message will be removed once the missing required fields are populated and/or the invalid entry is corrected.

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The following fields are required.

- Invalid Vendor Phone number. It must be a 10 digit number including the area code.
- Vendor Organization Type
- Street Address Information
- Mailing Address Information
- Invalid Executive/Owner - First Name. It must be between {2} and {30} character long.
- Invalid Executive/Owner - Last Name. It must be between {2} and {50} character long.
- Invalid Executive/Owner - Phone Number. It must be a 10 digit number including the area code.
- Invalid Executive/Owner - Email Address. It must have @ symbol and domain name.
- Invalid Executive/Owner - Date of Birth. Select valid Date of Birth from Calendar
- Invalid Executive/Owner - Social Security Number. Enter a valid Social Security Number
- Invalid Authorized Signatory - First Name. It must be between {2} and {30} character long.
- Invalid Authorized Signatory - Last Name. It must be between {2} and {50} character long.
- Invalid Authorized Signatory - Title. It must be between {2} and {20} character long.
- Invalid Authorized Signatory - Phone. It must be a 10 digit number including the area code.
- Invalid Authorized Signatory - Email address. It must have @ symbol and domain name.

The “**Vendor Information**” section contains the following fields:

- **Legal Name** = The name listed on your W-9 tax form. This field cannot be left blank.
- **Vendor FEI** = The Federal Employee Identification number that was used during the creation of a vendor account. This field cannot be changed.
- **Vendor DBA Name** = The name for doing business as. This may be the same as the “Legal Name”. This is not a required field.
- **Vendor Phone Number** = 10 digit number including the area code for the executive/owner. This is a required field.
- **Vendor Fax Number** = 10 digit number including the area code for the executive/owner. This is not a required field.
- **Vendor Email Address** = The appropriate email address for the vendor. This is not a required field.
- **Vendor Website Address** = The valid website address for the vendor. This is not a required field.
- **Vendor Organization type** = This is a required field. It is similar to the vendor’s tax classification. QVAs are separated into 2 different types. Only one type can be selected, but it can be changed in the future to reflect a change in the vendor’s tax classification. The two QVA Vendor Organization types are:
 - **Agency** = This is an entity with 1 or more employees.
 - **Independent Professional Provider** = This is an entity with 0 additional employees. **This does not pertain to subcontractors.**

Vendor Information

Legal Name * Vendor FEI *

Vendor Name testing 15-9456753

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**

The “**Vendor Address**” section contains the Vendor’s **Street** address (or physical address) and **Mailing** address. A QVA requires both; however, they can be the same address.

- The following address fields are required:
 - **Address Line 1**
 - **City**
 - **State**
 - **Zip Code**
- A “Same as Street” check box is available in the Mailing address area, for convenience. Selecting the check box will automatically update the mailing address to match the street address and make the mailing address fields read-only. Deselecting the check box will display the mailing address fields for editing.
- The following fields are for DDD Admin use only. These fields will be populated automatically by the system when the tab is saved, and they are based on the address provided:
 - Zip4
 - Address District
 - GSA
 - Zone

Vendor Address					
Street			Mailing <input checked="" type="checkbox"/> Same as Street		
Address Line 1 *		Address Line 2	Address Line 1 *		Address Line 2
City *		State *	Zip Code *	Zip4	County
Address District		GSA	Zone		

United States Postal Service (USPS) – Address Validation

The addresses in the QVA will be validated using the USPS database. Each time a completed address is saved, a new window will display and provide suggestions for those addresses not found exactly in the USPS database.

Any address in the database similar to the entered address will be listed in the new window for the vendor to consider.

If the address entered is found exactly as is in the USPS database, the address validation window will not display and the address will be saved as is.

If there are no suggestions, then a [Close] button option will be displayed in the pop up window where the suggested addresses would normally be.

The entered address may be kept by clicking the [Use as Entered] button. If this button is selected, the window will close, and the entered address will be saved to the Information tab as entered.

The suggested address may be selected by clicking the [Use Updated Address] button. If this button is selected, the window will close, and the entered address will update to the suggested address automatically on the Information tab.

Address Validation	
Entered Address	
3443 N Central Ave Phoenix AZ 85012 Latitude: [REDACTED] Longitude: [REDACTED] Address Type: High-rise	<input type="button" value="Use as Entered"/>
Validated Address	
3443 N Central Ave Phoenix AZ Maricopa 85012-2204 Latitude: [REDACTED] Longitude: [REDACTED] Address Type: High-rise	<input type="button" value="Use Updated Address"/>
Missing Secondary Information (apartment, suite, etc.) : <input type="text"/>	<input type="button" value="Validate Address"/>
<small>Please enter secondary number and click Validate Address.</small>	
<input type="button" value="Cancel"/>	

The “**Executive/Owner Information**” section contains the following fields:

- **First Name** = The first name of the executive/owner. This is a required field.
- **Middle Initial** = The middle initial of the executive/owner. This is not a required field.
- **Last Name** = The last name of the executive/owner. This is a required field.
- **Suffix** = An appropriate name suffix for the executive/owner (e.g., Jr., Sr., PhD). This is not a required field.
- **Social Security Number** = 9 digit SSN for the executive/owner. This is a required field.
- **Date Of Birth** = The date of birth for the executive/owner. This is a required field.
- **Phone Number** = 10 digit number including the area code for the executive/owner. This is a required field.
- **Fax Number** = 10 digit number including the area code for the executive/owner. This is not a required field.
- **Email Address** = The appropriate email address for the executive/owner. This is a required field.

The “**Authorized Signatory Information**” section contains the following fields:

- **First Name** = The first name of the authorized signatory. This is a required field.
- **Last Name** = The last name of the authorized signatory. This is a required field.
- **Title** = An appropriate business title for the authorized signatory. This is a required field.
- **Phone Number** = 10 digit number including the area code for the authorized signatory. This is a required field.
- **Fax Number** = 10 digit number including the area code for the authorized signatory. This is not a required field.
- **Email Address** = The appropriate email address for the authorized signatory. This is a required field.
- **Alternate First Name** = The first name of the alternate authorized signatory. This is not a required field.
- **Alternate Last Name** = The last name of the alternate authorized signatory. This is not a required field.
- **Title** = An appropriate business title for the alternate authorized signatory. This is not a required field.
- **Phone Number** = 10 digit number including the area code for the alternate authorized signatory. This is not a required field.
- **Fax Number** = 10 digit number including the area code for the alternate authorized signatory. This is not a required field.
- **Email Address** = The appropriate email address for the alternate authorized signatory. This is not a required field.

Once the Information tab is saved with all the required fields populated correctly, plus any desired optional fields, the message “Data saved successfully” will be displayed near the top of the screen.

****You have completed the Information tab details. Please go to the Contacts tab.****

3.5 Contacts

The Contacts tab contains information for the different contacts at your organization. The contacts do not have to be unique. You may use the same information for multiple contacts. The contact information may be the same as the Executive/Owner contact. (Use the [Same as Owner] button to automatically add the same information.)

IMPORTANT

- Please read the message displayed at the top of this screen (blue banner) and take necessary actions if needed.

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NOTE: Please observe the following guidelines for a timely submission of new DDD-2024 application.

- Before you start application under the new contract period DDD-2024, we recommend you start an amendment on your existing contract and click on review amendment under 'Actions' menu. If there are any errors listed in the current contract, correct them through an amendment before starting the new application under the new contract period DDD-2024.
- When a new application under the new contract period DDD-2024 is started, most of the existing information from the current contract is copied over and prepopulated. All the copied over information displayed in the new application will be read only. Any data corrections required in the new application, should be done through an amendment in the current contract.

For any additional information refer to the User Manual by clicking here - [User Manual](#)

Contact Error List (green banner): To resolve these errors you will need to populate the fields within the Contacts tab. Once you have populated all sections within the tab you will click the [Save] button at the bottom of the screen. A message “Data saved successfully” will be displayed at the bottom of the screen.

Contact Error List

- Contacts Attestation is not provided.
- Invalid Principal Contact - Email Address. It must have @ symbol and domain name.
- Invalid Notice Contact - First Name. It must be between (2) and (30) character long.
- Invalid Notice Contact - Last Name. It must be between (2) and (50) character long.
- Invalid Notice Contact - Phone Number. It must be a 10 digit number including the area code.
- Invalid Quality Management Contact - First Name. It must be between (2) and (30) character long.
- Invalid Quality Management Contact - Last Name. It must be between (2) and (50) character long.
- Invalid Quality Management Contact - Phone Number. It must be a 10 digit number including the area code.
- Invalid Quality Management Contact - Email address. It must have @ symbol and domain name.
- Invalid Payment/Billing Office Contact - First Name. It must be between (2) and (30) character long.
- Invalid Payment/Billing Office Contact - Last Name. It must be between (2) and (50) character long.
- Invalid Payment/Billing Office Contact - Phone Number. It must be a 10 digit number including the area code.
- Invalid Payment / Billing Office Contact - Email address. It must have @ symbol and domain name.
- Payment/Billing Office Contact Address Information
- Invalid Agency After Hours Contact - First Name. It must be between (2) and (30) character long.
- Invalid Agency After Hours Contact - Last Name. It must be between (2) and (50) character long.
- Invalid Agency After Hours Contact - Phone Number. It must be a 10 digit number including the area code.
- Invalid Agency After Hours Contact - Email address. It must have @ symbol and domain name.
- Invalid Member Records Contact - First Name. It must be between (2) and (30) character long.
- Invalid Member Records Contact - Last Name. It must be between (2) and (50) character long.
- Invalid Member Records Contact - Phone Number. It must be a 10 digit number including the area code.
- Invalid Member Records Contact - Email address. It must have @ symbol and domain name.
- Invalid Direct Referral Contact - First Name. It must be between (2) and (30) character long.
- Invalid Direct Referral Contact - Last Name. It must be between (2) and (50) character long.
- Invalid Direct Referral Contact - Phone Number. It must be a 10 digit number including the area code.
- Invalid Direct Referral Contact - Email address. It must have @ symbol and domain name.

Attestation

IMPORTANT

- You must have the “**Provider Owner**” or “**Signatory**” role to provide the attestation and be able to submit the RFQVA DDD-2024 after it is complete.
- If you do not have either of these roles, you will need to contact the administrator of your organization’s account.
- If you are not authorized to have one of these roles, a user from your organization with one of these roles will be required to complete the application process.
- In addition to having one of these roles, your name should be listed on the Information tab in the **Executive/Owner Information** section or the **Authorized Signatory Information** section.
- Clicking on the [More info](#) link or the [help ?](#) link in the Contacts tab will display this bullet pointed information as well.

The Attestation section should be populated in the following manner:

- Click the checkbox for “Attest to update any changes in accordance with timeline established within the RFQVA” box.
- Populate the “Attested By:” field.
Note: When you populate this field the “Attested Date:” field will automatically be populated.
- Click the [Save] button on the right side of the section.
- Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box and proceed with populating the 8 contact sections as described below.

The QVA requires 8 different types of contacts. Take note of the contacts and their descriptions before filling out the fields on the Contacts tab.

- **Principal Contact** = The contact for the Day-to-Day operations of the organization. (The 3 required fields are prepopulated with the information that was used during the creation of a vendor account.) You can keep the information as prepopulated or you can use the [Same as Owner] button to change this information.
- **Notice Contact** = The contact for all correspondence from DDD Business Operations and from the

HCBS Certification application, including vendor announcements. (The Notice email address is prepopulated with the email address from vendor registration.) You can keep the information as prepopulated or you can use the [Same as Owner] button to change this information.

- **Electronic Visit Verification Contact** = The contact for all correspondence related to EVV services. Required when an EVV service is added to the contract.
- **Quality Management Contact** = The contact responsible for review, oversight and improvement of the program.
- **Payment/Billing Office Contact** = The contact for all claims and other billing correspondence to the organization.
- **Direct Referral Contact** = The contact used for emergent service needs during business hours and direct referrals & placements.
- **Agency After Hours Contact** = The contact for emergent service needs for after hours.
- **Member Records Contact** = The contact used as a point of contact for the member documents (planning/ progress reports/CPOC, etc.).

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 *	Same as Owner
Test86	Testing	(623) 461-1416			
Notice Contact The contact for correspondence from DDD Business Operations and from the HCBS Certification application. (May be same as Executive/Owner contact)					
First Name *	Last Name *	Phone Number *	Fax Number	Email Address *	Same as Owner
				joreed@azdes.gov	
Electronic Visit Verification Contact The contact for all correspondence related to EVV services. Required when an EVV service is added to the contract.					
First Name	Last Name	Phone Number	Fax Number	Email Address	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 *	Same as Owner
Payment/Billing Office 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 *	Same as Owner
Address Line 1 *		Address Line 2			
City *	State *	Zip Code *	Zip4	County	

Direct Referral Contact The contact used for emergent service needs during business hours and direct referrals & placements

First Name * Last Name * Phone Number * Fax Number Email Address * [Same as Owner](#)

Agency After Hours Contact The contact for emergent service needs for after hours

First Name * Last Name * Phone Number * Fax Number Email Address * [Same as Owner](#)

Member Records Contact The contact used as a point of contact for the member documents(planning/ progress reports/CPOC etc.)

First Name * Last Name * Phone Number * Fax Number Email Address * [Same as Owner](#)

[Save](#)

[Go To Top of Page](#)

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****You have completed the Contacts tab details. Please go to the Program Management tab.****

3.6 Program Management

The Program Management tab provides information about the names and positions of the people in the organization who are responsible for the management of different tasks in the QVA contract, like incident management, complaints & grievances, quality improvement, etc.

IMPORTANT

- All of the attestations in the Program Management tab need to be provided in order to submit the new RFQVA.
- You can attest individual sections or attest all sections together and save.

Program Management Error List (green banner): To resolve these errors you will need to populate each of the 4 sections within the Program Management tab, including the Attestations. Once you have populated all sections within the tab you will click the [Save] button at the top or the bottom of the screen. A message “Program Management data saved successfully” will be displayed at the top and/or bottom of the screen.

Program Management Error List

- Invalid Incident Report Final Reviewer Personnel - First name. It must be between (2) and (30) character long.
- Invalid Incident Report Final Reviewer Personnel - Last name. It must be between (2) and (50) character long.
- Invalid Incident Report Final Reviewer Personnel - Title. It must be between (2) and (20) character long.
- Invalid Incident Notification Personnel - First name. It must be between (2) and (30) character long.
- Invalid Incident Notification Personnel - Last name. It must be between (2) and (50) character long.
- Invalid Incident Notification Personnel - Title. It must be between (2) and (20) character long.
- Incident Reporting Attestation is required.
- Invalid Complaint Personnel - First name. It must be between (2) and (30) character long.
- Invalid Complaint Personnel - Last name. It must be between (2) and (50) character long.
- Invalid Complaint Personnel - Title. It must be between (2) and (20) character long.
- Complaints & Grievances Attestation is required.
- Invalid Service Feedback Personnel - First name. It must be between (2) and (30) character long.
- Invalid Service Feedback Personnel - Last name. It must be between (2) and (50) character long.
- Invalid Service Feedback Personnel - Title. It must be between (2) and (20) character long.
- Member/Member Representative Input Attestation is required.
- Quality Improvement Attestation is required.

The Incident Reporting Information section should be populated in the following manner:

- Which position in the organization is responsible for the final review of the incident prior to submission to the Division? Populate the following fields:
 - First Name
 - Last Name
 - Title
- Which position in the organization is responsible for notifying a member/member representative of incidents? Populate the following fields:
 - First Name
 - Last Name
 - Title

Once you have populated these fields described above, click on the [Save] button at the top or the bottom of the screen.

- For the Attestation portion of this section
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field.

Note: When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

Incident Reporting Information

Which position in the organization is responsible for the final review of the incident prior to submission to the Division?

First Name: Last Name: Title:

Which position in the organization is responsible for notifying a member/member representative of incidents?

First Name: Last Name: Title:

Attestation: ▲ Attestation Is Required help ?

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

The Complaints & Grievances Information section should be populated in the following manner:

- Which position in the organization is responsible for resolving the complaint/grievance? Populate the following fields:
 - First Name
 - Last Name
 - Title

Once you have populated the fields described above, click on the [Save] button at the top or the bottom of the screen.

- For the Attestation portion of this section
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field.
 - Note:** When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

The Member/Member Representative Input Information section should be populated in the following manner:

- Which position is feedback forwarded to within the organization? Populate the following fields:
 - First Name
 - Last Name
 - Title

Once you have populated the fields described above, click on the [Save] button at the top or the bottom of the screen.

- For the Attestation portion of this section
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field.
 - Note:** When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

The Quality Improvement Information section should be populated in the following manner:

- For the Attestation portion of this section
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field.

Note: When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

The screenshot shows a web interface titled "Quality Improvement Information". Under the "Attestation:" section, there is a checked checkbox "Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement". Below this are two input fields: "Attested By:" and "Attested Date:". To the right of these fields are two buttons: "Save" and "View History". A red arrow points to the "Save" button. Below the main form area, there is a larger blue "Save" button and a green "Go To Top of Page" button, with another red arrow pointing to the larger "Save" button.

Once you have populated all 4 sections and the attestations in those sections as described above, click on the [Save] button at the top or the bottom of the screen to ensure all information is saved.

****You have completed the Program Management tab details. Please go to the Assurances & Submittals tab.****

3.7 Assurances & Submittals

The Assurances & Submittals tab contains information about various types of assurances and supporting documents that must be provided when submitting the application. They pertain to your disclosure of additional information related to your business operations and financial status, as well as your understanding of Arizona and DES/DDD laws, rules and policies.

IMPORTANT

- It is required that you provide a response for each question in this tab.
- The questions in the RFQVA DDD-2024 have changed and many questions are new. Please review each question carefully.
- Based on your responses, you may be required to submit additional documentation. These documents can be uploaded electronically in the “**Documents**” tab. Please follow the instructions provided in the “**Documents**” tab section of this manual and upload the documents as needed.

Note: When going to the “Documents” tab to upload the documents, please scroll down to locate the section “Assurances & Submittals Vendor Responses”.

Please read and understand the Instructions and additional information in the 2 blue banners at the top of the “Assurances & Submittals” tab.

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Actions

Assurances and Submittals

Instructions:
The Applicant/Qualified Vendor Shall respond to each of the following items, then provide this completed document and all applicable submittals in the format prescribed by the Department. The submittals Shall indicate the item number to which it corresponds and also include the Applicant's Federal Employer Identification Number (FEIN).

I have the authority and responsibility as the owner or signatory to submit this Application and to act as a representative of the entity in all phases of the Application process or the Qualified Vendor in all phases of amending as awarded QVA.

The information provided in the Application or any subsequent Amendment, including information entered into the CAS and any attachments and submittals, is true, correct, and accurate to the best of my knowledge. I understand that any false Statements May disqualify this Application from further consideration or be cause for termination of the QVA.

I agree to notify the Department within ten (10) Business Days of any changes to the information provided in this Application or in any subsequent Amendment of an awarded QVA.

Notice that the following section identifies all of the question numbers that require a response.

Following question(s) are not answered. A selection of either Yes or No for each question is required.

1 2 3 4 5 6 7 8 9 10 11 12 13 13.2 14 15 16 17 18 19 20 21 22 23
23.1 23.2 23.3 24 25 26 27 27.1 27.2 28 29 30 31 32 33 34 35

Please scroll down through the tab and provide your responses one by one. If your response for a question is “Yes”, click the [Yes] button. If your response is “No”, click the [No] button. If your initial response was “Yes” and you are not sure about your answer, click the [Not Set] button. This will remove your initial response and allow you to review the question again and provide a response.

When you believe you have finished responding to all of the questions, click the [Save] button located at either the top or the bottom right side of the tab. After clicking the [Save] button, all of the responses provided will be saved and a message that the data was saved successfully will be displayed.

Assurance and Submittals data is saved successfully.

Save


If you clicked the [Save] button, but missed or did not respond to a question or questions the question numbers will be displayed at the top. Please go back and respond to those questions and then click the [Save] button again.

Example:

Following question(s) are not answered. A selection of either Yes or No for each question is required.

2 12

You can click on the [Go To Top of Page] button, on the right side of the tab, at any time, if you want to return to the top of the screen.



1. Does the Applicant/Qualified Vendor agree to remain current on, adhere to, and comply with any applicable changes to Arizona law or federal law and regulations guiding Community Developmental Disability Services, Department rules or policy, AHCCCS rules or policy, and Division Rate Book and billing process that apply to the provision of each developmental disability services applied for and awarded?
2. Does the Applicant/Qualified Vendor agree to maintain information within designated Department systems (e.g., Qualified Vendor Contract Administration System or the CAS) to reflect current Applicant/Qualified Vendor operations and information?
3. Does the Applicant/Qualified Vendor understand and agree that the Department May terminate the QVA based upon inactivity? For example, the Applicant/Qualified Vendor has not obtained authorizations and/or provided services to eligible Members during a six (6) month period.
4. Does the Applicant/Qualified Vendor agree to maintain and comply with any licensing, certification, credentialing and/or registration requirements set forth under federal or Arizona law, rules, or policy for the provision of each developmental disability service applied for and awarded?
5. Does the Applicant/Qualified Vendor understand that payment will not be made for services delivered prior to the Contract Effective Date of any licensing, certification, credentialing and/or registration as required by federal or Arizona law, rules, or policy?
6. Has the Applicant/Qualified Vendor or any of its Key Personnel had a Community Developmental Disability Service or similar service license(s), certification(s) and/or registration(s) revoked, denied, or suspended in Arizona or in any other state within the past seven (7) years?

 - 6.1. If yes, submit an explanation and current status.
7. Has the Applicant/Qualified Vendor or any of its Key Personnel been a party to any Contract terminated for cause relating to Community Developmental Disability Services or similar services in Arizona or in any other state within the past seven (7) years?

 - 7.1. If yes, submit a detailed description of such terminations.
8. Has the Applicant/Qualified Vendor or any of its Key Personnel been a party to any litigation relating to Community Developmental Disability Services or similar services in Arizona or in any other state within the past seven (7) years?

 - 8.1. If yes, submit a detailed description of such terminations.

9. Are there any court actions, liens or judgments pending or entered within the last seven (7) years against the Applicant/Qualified Vendor or any of its Key Personnel related to the provision of Community Developmental Disability Services or similar services in Arizona or in any other state? Yes No Not Set

9.1. If yes, submit a summary of those suits or judgments and describe actions the Applicant/Qualified Vendor has taken to prevent future suits or judgments.

10. Has the Applicant/Qualified Vendor or any of its Key Personnel been convicted of a criminal offense related to Medicare, Medicaid, State Children's Health Insurance Program, or any other federal benefit program? Yes No Not Set

10.1. If yes, submit a summary of the conviction(s) and current status.

11. Has the Applicant/Qualified Vendor or any of its Key Personnel been convicted of a felony? Yes No Not Set

11.1. If yes, submit information on the Key Personnel and the conviction.

12. Has any federal or state agency ever made a finding of noncompliance with any civil rights requirements with respect to the Applicant/Qualified Vendor or any of its Key Personnel? Yes No Not Set

12.1. If yes, submit an explanation.

13. Has the Applicant/Qualified Vendor or any of its Key Personnel been debarred, suspended, or otherwise lawfully prohibited from any public procurement activity, or does the Applicant/Qualified Vendor employ, consult, Subcontract with, or otherwise reimburse for services any Person substantially involved in the management of another entity that is now debarred, suspended, or otherwise lawfully prohibited from any public procurement activity? Yes No Not Set

13.1. If yes, submit an explanation. Go To Top of Page

13.2. Is a suspension or debarment currently pending? Yes No Not Set

13.2.1. If yes, submit an explanation.

14. Are there any judgments, tax deficiencies or claims pending or entered against the Applicant/Qualified Vendor or against any entity affiliated by common ownership or directorship with the Applicant/Qualified Vendor that would require disclosure in an Audited Financial Statement or that would affect the financial stability of the Applicant/Qualified Vendor? Affiliated common ownership means any Person(s) owning over five percent (5%) of the Applicant/Qualified Vendor's outstanding voting shares or other ownership interests who also owns over five percent (5%) of another corporation or entity's outstanding voting shares or other ownership interests. Common Directorship means that a majority of the Persons comprising the directors of the Applicant/Qualified Vendor or performing similar management and oversight functions if the Applicant/Qualified Vendor is a limited liability company or other non-corporate entity, also comprise the majority of the directors of another corporation or Persons performing similar management and oversight functions with respect to a limited liability company or other non-corporate entity.

Yes No Not Set

- 14.1. If yes, submit a disclosure Statement.

15. Has the Applicant/Qualified Vendor or any of its Key Personnel declared bankruptcy within the last seven (7) years?

Yes No Not Set

- 15.1. If yes, submit the most recent or the final court-approved order disposing of the case, including any court-approved plans.

16. Is the Applicant/Qualified Vendor a corporation or other entity that is affiliated with another corporation or entity?

Yes No Not Set

- 16.1. If yes, submit an organizational chart that demonstrates ownership and/or corporate affiliations with Business Plan

17. Does the Applicant/Qualified Vendor agree to notify the Department of any acquisitions or mergers as soon as possible, and before setting a price or entering into negotiation for the acquisition or merger.

Yes No Not Set

18. Does the Applicant/Qualified Vendor, or any of its Key Personnel or administrative staff, have direct or indirect responsibility for the purchasing, authorizing, monitoring, or evaluating of Community Developmental Disability Services or Qualified Vendors? Or does the Applicant/Qualified Vendor, or any of its Key Personnel or administrative staff have a relative, as defined in Arizona Revised Statutes (A.R.S.) §38-502, who is an employee of the Department with direct or indirect responsibility for the purchasing, authorizing, monitoring, or evaluating of Community Developmental Disability Services or Qualified Vendors?

Yes No Not Set

- 18.1. If yes, submit a Statement disclosing the conflict or potential Conflict of Interest including employee name, title, and current duties/responsibilities.

19. Does the Applicant/Qualified Vendor utilize electronic systems for either health records (Electronic Health Records-EHR) or visit tracking/verification (Electronic Visit Verification-EVV)?

Yes No Not Set

- 19.1. If yes to Assurance 19, does the Applicant/Qualified Vendor agree to disclose to the Department the specific systems and use related to EHR and/or EVV?

Yes No Not Set

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19.2.	If yes to Assurance 19, will the Applicant/Qualified Vendor provide assurance to the Department that any systems used for EHR and/or EVV meet all applicable HIPAA and/or PHI requirements?	Yes	No	Not Set
20.	Is the Applicant/Qualified Vendor required to make a full written disclosure pursuant to the Substantial Interest Disclosure provision of Part 3, 4.11 of the RFQVA?	Yes	No	Not Set
20.1.	If yes, submit a full written disclosure of the proposed payments and amount.	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>		
21.	Does the Applicant/Qualified Vendor certify that it did not engage in collusion or other anti-competitive practices in order to prepare or submit the Application or any Amendment to the QVA?	Yes	No	Not Set
22.	Does the Applicant/Qualified Vendor certify that it will comply with Audits required in Part 3, 5.3 of the RFQVA and prepare and submit to the Department the required financial reports according to the timeframe specified?	Yes	No	Not Set
23.	Does the Applicant/Qualified Vendor certify that it will submit the Certificates of Insurance, required by Part 3, 7.6 of the RFQVA, prior to accepting a referral or providing a service?	Yes	No	Not Set
23.1.	Does the Applicant/Qualified Vendor understand that service authorizations and payments May be withheld unless the Applicant/Qualified Vendor has provided acceptable proof of insurance coverage as required by Part 3, 7.6 of the RFQVA,?	Yes	Go To Top of Page	
23.2.	Does the Applicant/Qualified Vendor certify that it will submit any renewal or change to the Certificates of Insurance to the Department's Contract Administration Unit within ten (10) Business Days of renewal or change?	Yes	No	Not Set
23.3.	Does the Applicant/Qualified Vendor certify that the Applicant's/Qualified Vendor's Insurer or the Applicant/Qualified Vendor will provide the Department's Contract Administration Unit with a copy of all notices of insurance cancellation (including, but not limited to, notices issued prior to the Contract Effective Date of cancellation) immediately upon issuance or receipt?	Yes	No	Not Set
24.	Will the Applicant/Qualified Vendor use a subcontractor(s) to provide Community Developmental Disability Services? If no, no additional response is required for 24.1 to 24.5.	Yes	No	Not Set
24.1.	If yes to Assurance 24, the applicant/Qualified Vendor certifies that it will utilize the Developmental Home Subcontract Agreement as applicable with each developmental home provider, and submit information about each Subcontract for all other services as required in Part 3, 6.4 of the RFQVA.	Yes	No	Not Set
24.2.	If yes to Assurance 24, will the Applicant/Qualified Vendor provide all the required insurance for the subcontractor(s)?	Yes	No	Not Set
24.3.	If no to Assurance 24.2, does the Applicant/Qualified Vendor certify that it will obtain the required Certificates of Insurance from the subcontractor(s) and submit the certificates to the Department's Contract Management Unit?	Yes	No	Not Set
24.4.	If yes to Assurance 24, does the Applicant/Qualified Vendor certify that its Subcontracts incorporate by reference the entirety of the QVA and the Arizona Health Care Cost Containment System's (AHCCCS) Minimum Subcontract Provisions?	Yes	No	Not Set
				Go To Top of Page

24.5.	If yes to Assurance 24, does the Applicant/Qualified Vendor understand the State May request verification of compliance for any Qualified Vendor or Subcontractor performing work under the QVA and that all costs necessary to verify compliance are the responsibility of the Qualified Vendor?	Yes	No	Not Set
25.	Does the Applicant/Qualified Vendor warrant compliance with the Federal Immigration and Nationality Act (FINA) and all other federal immigration laws and regulations related to the immigration status of its employees and Key Personnel?	Yes	No	Not Set
26.	Does the Applicant/Qualified Vendor warrant compliance with all Federal immigration laws and regulations relating to employees and warrant its compliance with A.R.S. §23-214, subsection A? (That subsection reads: After December 31, 2007, every employer, after hiring an employee, Shall verify the employment eligibility of the employee through the E-Verify program and Shall keep a Record of the verification for the duration of the employee's employment or at least three years, whichever is longer.)	Yes	No	Not Set
27.	Does the Applicant/Qualified Vendor certify that background checks for employment through the Arizona Department of Child Safety (DCS) Central Registry Shall be conducted for each new or existing employee, Subcontractor, or volunteer, who provides direct services to children or vulnerable adults? By answering yes, the Applicant/Qualified Vendor certifies that background checks for each subsequent employee, Subcontractor, and volunteer will be done as required by law, regulation, and contract. The Applicant/Qualified Vendor May utilize the form Request for Search of Central Registry for Background Check available on the Department's website.	Yes	No	Not Set
27.1.	Does the Applicant/Qualified Vendor certify that a Person (employee, Subcontractor or volunteer) awaiting receipt of the DCS Central Registry Background Check will be permitted to provide direct service to Division Members only if the Person has first completed and submitted the Direct Service Position certification and: (1) the Person is not currently the subject of an investigation of child abuse or neglect in Arizona or any other state or jurisdiction, and (2) 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?	Yes	No	Not Set
27.2.	Does the Applicant/Qualified Vendor certify that if the Central Registry Background Check specifies any disqualifying act and the Person does not have a Central Registry exception, the Person Shall be prohibited from providing direct services to Members?	Yes	No	Not Set
Go To Top of Page				
28.	Does the Applicant/Qualified Vendor certify that it will screen all employees, contractors, and/or Subcontractors no less frequently than monthly to determine whether any of them have been excluded (debarred, suspended, or otherwise lawfully prohibited) from participation in federally-funded health care programs by checking the following databases and any other such databases that May be prescribed?	Yes	No	Not Set
28.1.	The List of Excluded Individuals and Entities (LEIE), which May be accessed at the US Department of Health and Human Services, Office of Inspector General website.			
28.2.	The System for Award Management (SAM), which May be accessed at the US Government's System for Award Management (SAM) website.			
29.	Will all solicitation amendments to this RFQVA, issued by the Department, be acknowledged by an authorized signature and will the signature page(s) of the Amendment(s) be submitted in the format required by the Department?	Yes	No	Not Set
30.	Did a consultant assist the Applicant/Qualified Vendor in completing the Application or in preparing a Qualified Vendor Amendment to the awarded QVA?	Yes	No	Not Set
30.1.	If yes, submit a list of the name(s) and affiliation(s) (i.e., company/business name) of each consultant, including all appropriate contact information.			
	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>			

31. Did the Applicant/Qualified Vendor use another Application for a QVA and/or an awarded QVA as a resource in preparing this Application or an amendment to the QVA? Yes No Not Set

31.1. If yes, submit a list of the name(s) of each Applicant that submitted an Application and/or the name(s) of each awarded QVA that was used as a resource.

32. Has the information submitted, containing all required forms and attachments, to the Department for the Qualified Vendor Application or the QVA Amendment been submitted in the format prescribed by the Department including any forms submitted electronically via the CAS? Yes No Not Set

33. Does the Applicant/Qualified Vendor provide assurance that all materials submitted as part the Application process contain original content developed for and by the Applicant/Qualified Vendor for the purposes of this Application? Yes No Not Set

33.1. If no, submit a list of the source(s), with reference to each item within the Application, that was used as a resource in the preparation and generation of responses.

34. Does the Applicant/Qualified Vendor agree to complete and submit all required documentation listed in Part 4 Instructions to Qualified Vendor Applicants. Yes No Not Set


35. Does the Applicant/Qualified Vendor agree all owners and signatories must maintain, throughout the term of the QVA, a cleared Central Registry background check with no disqualifying acts, or have an exception from the Arizona Board of Fingerprinting. Yes No Not Set

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I have the authority and responsibility as the owner or signatory to submit this Application and to act as a representative of the entity in all phases of the Application process or the Qualified Vendor in all phases of amending as awarded QVA.

The information provided in the Application or any subsequent Amendment, including information entered into the CAS and any attachments and submittals, is true, correct, and accurate to the best of my knowledge. I understand that any false Statements May disqualify this Application from further consideration or be cause for termination of the QVA.

I agree to notify the Department within ten (10) Business Days of any changes to the information provided in this Application or in any subsequent Amendment of an awarded QVA.

 [Save](#)

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****You have completed the Assurances & Submittals tab details. Please go to the Services tab.****

3.8 Services

The Services tab contains information related to the services you wish to offer under your Qualified Vendor Agreement. Such information includes Service Description, Transportation and the business policies & procedures for each service.

[Click here](#) to view the service specification online to learn about the available services.

IMPORTANT

- Responses should reflect knowledge and understanding of service specifications and how you intend to conduct business in compliance with the agreement/contract.
- You will need to provide attestation(s) for all authorized services to submit the new RFQVA. Remember that attestations can only be provided by users in the “**Provider Owner**” and “**Signatory**” roles. **And they must be listed as one of the following:**
 - Executive Owner
 - Primary Authorized Signatory
 - Alternate Authorized Signatory
- Services added to the application will be individually approved or denied by DDD management.
- Services will start out as pre-approved when the contract is initially awarded. Once a Readiness Review has been completed, the service will be approved and activated after registering with AHCCCS and adding valid vendor insurance to the awarded contract. A denied service may be added again and re-submitted for a new approval process.
- Four (4) Habilitation services have associated Room & Board services. When these four Habilitation services are selected, the associated R&B service MUST BE selected and provided as well. Below is a list of the service dependencies:
 - HAB - GROUP HOME - WITH ROOM & BOARD + RRB - ALL GROUP HOMES
 - HAN - NURSING SUPPORTED GROUP HOME- WITH ROOM & BOARD + RRB - ALL GROUP HOMES
 - HPD - COMMUNITY PROTECTION/TREATMENT GROUP HOME - WITH ROOM & BOARD + RRB - ALL GROUP HOMES
 - HBA - SUPPORTED DEVELOPMENTAL HOME (ADULT & FOSTER CARE CHILD) - WITH ROOM & BOARD + RBD - DEVELOPMENTAL HOME
- An added service may be removed by the vendor before the application is submitted.
- Once the application has been submitted the service may only be removed by DDD Contract management.
- A vendor may request a service be removed from the awarded contract. However, the removal of the service will be determined by the Division based on need, and other factors.
- The **Service History** section displays only services which have been denied or terminated in the past **90 days.** (*Since this is a new application, the Service History will be empty.*)

To add services to the QVA application, follow the instructions below.

- From the Services tab, click the [Add New Service] button.

Note: Since this is a new application there is no need to click on the [Multi Service Attestations] button here. See more details on it at the end of this section.

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Services

Add New Service Multi Service Attestations

Search:

Showing 0 to 0 of 0 entries

Suspended	AHCCCS ID	Status	Start Date	Action	Service
No data available in table					

< Previous Next >

Show 10 entries

Services History

No Services deleted or denied or terminated within the last 90 days

Website Policies, Disclaimers and Privacy DES Non-Discrimination Policy Reasonable Accommodation ©2024 DES

- A “Service Information” popup box will display where you will click on the dropdown arrow to view a list of services to choose from. Once you have selected a service click the [Save] button.

Service Information

Add Service

Service *

ATC - ATTENDANT CARE

Save Cancel

ATC - ATTENDANT CARE

DTA - DAY SERVICES, ADULT

DTT - DAY SERVICES, CHILD

ESA - EMPLOYMENT SUPPORT AIDE

GSE - GROUP SUPPORTED EMPLOYMENT

HAB - HABILITATION SERVICES - GROUP HOME - WITH ROOM & BOARD

HAH - HABILITATION SERVICES - SUPPORT - HOURLY

HAI - SUPPORTED LIVING

HAM - HABILITATION SERVICES - MUSIC

HAN - HABILITATION SERVICES - NURSING SUPPORTED GROUP HOME - WITH ROOM & BOARD

HBA - HABILITATION SERVICES - SUPPORTED DEVELOPMENTAL HOME (ADULT & FOSTER CARE CHILD) - WITH ROOM & BOARD

HHA - HOME HEALTH AID AND LICENSED HEALTH AID

HN1 - NURSING

HPD - Habilitation, Enhanced Behavioral Group Home

HSK - HOMEMAKER

ISE - INDIVIDUAL SUPPORTED EMPLOYMENT

OCT - OCCUPATIONAL THERAPY TREATMENT & EVALUATION

PHT - PHYSICAL THERAPY TREATMENT & EVALUATION

PTW - Pathways to Employment

RBD - ROOM & BOARD, DEVELOPMENTAL HOME

>>> **RESULTS:** The following screen will display with the chosen service noted at the top and detailed sections that need to be completed for each service that you add.

- Populate all required fields.
See “Error List for Service” section (green banner) for details.

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ATC - ATTENDANT CARE | Unsubmitted

Save Multi Service Attestations Back to Services List

Error List for Service : ATC - ATTENDANT CARE

- Service Transportation Attestation is required.
- Transportation - Transport Vehicle Selection
- Incident Reporting Attestation is required.
- Complaints & Grievances Attestation is required.
- Member/Member Representative Input Attestation is required.
- Quality Improvement Attestation is required.

Service Transportation

When transportation is required to deliver the service, how do you support direct service staff for community access? (Check all that apply). *

Transportation in an individual/staff owned car
 Transportation in an agency owned, leased or contracted vehicle
 Reimbursement for public transportation
 Not Applicable

Attestation: **Attestation Is Required** help

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

Save View History

Service AHCCCS ID

To add an AHCCCS ID, please select a value from the list below, if available

There are no AHCCCS IDs registered to the given FEI for this service.

Incident Reporting Information

Attestation: **Attestation Is Required** help

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

Save View History

The Service Transportation section should be populated in the following manner:

- When transportation is required to deliver the service, how do you support direct service staff for community access? (Check all that apply.)
 - If transportation is required to deliver the service, select at least 1 of the following:
 - Transportation in an individual/staff owned car
 - Transportation in an agency owned, leased or contracted vehicle
 - Reimbursement for public transportation
 - If transportation is not required to deliver the service, select the following:
 - Not Applicable
- For the Attestation portion of this section:
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field
Note: When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

The Service AHCCCS ID section is not required at this point in the application process. DDD will complete the AHCCCS ID once the service is activated with AHCCCS. It will be required prior to the award of the contract.

The Incident Reporting Information section should be populated in the following manner:

- For the Attestation portion of this section:
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field
Note: When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.

- Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

The Complaints & Grievances Information section should be populated in the following manner:

- For the Attestation portion of this section:
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field
 - Note:** When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

The Member/Member Representative Input Information section should be populated in the following manner:

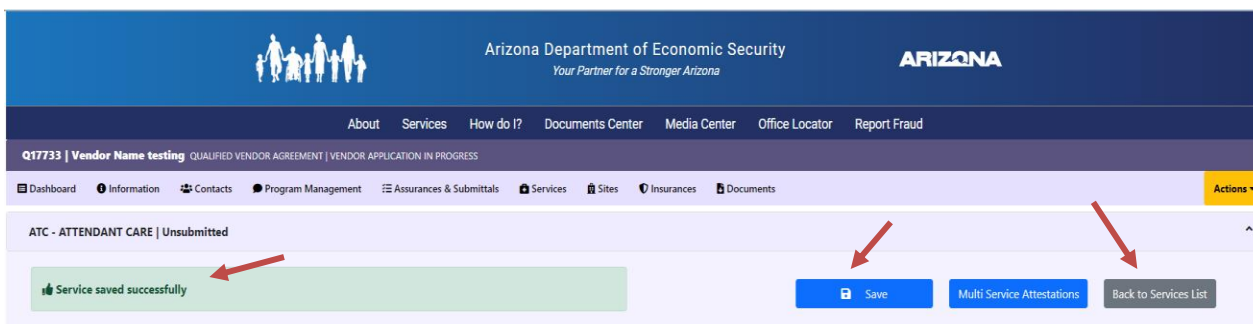
- For the Attestation portion of this section:
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field
 - Note:** When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

The Quality Improvement Information section should be populated in the following manner:

- For the Attestation portion of this section:
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field
 - Note:** When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

Once you have populated all required fields for the service, as described above, click the [Save] button at the top or the bottom of the screen. You will see a “Service saved successfully” message in the green banner.

Now click the [Back to Service List] button.



You will be redirected back to the main Services tab screen where you can continue to add services. Notice the newly added service on the Services tab screen of your QVA application.

- The “Suspended” field value = “N”.
 - The “AHCCCS ID” field is blank until the contract is awarded, and the service is registered with AHCCCS.
 - The “Status” of the new service is “Unsubmitted” until processed by DDD.
 - The “Service Date” field is blank until the contract is awarded, the Readiness Review Date has been added, the service is registered with AHCCCS, and the insurance has been added to the contract.
 - **Note:** The DDD Contract Management Specialist (CMS) activates the service Start Date.
 - The “Service” field is populated with the name of the service (e.g., ATC – ATTENDANT CARE). It is displayed as a hyperlink so that the user can click on it to be redirected back to the screen for editing input of details on the service if needed. The user can edit any field/section and then click the [Save] button again. And, then click the [Back to Services List] button to be redirected back to the main Services tab screen once again.
 - The “Action” field has the options of “Remove”, “AwC-Opt In or “AwC-Opt Out”:
- Remove – Click this link for a service you want to remove from the QVA application. The service will be removed from the Services tab screen and will be available to be added again, if needed as a selection listed within the dropdown on the Service Information popup box, after you have clicked on the [Add New Service] button.

➤ AWC-Opt In – Agency with Choice Opt In

Agency with Choice (AWC) is an option offered to **ALTCS members** who reside in their own home. Under the Agency with Choice option, the provider agency and the member/individual representative enter into a partnership agreement. The provider agency serves as the legal employer of the Direct Care Worker (DCW) and the member/individual representative serves as the day-to-day managing employer of the DCW.

Adding your service to the Agency with Choice program as a provider, a.k.a. vendor, will allow your business to be available to members in the AWC program. Any qualifying service may be individually opted-in or out at any time by the vendor through the Contract Administration System (CAS). The QVA services which qualify to be a part of the AWC program are listed below:

- ATC - ATTENDANT CARE
- HAH - HABILITATION SERVICES - SUPPORT – HOURLY
- HAI - HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT
- HSK - HOMEMAKER

To Opt-In a service, click on the “AwC-Opt In” link under the Action column for the service.

Suspended	AHCCCS ID	Status	Start Date	Action	Service
N	No AHCCCS ID	Unsubmitted		Remove AwC-Opt In	ATC - ATTENDANT CARE

< Previous 1 Next > Show 10 entries

The screen will update to reflect as the following:

Suspended	AHCCCS ID	Status	Start Date	Action	Service
N	No AHCCCS ID	Unsubmitted		Remove AwC-Opt Out	ATC - ATTENDANT CARE *AGN w Choice

< Previous 1 Next > Show 10 entries

➤ AWC-Opt Out – Agency with Choice Opt Out

To Opt Out of Agency with Choice, click on the “AwC-Opt Out” link under the Action column for the service.

Suspended	AHCCCS ID	Status	Start Date	Action	Service
N	No AHCCCS ID	Unsubmitted		Remove AwC-Opt Out	ATC - ATTENDANT CARE *AGN w Choice

< Previous 1 Next > Show 10 entries

The screen will update to reflect as the following:

Suspended	AHCCCS ID	Status	Start Date	Action	Service
N	No AHCCCS ID	Unsubmitted		Remove AwC-Opt In	ATC - ATTENDANT CARE

< Previous 1 Next > Show 10 entries

Note: When a service is not part of the AwC program, the service name displays as is and the only available action is “Remove”. (e.g., DTT services are not part of the AwC program.)

Suspended	AHCCCS ID	Status	Start Date	Action	Service
N	No AHCCCS ID	Unsubmitted		Remove AwC-Opt In	ATC - ATTENDANT CARE
N	No AHCCCS ID	Unsubmitted		Remove	DTT - DAY SERVICES, CHILD

< Previous 1 Next > Show 10 entries

Multi Service Attestations button use when adding a service:

- First click on the [Add New Service] button as described up above.
- Choose a service from the Service Information popup box/dropdown list.
- Once the following screen for the service you chose to add displays, complete the checkbox section for Service Transportation and click the [Save] button.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | Sites | Insurances | Documents | Actions

ATC - ATTENDANT CARE | Unsubmitted

Save | Multi Service Attestations | Back to Services List

Error List for Service : ATC - ATTENDANT CARE

- Service Transportation Attestation is required.
- Transportation - Transport Vehicle Selection
- Incident Reporting Attestation is required.
- Complaints & Grievances Attestation is required.
- Member/Member Representative Input Attestation is required.
- Quality Improvement Attestation is required.

Service Transportation

When transportation is required to deliver the service, how do you support direct service staff for community access? (Check all that apply). *

Transportation in an individual/staff owned car

Transportation in an agency owned, leased or contracted vehicle

Reimbursement for public transportation

Not Applicable

Attestation: **Attestation Is Required** help

- The screen will redisplay as the following:

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | Sites | Insurances | Documents | Actions

ATC - ATTENDANT CARE | Unsubmitted

Service saved successfully | Save | Multi Service Attestations | Back to Services List

Error List for Service : ATC - ATTENDANT CARE

- Service Transportation Attestation is required.
- Incident Reporting Attestation is required.
- Complaints & Grievances Attestation is required.
- Member/Member Representative Input Attestation is required.
- Quality Improvement Attestation is required.

Service Transportation

When transportation is required to deliver the service, how do you support direct service staff for community access? (Check all that apply). *

Transportation in an individual/staff owned car

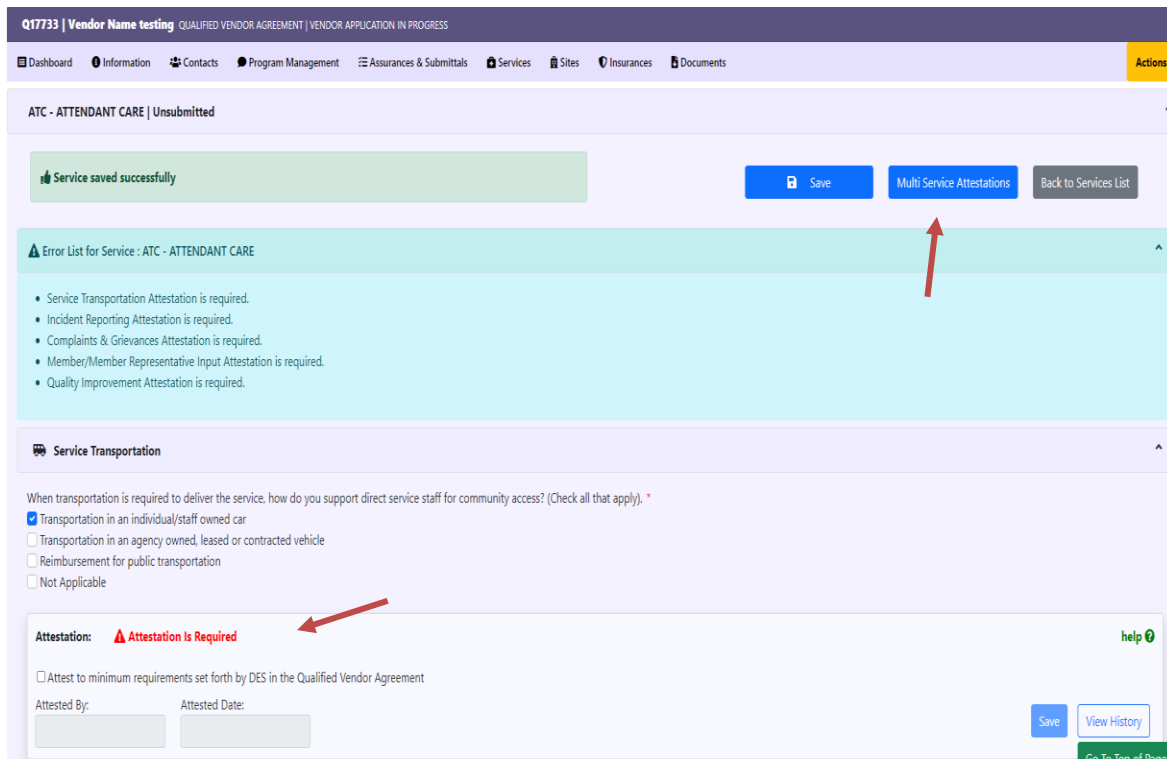
Transportation in an agency owned, leased or contracted vehicle

Reimbursement for public transportation

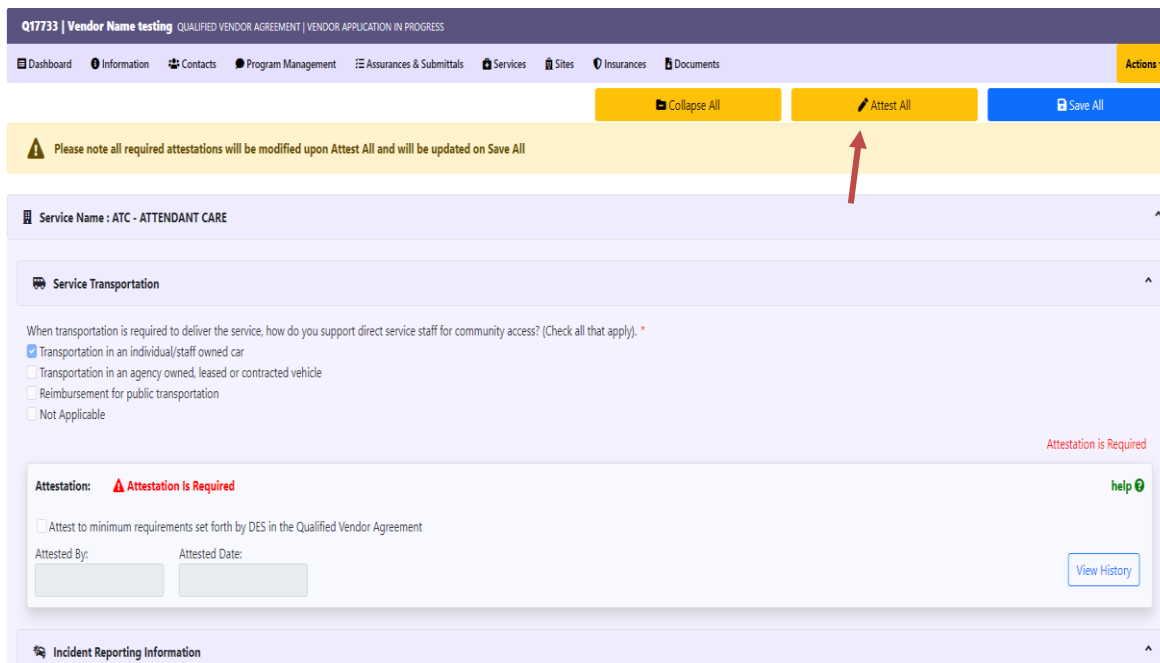
Not Applicable

Attestation: **Attestation Is Required** help

- Now the attestations need to be done for this service and you can use the [Multi Service Attestations] button to do this.
- Click on the [Multi Service Attestations] button.



- The screen will redisplay as the following. Click on the [Attest All] button.



- The screen will redisplay advising in the green banner “All attestations required have been attested. Please click Save All to continue.”
- You can scroll down the screen to verify the attestations have all been populated.
- Notice the message in red to the right of each attestations advises “Attestation is Required”.
- This is because you now need to click the [Save All] button.

The screenshot shows the top navigation bar with the title "Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS". Below the navigation bar is a green banner with the message: "✓ All attestations required have been attested. Please click Save All to continue." To the right of this banner are buttons for "Collapse All", "Attest All", and "Save All". Below the banner is a yellow warning banner: "⚠ Please note all required attestations will be modified upon Attest All and will be updated on Save All". The main content area shows a service named "ATC - ATTENDANT CARE" under the "Service Transportation" section. A question asks: "When transportation is required to deliver the service, how do you support direct service staff for community access? (Check all that apply).". There are four radio button options: "Transportation in an individual/staff owned car" (selected), "Transportation in an agency owned, leased or contracted vehicle", "Reimbursement for public transportation", and "Not Applicable". Below this is an "Attestation:" section with a checked checkbox: "Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement". It includes fields for "Attested By:" (Test86 Testing) and "Attested Date:" (9/18/2024 9:10:24 AM), and a "View History" button. A red message "Attestation is Required" is visible to the right of the attestation section.

- Once you have clicked the [Save All] button you will see that the message in red to the right of each attestation advising “Attestation is Required” has now changed to green.
- Also, the message in the green banner at the top has changed to “Data saved successfully”.
- The adding of the service and the attestations is now complete.
- Click on the “Services” tab at the top of the screen.

The screenshot shows the top navigation bar with the title "Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS". Below the navigation bar is a green banner with the message: "👍 Data saved successfully." To the right of this banner are buttons for "Collapse All", "Attest All", and "Save All". Below the banner is a yellow warning banner: "⚠ Please note all required attestations will be modified upon Attest All and will be updated on Save All". The main content area shows the same service named "ATC - ATTENDANT CARE" under the "Service Transportation" section. The question and radio button options are the same as in the previous screenshot. The "Attestation:" section now shows a checked checkbox: "Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement". It includes fields for "Attested By:" (Test86 Testing) and "Attested Date:" (9/18/2024 8:08:50 AM), and a "View History" button. A green message "Attestation is provided" is visible to the right of the attestation section.

- You will be redirected back to the main screen for adding services.
- You can see that the service you just added is displayed.
- You can now continue adding more services.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | **Services** | Sites | Insurances | Documents

Services

Add New Service | Multi Service Attestations

Search:

Showing 1 to 1 of 1 entries

Suspended	AHCCCS ID	Status	Start Date	Action	Service
N	No AHCCCS ID	Unsubmitted		Remove AwC-Opt In	ATC - ATTENDANT CARE

< Previous 1 Next >

Show 10 entries

Services History

No Services deleted or denied or terminated within the last 90 days

- If you choose to do so, you can click on the service link (e.g., ATC – ATTENDANT CARE) to review the details of the service and attestations that you just added.
- The screen will display as follows. (All screenshots below reflect all of the attestations for this service.)
- Once you are finished reviewing click on the [Back to Service List] button to be redirected back to the main screen for adding services.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | **Services** | Sites | Insurances | Documents

Actions

ATC - ATTENDANT CARE | Unsubmitted

Save | Multi Service Attestations | Back to Services List

Service Transportation

When transportation is required to deliver the service, how do you support direct service staff for community access? (Check all that apply). *

Transportation in an individual/staff owned car

Transportation in an agency owned, leased or contracted vehicle

Reimbursement for public transportation

Not Applicable

Attestation: help

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

Save | View History

Service AHCCCS ID

To add an AHCCCS ID, please select a value from the list below, if available

There are no AHCCCS IDs registered to the given FEI for this service.

Go To Top of Page

Incident Reporting Information

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[Save](#) [View History](#)

Complaints & Grievances Information

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[Save](#) [View History](#)

Member/Member Representative Input Information

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[Save](#) [View History](#)

Quality Improvement Information

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[Save](#) [View History](#)

[Save](#) [Multi Service Attestations](#) [Back to Services List](#)

[Go To Top of Page](#)

Website Policies, Disclaimers and Privacy | DES Non-Discrimination Policy | Reasonable Accommodation | ©2024 DES

- Make sure to add all of the services that you want to be able to provide.

****Once you have completed the Services tab details for all of the services that you want to be able to provide, please go to the Sites tab.****

3.9 Sites

The **Sites** tab provides information related to where you will be administering your business and services under the Qualified Vendor Agreement. Please make sure to add all appropriate sites.

IMPORTANT

- To submit the new RFQVA you must provide attestation for all the sites in this tab.
Remember that attestations can only be provided by users in the “**Provider Owner**” and “**Signatory**” roles. **And they must be listed as one of the following:**
 - Executive Owner
 - Primary Authorized Signatory
 - Alternate Authorized Signatory
- There are two (2) types of sites to add to the QVA:
 - Administrative Site
 - Service Site
- All QVA contracts require one (**and only one**) Primary Administrative Site.
 - The Primary Administrative Site will have all services included in the application automatically added to it.
 - **Note:** The services on the site will NOT be automatically removed if the Primary Administrative Site designation is removed. If necessary, the services will need to be removed manually by the vendor.
- All non-Primary Administrative sites will be referred to as an “Admin Site” or “Admin satellite” sites.
- A single QVA application may have multiple Administrative and/or Service Sites.
- Sites can only be added or removed by the vendor.
- Vendors have access to site information during the application period and the awarded contract period.
- Any added site may be audited and reviewed by the Division of Developmental Disabilities.
- A current Service site may be copied over to a new Admin Site with one click of a button and a current Admin Site may be copied over as a new Service Site. A Service Site should never be added by the vendor until awarded an Expansion or Group Home Award by the Division.
- All information from the current site will be duplicated to the new site type. Both sites will remain active.
- The vendor may elect to have the Site Address removed from the Provider Search. If removed, the Primary Admin address will be displayed in its place in Provider Search.
- An optional Office Type Description may be added to the site type info if desired.

Add a site to the Qualified Vendor Agreement

- From the Sites tab click on the [Add New Site] button. Notice the information in the green banner.

Website Policies, Disclaimers and Privacy | DES Non-Discrimination Policy | Reasonable Accommodation | ©2024 DES

- The following “Add New Site” popup will display.
- Populate the “Site Name” field and click the [Add New Site] button.

- The following Site Information screen will display. Notice the “Error List for Site” section (green banner) at the top and all of the sub-sections below it.

The screenshot shows the ADES website interface. At the top, there is a navigation bar with links for About, Services, How do I?, Documents Center, Media Center, Office Locator, and Report Fraud. Below this is a breadcrumb trail: Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS. A secondary navigation bar includes Dashboard, Information, Contacts, Program Management, Assurances & Submittals, Services, Sites, Insurances, Documents, and an Actions dropdown. The main content area displays an error list for the site 'Test Primary Admin' with the following items:

- Site address is not validated
- Sites must have an office type
- Sites must have a street address
- Sites must have a city
- Sites must have a state
- Please enter the zip code
- Site must have a principal phone number
- Site must have a County
- Please enter the after hour contact first name
- Please enter the after hour contact last name
- Please enter the after hour contact phone number
- Please enter the after hour contact email address
- Please enter the principal contact first name
- Please enter the principal contact last name
- Please enter the principal contact phone number
- Please enter the principal contact email address
- Please enter the scheduled hours for Monday-From
- Please enter the scheduled hours for Monday-To
- Please enter the scheduled hours for Tuesday-From
- Please enter the scheduled hours for Tuesday-To
- Please enter the scheduled hours for Wednesday-From
- Please enter the scheduled hours for Wednesday-To
- Please enter the scheduled hours for Thursday-From
- Please enter the scheduled hours for Thursday-To
- Please enter the scheduled hours for Friday-From
- Please enter the scheduled hours for Friday-To
- Please add services to the site.
- Sites Attestation is required.

- Scroll down to the Site Information section and populate all sub-sections as described below.

The “**General Information**” sub-section contains the following fields:

- **Site Name** = The name of the site. This is a required field.
- **Office Code** = Field is not accessible. It will be populated by DDD staff after the application is submitted.
- **AHCCCS ID** = Field is not accessible. It will be populated by DDD staff after the application is submitted.
- **Maximum Capacity** = Field is not accessible. It will be populated by DDD staff after the application is submitted.
- **Current Occupancy** = Field is not accessible. It will be populated by DDD staff after the application is submitted.
- **Accepting New Referrals** = Select Yes or No.
- **Cultural Competency Training** = Click the checkbox if this is provided at this site.
- **Office Type** = Select Administrative Site or Service Site. This is a required field.
- **Primary Administrative Site** = Click the checkbox if this site is the Primary Administrative Site.
Remember only one (1) site should be designated as primary.
- **Office Type Description** = Populate a description type as appropriate.

Site Information

Save Site Back to Sites List Multi Site Attestations

General Information

Site Name * Office Code AHCCCS ID Maximum Capacity Current Occupancy

Test Primary Admin Numbers Only Numbers Only

Accepting New Referrals Cultural Competency Training Office Type * Primary Administrative Site (only 1 allowed)

Yes No Administrative Site Service Site

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

The “**Physical Address**” sub-section contains the following fields:

- **Address Line 1** = Address for the sites physical location. This is a required field.
- Address Line 2 = Populate as needed.
- **Phone Number** = 10 digit number including the area code for the site. This is a required field.
- **City** = Name of the city where the site is located. This is a required field.
- **State** = Name of the state where the site is located. This is a required field.
- **Zip Code** = 5 digit zip code for where the site is located. This is a required field.
- Zip 4 = Field is not accessible. It will be populated by DDD staff after the application is submitted.
- **County** = Name of the county where the site is located. This is a required field.
- District = Field is not accessible. It will be populated by DDD staff after the application is submitted.
- Check the box to remove this address from the Provider search as appropriate.

Physical Address

Address Line 1 * Address Line 2 Phone Number *

City * State * Zip Code * Zip 4 County * District

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)

The “**Principal Contact**” sub-section contains the following fields:

- **First Name** = The first name of the principal contact. This is a required field.
- **Last Name** = The last name of the principal contact. This is a required field.
- **Phone Number** = 10 digit number including the area code for the principal contact. This is a required field.
- Fax Number = 10 digit number including the area code for the principal contact. This is not a required field.
- **Email Address** = The appropriate email address for the principal contact. This is a required field.

PRINCIPAL CONTACT The name and phone number of the person responsible for the daily operations of the site

First Name * Last Name * Phone Number * Fax Number Email Address *

The “**After Hours Contact**” sub-section contains the following fields:

- **First Name** = The first name of the after-hours contact. This is a required field.
- **Last Name** = The last name of the after-hours contact. This is a required field.
- **Phone Number** = 10 digit number including the area code for the after-hours contact. This is a required field.
- **Fax Number** = 10 digit number including the area code for the after-hours contact. This is not a required field.
- **Email Address** = The appropriate email address for the after-hours contact. This is a required field.
- Once you have populated the After Hours Contact information above, click the [Save Site] button.
- The Address Validation popup box will display. Once you make your selection the Sites tab screen will redisplay.
- For the **Attestation** portion of this section:
 - Click the checkbox for “Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement” box.
 - Populate the “Attested By:” field if it is not automatically populated.
Note: When you populate this field the “Attested Date:” field will automatically be populated.
 - Click the [Save] button on the right side of the section.
 - Once you click the [Save] button, an Attestation box will display advising “Attestation is provided.”. Click the [Close] button on that box.

👤 **AFTER HOURS CONTACT** The phone number that will be responded to within 15 minutes for emergent after hours issues
⌵

<small>First Name *</small>	<small>Last Name *</small>	<small>Phone Number *</small>	<small>Fax Number</small>	<small>Email Address *</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attestation: ⚠ Attestation Is Required help 🗨

Attest to update any changes in accordance with timeline established within the RFQVA

Attested By: Attested Date:

The “**Notes**” sub-section is optional for your use. The maximum number of characters is 7,000.

📝 **Notes** ⌵

The “**Work Hours**” sub-section contains the following fields:

- **Sun – Sat checkboxes** – These fields on the left are for selecting the sites work days. Click the checkboxes that apply for your work days of the week. This is a required field.
- **Start and End** – These fields on the left are for the work hours relating to the days of the week checkboxes. Click in the “Start” field and select the start time from the dropdown list. Then click in the “End” field and select the end time from the dropdown list.
- **Now click the [Apply Site Work Hour(s)] button.**

Work Hours

Please select work hours from the dropdown and Day(s) of Week by selecting the checkbox(s) and clicking Apply Site Work Hour(s)

Sun Mon Tue Wed Thu Fri Sat

Start* End*

Apply Site Work Hour(s)

Weekday	From	To
Sunday		
Monday	Required	Required
Tuesday	Required	Required
Wednesday	Required	Required
Thursday	Required	Required
Friday	Required	Required
Saturday		

Save Site Back to Sites List Go To Top of Page

- The screen will now redisplay, and the right side of the screen will be populated with the work days and hours you just applied. A message will display in a green banner on the left advising the Work Hours you chose in the “Start” and “End” fields and the days of the week.
- **Next click the [Save Site] button as instructed.**

Work Hours

Please select work hours from the dropdown and Day(s) of Week by selecting the checkbox(s) and clicking Apply Site Work Hour(s)

Sun Mon Tue Wed Thu Fri Sat

Start* End*

Apply Site Work Hour(s)

Work Hours : 08:00AM - 05:00PM is applied to the following weekday-time(s) : Monday, Tuesday, Wednesday, Thursday, Friday. Please click Save Site to save information.

Weekday	From	To
Sunday		
Monday	08:00AM	05:00PM
Tuesday	08:00AM	05:00PM
Wednesday	08:00AM	05:00PM
Thursday	08:00AM	05:00PM
Friday	08:00AM	05:00PM
Saturday		

Save Site Back to Sites List Go To Top of Page

Note: The Address Validation box will display. Make your selection within that box as described previously in this document.

- Once you validate the address information, the the Site tab will redisplay with a message in a green banner that advises “Your sites name site information is saved successfully”.

The screenshot shows a site configuration interface. At the top, there is a calendar with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and checkboxes. Below the calendar are input fields for 'Start' and 'End' times. A blue button labeled 'Apply Site Work Hour(s)' is positioned below the input fields. To the right, there is a table showing work hours for each day of the week:

Tuesday	08:00AM	05:00PM
Wednesday	08:00AM	05:00PM
Thursday	08:00AM	05:00PM
Friday	08:00AM	05:00PM
Saturday		

At the bottom of the interface, a green banner displays the message: "Test Primary Admin's site information is saved successfully." A red arrow points to this message. Below the banner are two blue buttons: 'Save Site' and 'Back to Sites List'.

The “**Services**” sub-section:

When the site is a **Primary Administrative Site**:

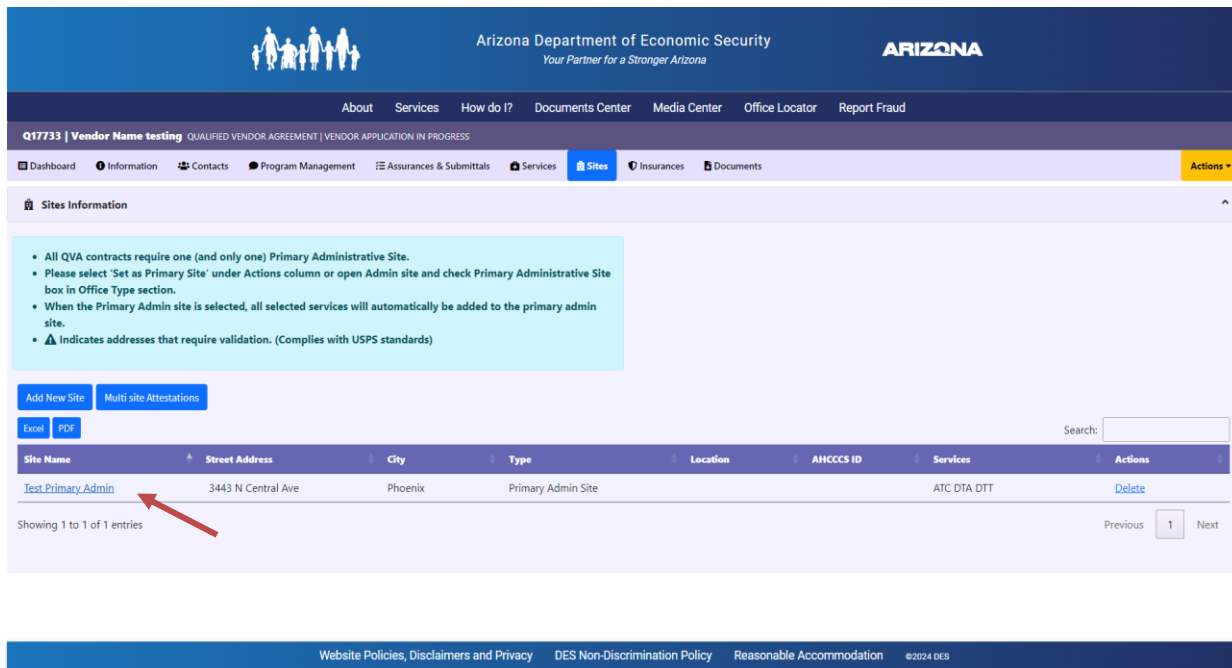
- Remember that the Primary Administrative Site will have all services included in the application (i.e., the services that you added when completing the “Services” tab) automatically added to it.
- Note:** Only services already added to the application will display.
- The services on the site will NOT be automatically removed if the Primary Administrative Site designation is removed. If necessary, the services will need to be removed manually by the vendor.
- The screenshot below reflects an example of what the Services sub-section will automatically display when the site is a Primary Administrative site.
You should not need to use the [Add New Service(s)] button as services were already automatically included.
You can, however, click the [Excel] button or the [PDF] button to download a hardcopy of the services for this site.
- Click the [Back to Sites List] button.

The screenshot shows the Services sub-section interface. At the top, there are two blue buttons: 'Save Site' and 'Back to Sites List'. A red arrow points to the 'Back to Sites List' button. Below this, there is a section titled 'Services' with a search bar and a list of services. The 'Add New Service(s)' button is crossed out with a red 'X'. Below it are 'Excel' and 'PDF' buttons, with a red arrow pointing to the 'PDF' button. The list of services includes:

- ATC - ATTENDANT CARE
- DTA - DAY SERVICES, ADULT
- DTT - DAY SERVICES, CHILD

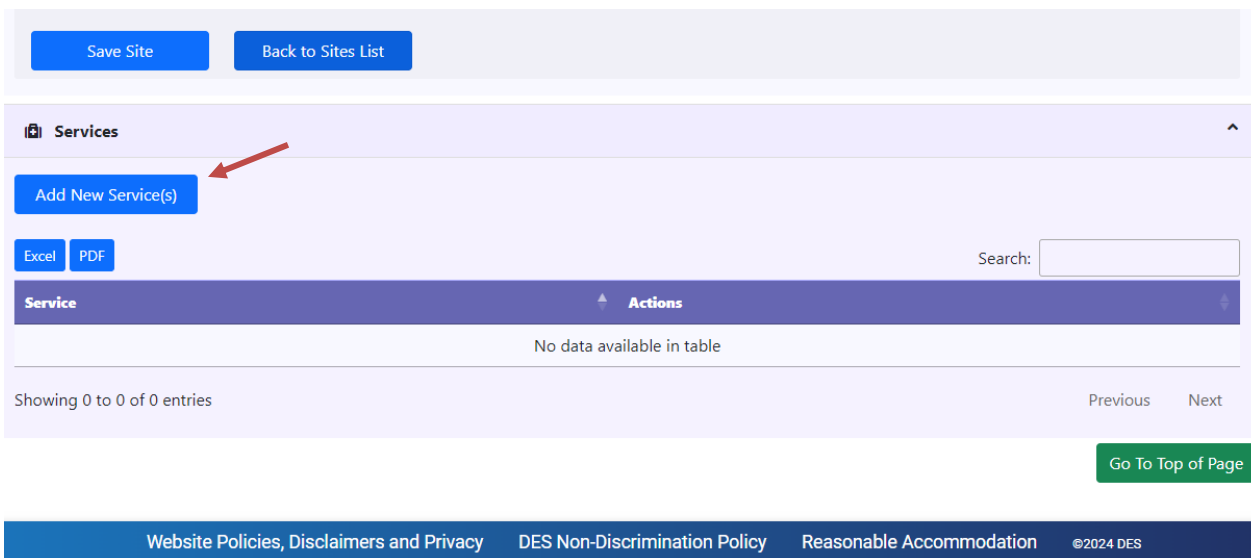
At the bottom of the list, it says 'Showing 1 to 3 of 3 entries'. There are 'Previous' and 'Next' buttons, and a 'Go To Top of Page' button.

>>> **RESULTS:** The main Sites tab screen will display where you can see that the site has been added and you can continue to add Sites.



When the site is an **Administrative Site:**

- If services are provided at an Administrative Site they will need to be added.
- Click the [Add New Service(s)] button.



- The “Add Services to the site : *Your sites name*” popup screen will display.
Note: Only services previously added to the “Services” tab will display in the list.
- Select the services to be added for the **Administrative** site by clicking the “Select” box on the right of the service row.
- Then click the [Save] button.

| DTA - DAY SERVICES, ADULT | |
| DTT - DAY SERVICES, CHILD | |

- Once you click the [Save] button you will see a message of “Attention : Data has been saved successfully. Please click ‘Close’ to exit.” displayed in a green banner.

- Once you click the [Close] button the Sites Information screen for the Administrative site will redisplay and you will see the service(s) you selected displayed.

Remove

- You can also:
 - Use the “Search Service(s)...” field to search for specific services.
 - Click the blue reset [↺] button to reset the search text.
 - Click the green checkmark [✓] button to select multiple services at once.
 - Click the red “x” [✗] button to clear the selected services.
 - Click the [Review To Save] button to review the selected services for the site. Once you click the [Close] button the Sites Information screen for the Administrative site will redisplay and you will see the service(s) you selected displayed.

Add Services to the site : Test Admin Site
✕

Attention : Please make your selections. You can also use the search to find your selection.

Review To Save

Save

Close

Select Service(s)
2 of 2 are selected

↺

✓

✗

Service(s)	Select
DTA - DAY SERVICES, ADULT	✓
DTT - DAY SERVICES, CHILD	✓

- On that screen popup when you are finished reviewing click the [Confirm Save] button.

Add Services to the site : Test Admin Site
✕

Attention : Only selected options are displayed. To view all options click Cancel Review.

Cancel Review

Confirm Save

Close

Select Service(s)
2 of 2 are selected

Service(s)
You are reviewing your selections.
Select

DTA - DAY SERVICES, ADULT	✓
DTT - DAY SERVICES, CHILD	✓

- A message of “Attention : Data has been saved successfully. Please click ‘Close’ to exit.” will display in a green banner.

Add Services to the site : Test Admin Site
✕

Attention : Data has been saved successfully. Please click 'Close' to exit.

Review To Save

Save

Close

- Once you click the [Close] button the Sites Information screen for the Administrative site will redisplay and you will see the service(s) you selected displayed.

Save Site Back to Sites List

Services

Add New Service(s)

Excel PDF Search:

Service	Actions
DTA - DAY SERVICES, ADULT	Remove
DTT - DAY SERVICES, CHILD	Remove

Showing 1 to 2 of 2 entries Previous 1 Next

Go To Top of Page

Website Policies, Disclaimers and Privacy DES Non-Discrimination Policy Reasonable Accommodation ©2024 DES

- You can click the [Excel] button or the [PDF] button to download a hardcopy of the services for this site.
- Click the [Back to Sites List] button.

>>> **RESULTS:** The main Sites tab screen will display where you can see that the site has been added and you can continue to add Sites.

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About Services How do I? Documents Center Media Center Office Locator Report Fraud

Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard Information Contacts Program Management Assurances & Submittals Services Sites Insurances Documents Actions

Sites Information

- 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 Multi Site Attestations

Excel PDF Search:

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Test Admin Site	3446 N Central Ave	Phoenix	Admin Site			DTA DTT	Delete Set as Primary Site
Test Primary Admin	3443 N Central Ave	Phoenix	Primary Admin Site			ATC DTA DTT	Delete

Showing 1 to 2 of 2 entries Previous 1 Next

When the site is a **Service Site**:

- If services are provided at a Service Site they will need to be added.
- Click the [Add New Service(s)] button.

- The “Add Services to the site : *Your sites name*” popup screen will display.
Note: Only services previously added to the “Services” tab will display in the list.
- Select the services to be added for the **Service** site by clicking the “Select” box on the right of the service row.
- Then click the [Save] button.

- Once you click the [Save] button you will see a message of “Attention : Data has been saved successfully. Please click ‘Close’ to exit.” displayed in a green banner.

Add Services to the site : Test Service Site ✕

Attention : Data has been saved successfully. Please click 'Close' to exit.

Review To Save Save Close

- Once you click the [Close] button the Sites Information screen for the Service site will redisplay and you will see the service(s) you selected displayed.

👍 Test Service Site's site information is saved successfully.

Save Site Back to Sites List

Add New Service(s)

Excel PDF Search:

Service	Actions
ATC - ATTENDANT CARE	Remove
DTA - DAY SERVICES, ADULT	Remove
DTT - DAY SERVICES, CHILD	Remove

Showing 1 to 3 of 3 entries Previous Next

Go To Top of Page

[Website Policies, Disclaimers and Privacy](#) |
 [DES Non-Discrimination Policy](#) |
 [Reasonable Accommodation](#) |
 ©2024 DES

- You can click the [Excel] button or the [PDF] button to download a hardcopy of the services for this site.
- Click the [Back to Sites List] button.

>>> **RESULTS:** The main Sites tab screen will display where you can see that the site has been added and you can continue to add Sites.

Arizona Department of Economic Security
ARIZONA
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[About](#) | [Services](#) | [How do I?](#) | [Documents Center](#) | [Media Center](#) | [Office Locator](#) | [Report Fraud](#)

Q17733 | [Vendor Name testing](#) | [QUALIFIED VENDOR AGREEMENT](#) | [VENDOR APPLICATION IN PROGRESS](#)

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | Sites | Insurances | Documents Actions

Sites information

- 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 Multi-site Attestations

Excel PDF Search:

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Test Admin Site	3446 N Central Ave	Phoenix	Admin Site			DTA DTT	Delete Set as Primary Site
Test Primary Admin	3443 N Central Ave	Phoenix	Primary Admin Site			ATC DTA DTT	Delete
Test Service Site	3444 N Central Ave	Phoenix	Service Site			ATC DTA DTT	Delete

Showing 1 to 3 of 3 entries Previous Next

IMPORTANT

The following services will need a **specific Service Site**:

- CBE - CENTER BASED EMPLOYMENT
- DTA - DAY TREATMENT & TRAINING – ADULT
- DTS - DAY TREATMENT & TRAINING - CHILDREN SUMMER PROGRAM
- DTT - DAY TREATMENT & TRAINING - CHILDREN AFTER SCHOOL
- HPD - HABILITATION SERVICES – COMMUNITY PROTECTION/TREATMENT GROUP HOME – WITH ROOM & BOARD
- HAB - HABILITATION SERVICES - GROUP HOME - WITH ROOM & BOARD
- HAI - HABILITATION SERVICES - INDIVIDUALLY DESIGNED LIVING ARRANGEMENT
- HAN - HABILITATION SERVICES - NURSING SUPPORTED GROUP HOME- WITH ROOM & BOARD
- HBA - HABILITATION SERVICES - SUPPORTED DEV HOME (ADULT & FOSTER CARE CHILD) - WITH ROOM & BOARD
- TTE – TRANSITION TO EMPLOYMENT

To Edit a site that you have already added:

- Click on the Site Name hyperlink, of the site to be edited, to access the Site Information screen.
- Once you have made your changes, click the [Save Site] button and then click the [Back to Sites List] button to return to the main Sites tab screen.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard Information Contacts Program Management Assurances & Submittals Services **Sites** Insurances Documents Actions

Sites Information

- 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 Multi Site Attestations

Excel PDF Search:

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Test_Admin_Site	3446 N Central Ave	Phoenix	Admin Site			DTA DTT	Delete Set as Primary Site
Test_Primary_Admin	3443 N Central Ave	Phoenix	Primary Admin Site			ATC DTA DTT	Delete
Test_Service_Site	3444 N Central Ave	Phoenix	Service Site			ATC DTA DTT	Delete

Showing 1 to 3 of 3 entries Previous 1 Next

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard Information Contacts Program Management Assurances & Submittals Services Sites **Insurances** Documents Actions

Site Information

Save Site Back to Sites List Multi Site Attestations

General Information

Site Name* Test Admin Site Office Code AHCCCS ID Maximum Capacity Numbers Only Current Occupancy Numbers Only

Accepting New Referrals Cultural Competency Training Office Type* Administrative Site (selected) Service Site Primary Administrative Site (only 1 allowed)

Office Type Description (Please add office type description(s) such as Group Home, Day Treatment & Training Center, Respite Home, etc.) Test Admin Site

Physical Address

To Delete a site that you have added:

- Click the “Delete” link in the Actions column to the right of the site to remove.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard Information Contacts Program Management Assurances & Submittals Services **Sites** Insurances Documents Actions

Sites Information

- 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 Multi site Attestations

Excel PDF Search:

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Test Admin Site	3446 N Central Ave	Phoenix	Admin Site			ATC DTA DTT	Delete Set as Primary Site
Test Primary Admin	3443 N Central Ave	Phoenix	Primary Admin Site			ATC DTA DTT	Delete
Test Service Site	3444 N Central Ave	Phoenix	Service Site			ATC DTA DTT	Delete

Showing 1 to 3 of 3 entries Previous 1 Next

- Click the [Ok] button to confirm.

Delete Site

Do you wish to continue? One Primary Admin site is required.

(*Note: all selected services will be automatically added to the Primary admin site.) and Any OLCR items associated to this site will be disabled.

Ok Cancel

- This will remove the site from the Sites List and the Contract.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard Information Contacts Program Management Assurances & Submittals Services **Sites** Insurances Documents Actions

Sites Information

- 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 Multi site Attestations

Excel PDF Search:

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Test Admin Site	3446 N Central Ave	Phoenix	Admin Site			ATC DTA DTT	Delete Set as Primary Site
Test Service Site	3444 N Central Ave	Phoenix	Service Site			ATC DTA DTT	Delete

Showing 1 to 2 of 2 entries Previous 1 Next

To Set a Primary Site:

- Click the “Set as Primary Site” link in the Actions column to the right of the site to set as a primary.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | **Sites** | Insurances | Documents | Actions

Sites Information

- 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 | Multi site Attestations

Excel | PDF

Search:

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Test Admin Site	3446 N Central Ave	Phoenix	Admin Site			ATC DTA DTT	Delete Set as Primary Site
Test Service Site	3444 N Central Ave	Phoenix	Service Site			ATC DTA DTT	Delete

Showing 1 to 2 of 2 entries | Previous | 1 | Next

- The system “will automatically set the chosen site “Type” to Primary Admin Site”.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | **Sites** | Insurances | Documents | Actions

Sites Information

- 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 | Multi site Attestations

Excel | PDF

Search:

Site Name	Street Address	City	Type	Location	AHCCCS ID	Services	Actions
Test Admin Site	3446 N Central Ave	Phoenix	Primary Admin Site			ATC DTA DTT	Delete
Test Service Site	3444 N Central Ave	Phoenix	Service Site			ATC DTA DTT	Delete

Showing 1 to 2 of 2 entries | Previous | 1 | Next

- Click the “Site Name” link for that site to display the Site Information screen so that you can review it to see that the “Primary Administrative Site (only 1 allowed)” checkbox is indeed marked and so that you can verify that all available services have been included, as well as reviewing all of the other information sections as needed.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | **Sites** | Insurances | Documents | Actions

Site Information

Save Site | Back to Sites List | Multi Site Attestations

General Information

Site Name * Office Code AHCCCS ID Maximum Capacity Current Occupancy

Accepting New Referrals Yes No Cultural Competency Training

Office Type * Administrative Site Service Site

Primary Administrative Site (only 1 allowed)

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

Physical Address

- Click the [Back to Sites List] button to return to the main Sites tab.
- Make sure that you have added all of the appropriate and necessary sites.

****Once you have completed the Sites tab details please go to the Insurances tab.****

3.10 Insurances

At this point of the application process the fields in the Insurances tab will not be accessible for input. This is due to the fact that the contract has not yet been awarded. Readiness Reviews have to be conducted and passed for the Services to be approved and activated after registration with AHCCCS has been completed. The DDD Contract Management Team (or Specialist (CMS)) will work with you later in the application process to ensure that you have obtained and documented the necessary insurance.

Not Applicable	Insurance Name	Waivers	Endorsements	Start Date	End Date
<input type="checkbox"/>	General Liability	<input type="checkbox"/> Select Waivers Reason	<input type="checkbox"/> AI - Additional Insurance <input type="checkbox"/> WOS - Waivers of Subrogation <input type="checkbox"/> SAM - Sexual Assault and Molestation		
<input type="checkbox"/>	Workers Compensation	<input type="checkbox"/> Select Waivers Reason	<input type="checkbox"/> AI - Additional Insurance <input type="checkbox"/> WOS - Waivers of Subrogation <input type="checkbox"/> SAM - Sexual Assault and Molestation		
<input type="checkbox"/>	Business Automobile	<input type="checkbox"/> Select Waivers Reason	<input type="checkbox"/> AI - Additional Insurance <input type="checkbox"/> WOS - Waivers of Subrogation <input type="checkbox"/> SAM - Sexual Assault and Molestation		
<input type="checkbox"/>	Professional Liability	<input type="checkbox"/> Select Waivers Reason	<input type="checkbox"/> AI - Additional Insurance <input type="checkbox"/> WOS - Waivers of Subrogation <input type="checkbox"/> SAM - Sexual Assault and Molestation		

****Once you have viewed the Insurances tab please go to the Documents tab.****

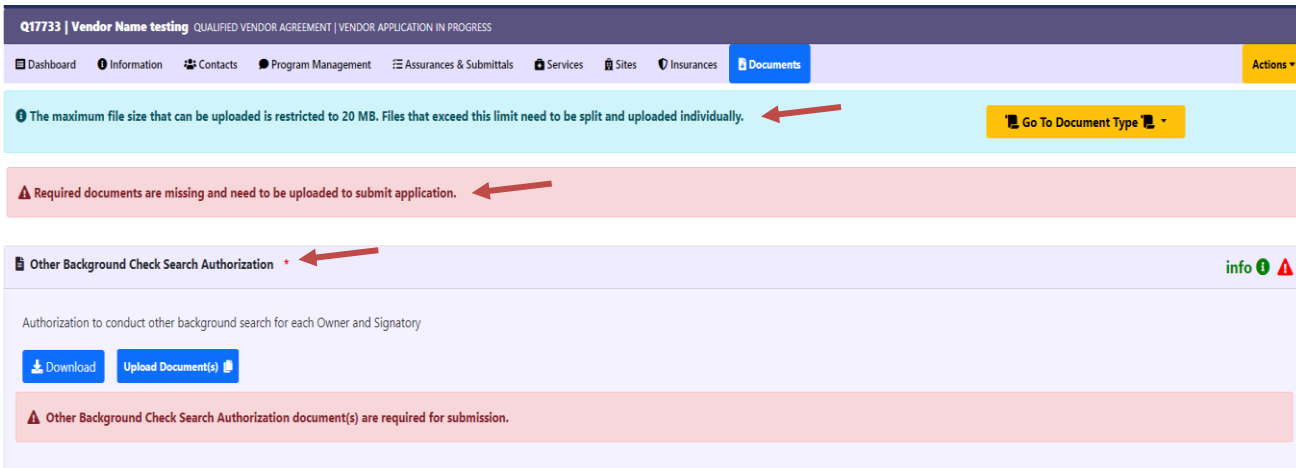
3.11 Documents

The **Documents** tab is where you will be able to submit all the required documents electronically.

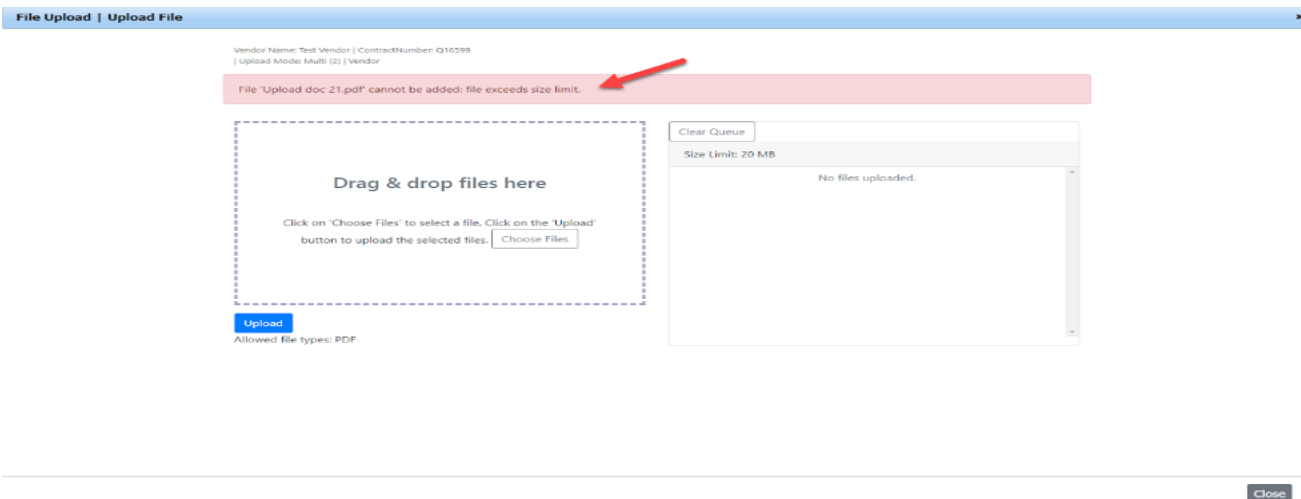
IMPORTANT

- To submit the new RFQVA application successfully, all the necessary documents must be uploaded.
- **You can only upload PDF documents. No other file types are allowed.**
- **There are 23 mandatory documents that are required to be uploaded before submitting the application:**
 1. Other Background Check Search Authorization
 2. Arizona Corporation Commission (ACC) Entity Information
 3. Central Registry – Submission Notification
 4. Fingerprint Clearance Card(s)
 5. State of Arizona Substitute W-9
 6. Certification Regarding Lobbying
 7. Participation in Boycott of Israel
 8. Forced Labor Ethnic Uyghurs Ban
 9. RFQVA Assurances and Submittal Attestation
 10. Business Associate Agreement (BAA)
 11. Data Sharing Agreement (DSA)
 12. Debarment, Suspension, Ineligibility, and Voluntary Exclusion
 13. Government Issued Identification
 14. Internal Revenue Service Letter w/Employer Identification Number
 15. Business Continuity Plan
 16. Pandemic Performance Plan
 17. Workforce Development Plan
 18. Quality Management Plan (QMP)
 19. Business Plan
 20. Key Position Qualifications
 21. Financial Statements
 22. Policy Development Tool Attestation
 23. Qualified Vendor Application Approval
- There are several other documents listed in the Documents tab that are optional. Some of these documents are only downloadable for the vendors purpose and use. Others can be downloaded, completed and then uploaded by the vendor as a part of submitting the application.
Note: If a document is required by the DDD CMS, they will request that the vendor upload it as a part of the processing of the application.
- The maximum file size that can be uploaded is restricted to 20 MB.

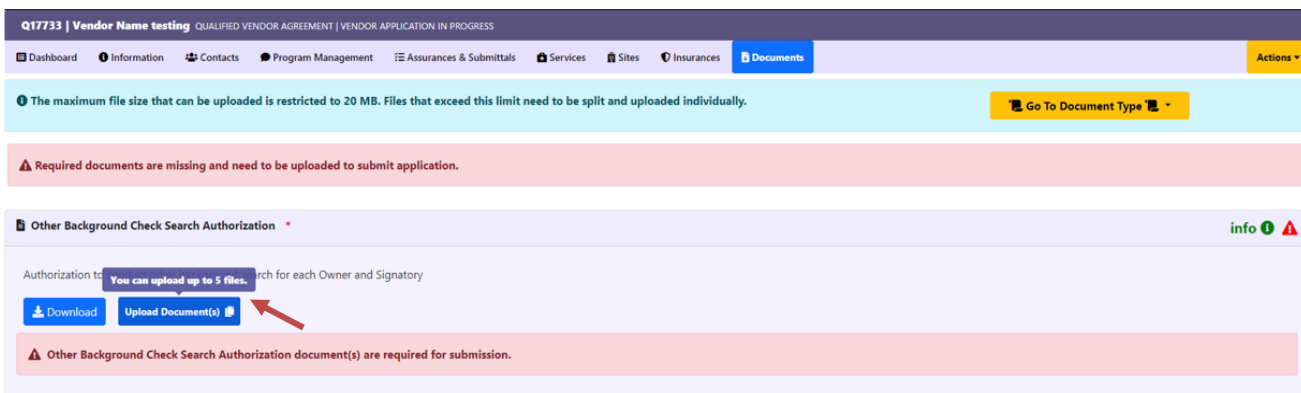
- Files that exceed this size limit need to be split and uploaded individually (i.e., multiple documents).
- All of the documents that are required to be submitted will be marked with the red asterisk as shown below.



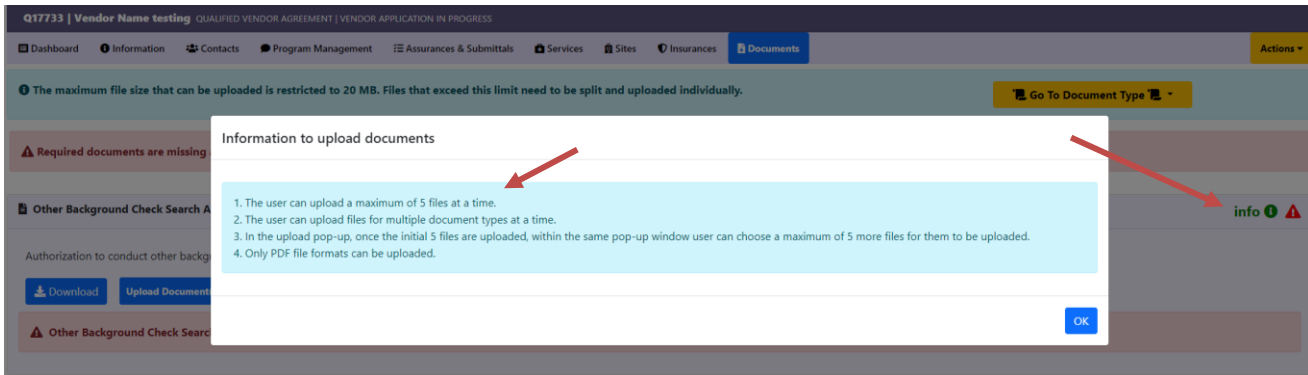
- If a file exceeds the 20 MB limit, the following error message will display:



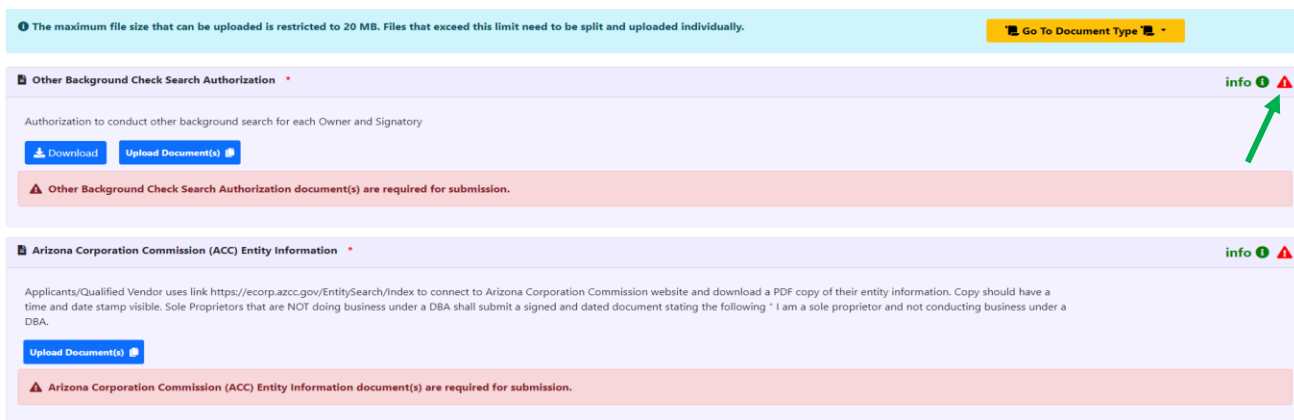
- Hover the mouse over the [Upload Documents] button to see the number of files that you can upload at a single time.



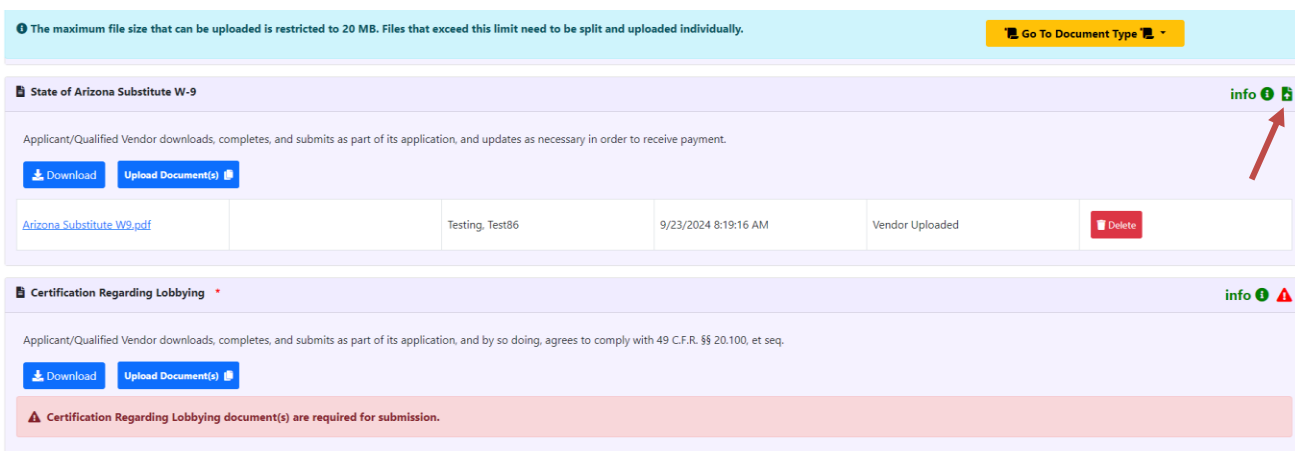
- You can click the **green “Info”** link on the right side of the screen as shown in the screenshot below, and an “Information to upload documents” popup will display providing additional details. Click the [OK] button to return to the Documents tab screen.



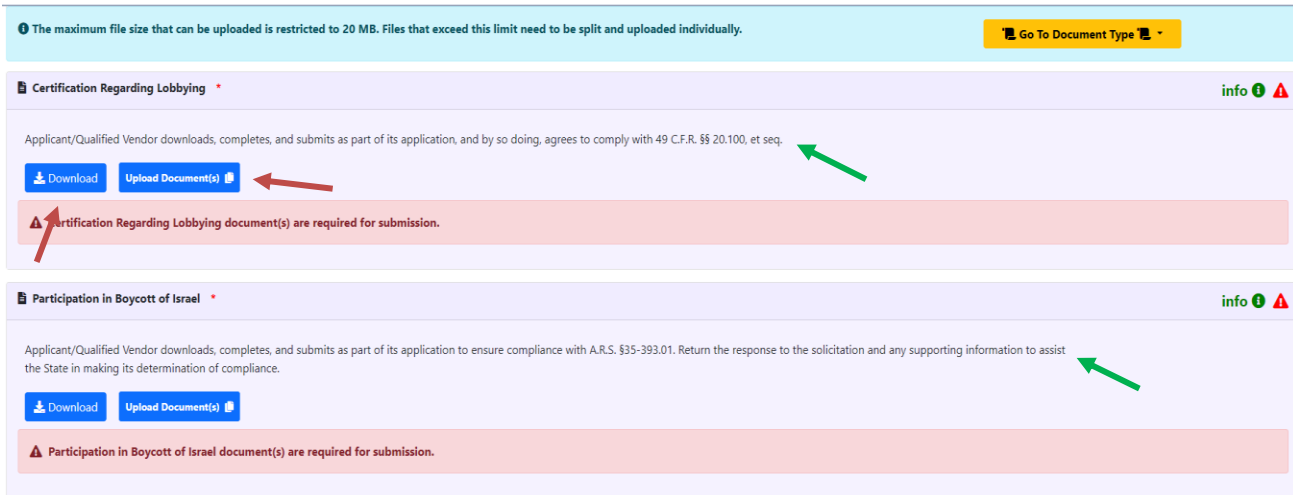
- Before uploading the document, a **red exclamation icon** will be visible on the right side as shown below indicating the document has not been uploaded.



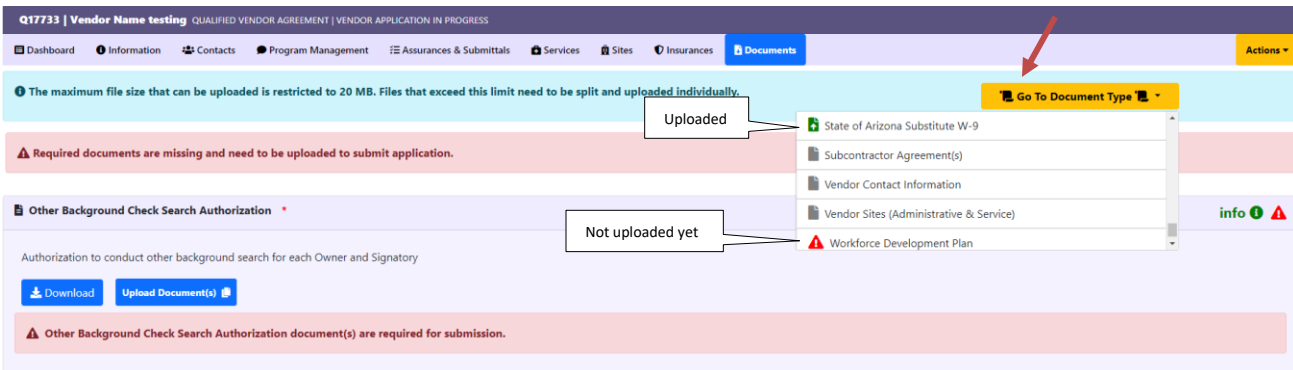
- After the document is uploaded, a **green upload arrow icon** will be displayed on the right side as shown below indicating the document has been uploaded.



- There is a [Download] button and an [Upload Document(s)] button when documents need to be downloaded by you, completed and then uploaded. Please read the document description information for details as shown below with the **green** arrow.

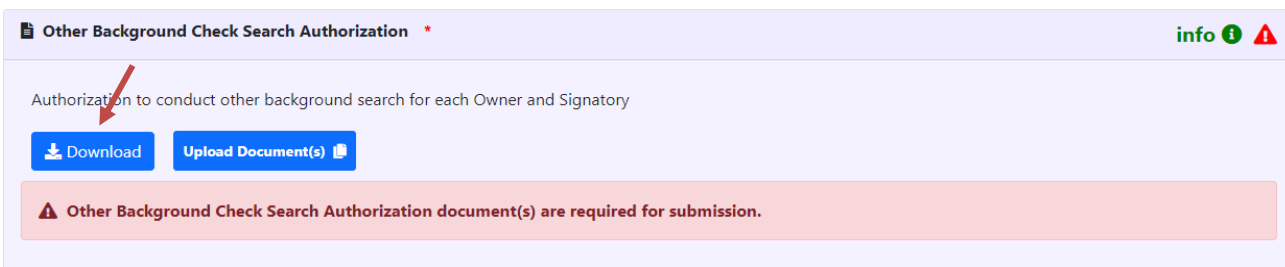


- Click the [Go To Document Type] button anytime to see the list of document types that you have already uploaded and documents that still need to be uploaded.

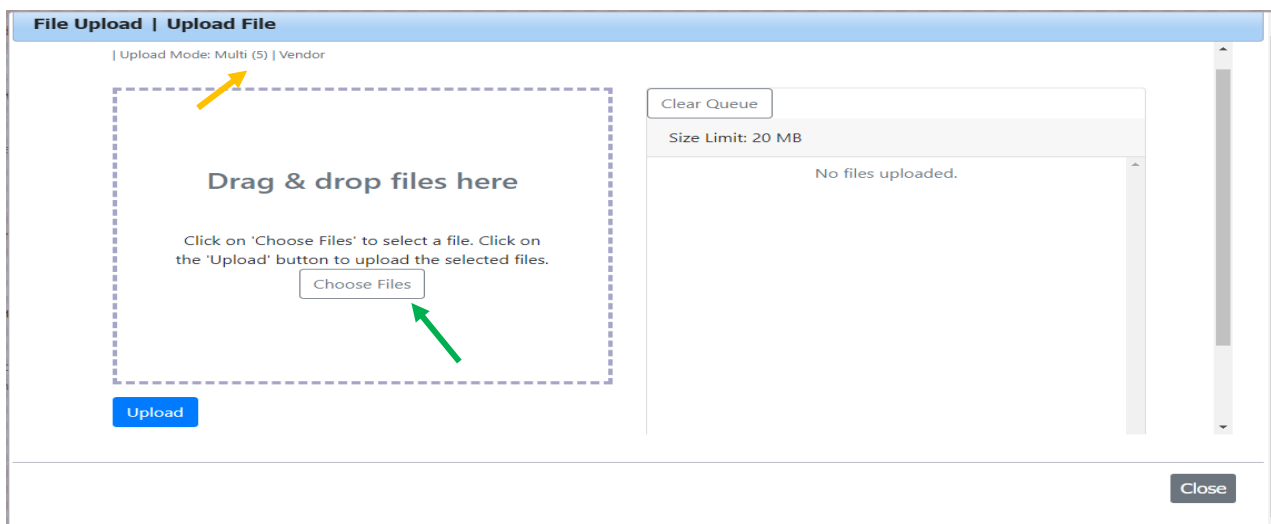
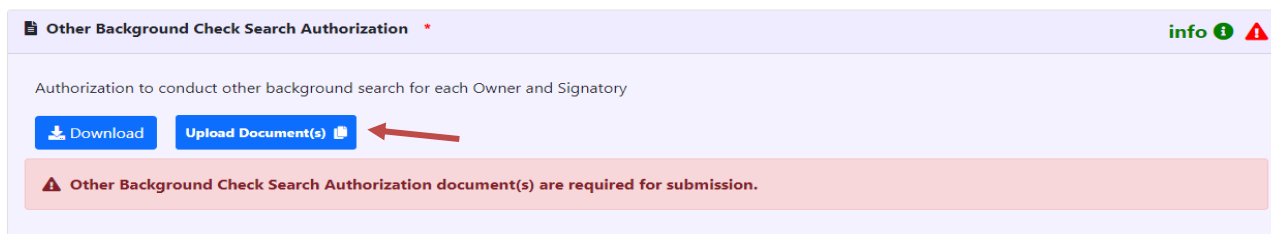


Please follow the steps below that describe how to complete the details for the “Documents” tab.

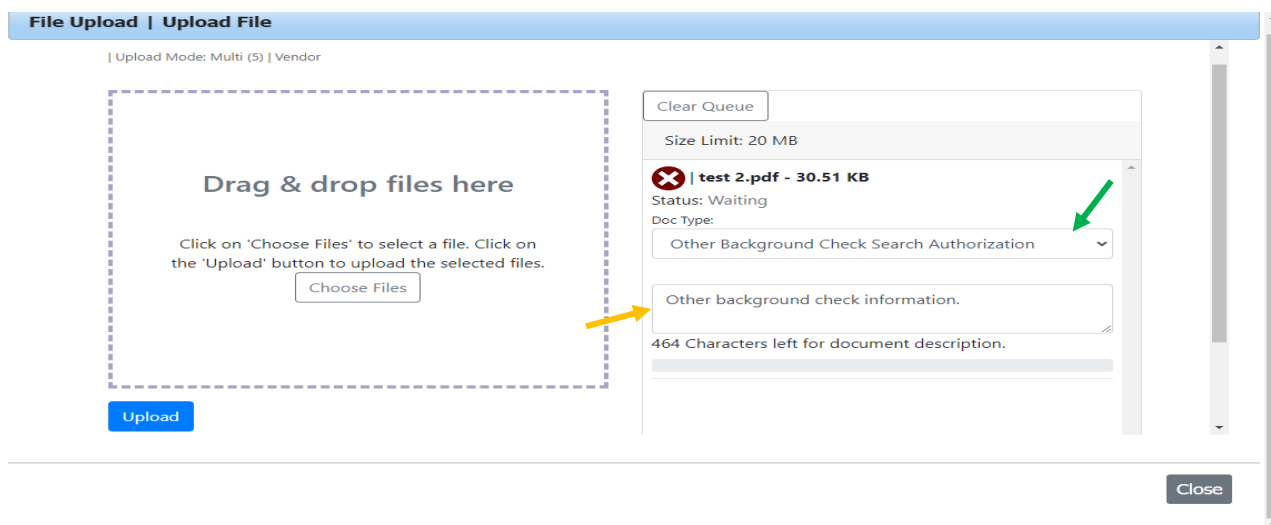
- Step 1: There are some documents that need to be downloaded first, completed and then uploaded into the Documents tab. Click the [Download] button to download the form. Then complete the necessary information within the document.



- Step 2: Click the [Upload Document(s)] button to upload the form (see the **red** arrow below). The “File Upload | Upload File” window will display. Click the [Choose Files] button to select the file that needs to be uploaded (see the **green** arrow down below). You can upload multiple files at the same time. Check the number of files allowed and then upload. (see the **orange** arrow down below).

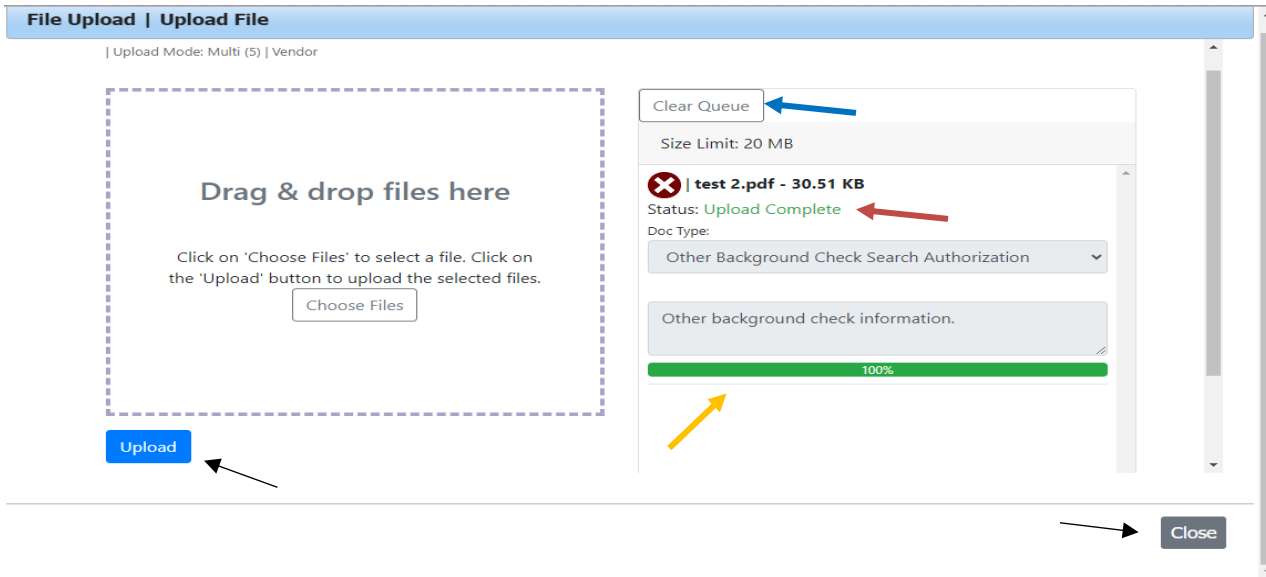


- Step 3: After the file is chosen, select the “Doc Type” value from the dropdown list. (This screenshot example is for “Other Background Check Search Authorization”) (see **green** arrow below). Then input a document description in the “Document Description” box (see **orange** arrow below).

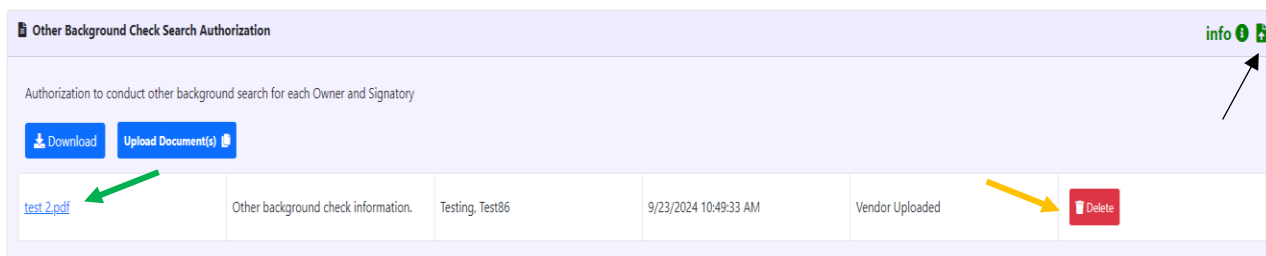


- Step 4: Click the [Upload] button to upload the selected file. Once the file is uploaded a “Status” message will display in green font advising “Upload Complete” (see red arrow below). And a green banner with “100%” will display below it (see orange arrow below.) Now click the [Close] button.

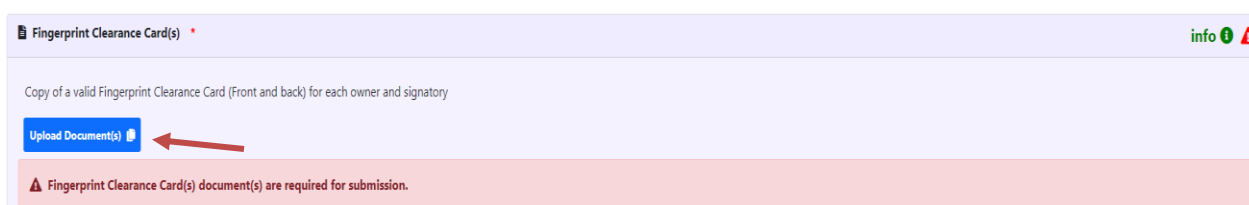
Note: You can also use the [Clear Queue] button (see the blue arrow below) if you want to remove the document and upload a new or different file.



- Step 5: You will be returned to the main “Documents” tab screen. The document you just uploaded will be displayed in the associated section (see green arrow below). Use the [Delete] button if the uploaded document is incorrect and needs to be replaced (see orange arrow below). Notice the green upload arrow icon on the right side of the section indicating the document has been uploaded.



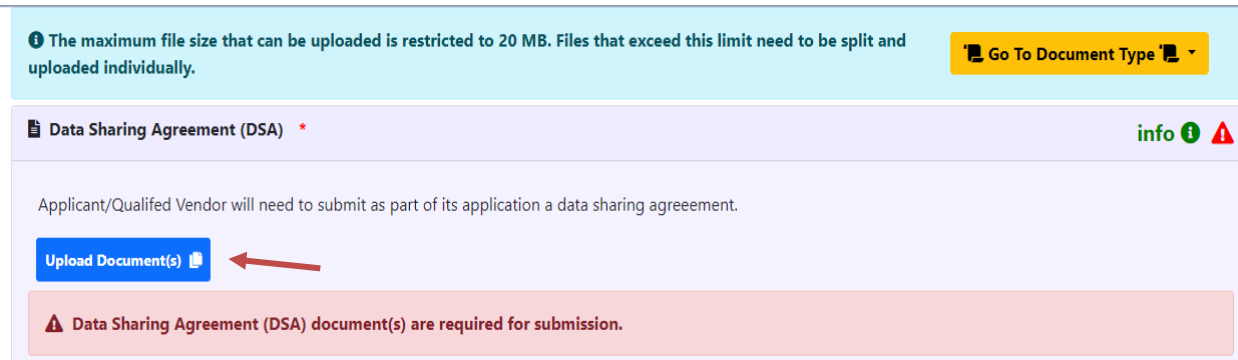
- Step 6: Some documents only need to be uploaded. Click the [Upload Document(s)] button and follow Steps 2 – 5 above.



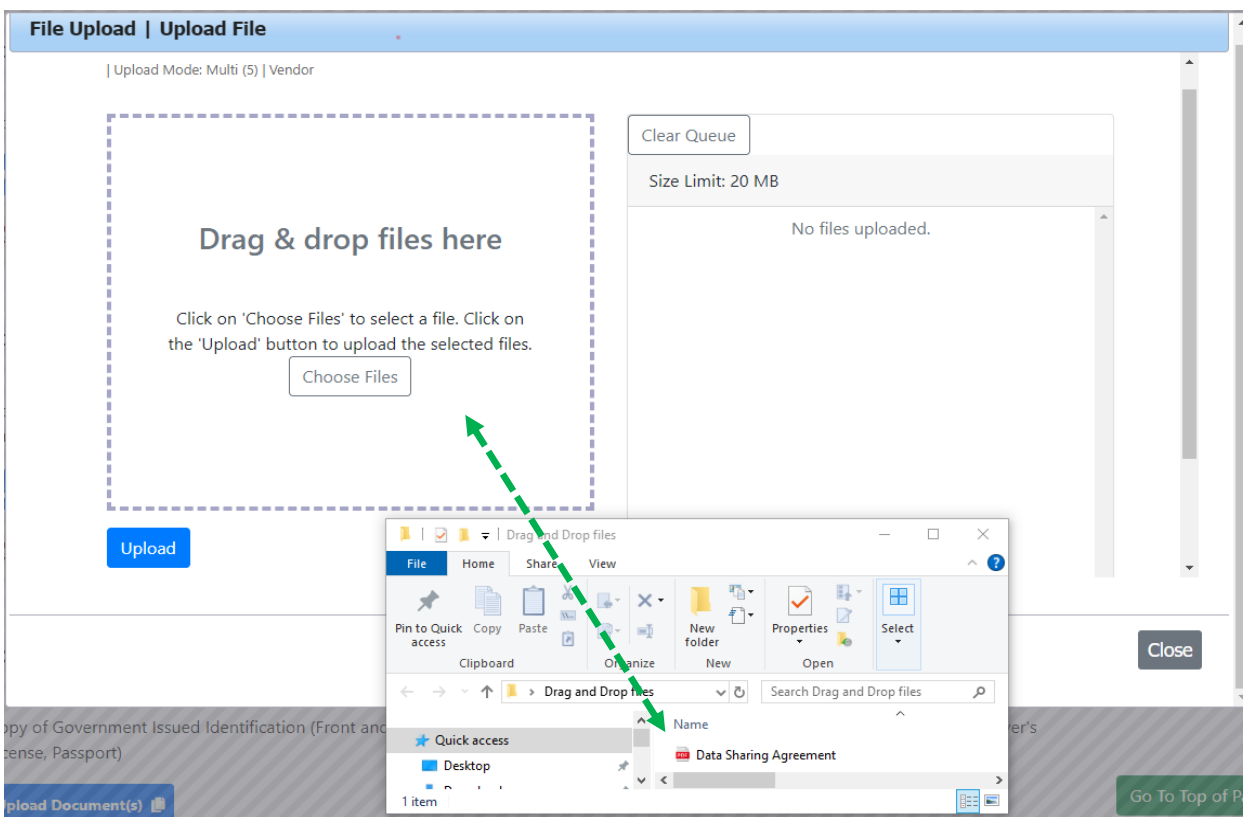
- Step 7: Follow steps 1-5 above to download/upload more documents – or follow step 6 above for simple uploading of more documents.

You can also upload the documents, by dragging the files from the folder where they are stored on your computer to the upload window.

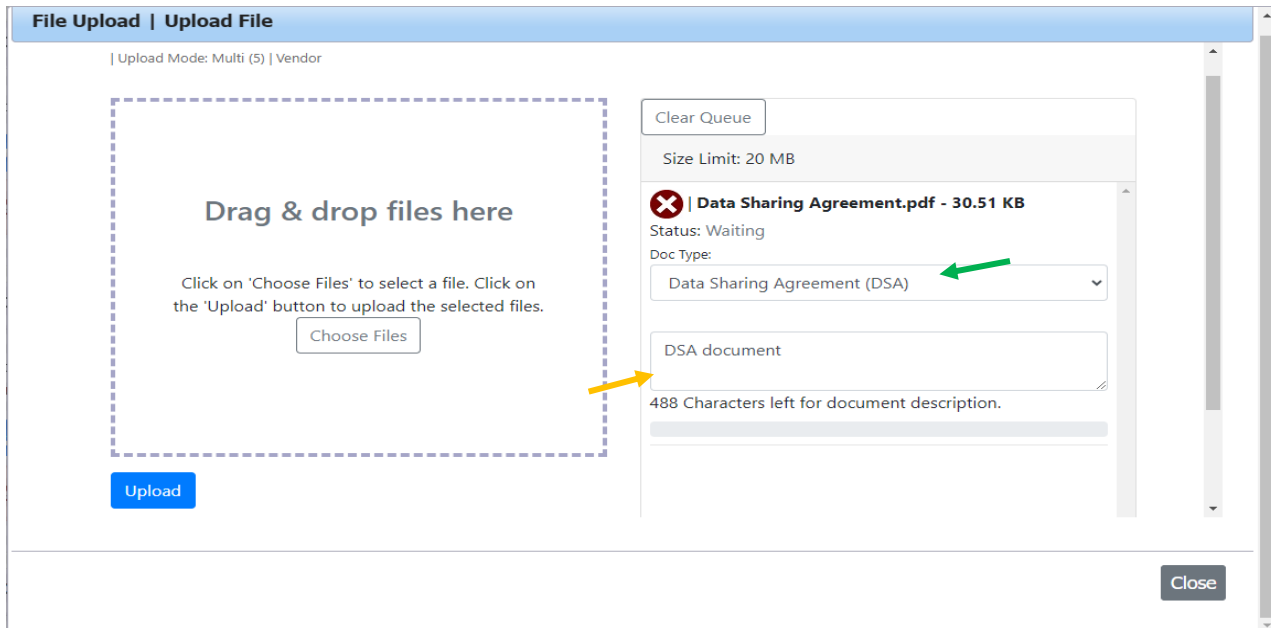
- Step 1: Click the [Upload Document(s)] button.



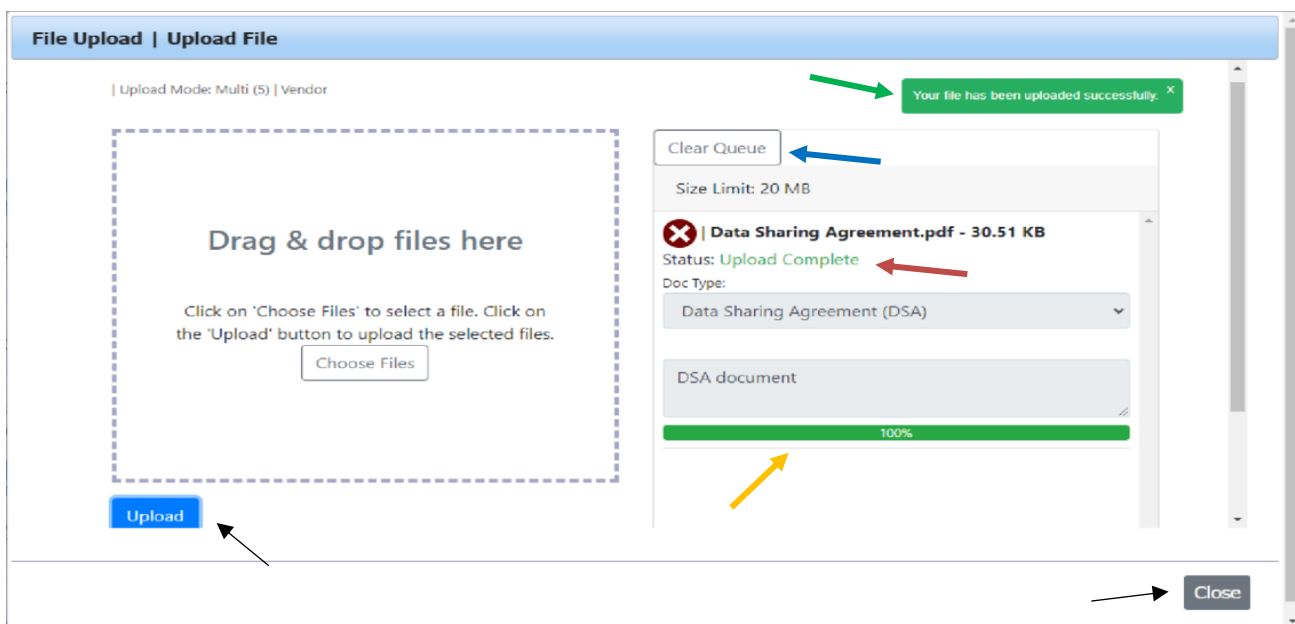
- Step 2: Locate the file you want to upload and drag from that location on your computer to the “Drag & drop files here” box displayed on the screen (see broken green arrow below).



- Step 3: After dragging and dropping the file, select the “Doc Type” value from the dropdown list (This screenshot example is for “Data Sharing Agreement (DSA)”)(see **green** arrow below). Then input a document description in the “Document Description” box (see **orange** arrow below).



- Step 4: Click the [Upload] button to upload the selected file. Once the file is uploaded a “Status” message will display in green font advising “Upload Complete” (see **red** arrow below). A green banner with “100%” will display below it (see **orange** arrow below.) And a message in green font will display on the top right advising “Your file has been uploaded successfully.” (see **green** arrow below). Now click the [Close] button.
Note: You can also use the [Clear Queue] button (see the **blue** arrow below) if you want to remove the document and upload a new or different file.



- Step 5: You will be returned to the main “Documents” tab screen. The document you just uploaded will be displayed in the associated section (see **green** arrow below). Use the [Delete] button if the uploaded document is incorrect and needs to be replaced (see **orange** arrow below). Notice the **green upload arrow icon** on the right side of the section indicating the document has been uploaded.

Data Sharing Agreement (DSA) info ⓘ ↕

Applicant/Qualified Vendor will need to submit as part of its application a data sharing agreement.

Upload Document(s) ⓘ

Data Sharing Agreement.pdf	DSA document	Testing, Test86	9/23/2024 1:46:48 PM	Vendor Uploaded	Delete
--	--------------	-----------------	----------------------	-----------------	---------------

If there are any remaining documents, that are required for submitting the application, that have not been uploaded yet, you will see the message “Required documents are missing and need to be uploaded to submit application.” at the top of the Documents tab (see **red** arrow below). You will also see the red asterisk next to the document name if it still needs to be uploaded (see **orange** arrow below).

Remember, you can use the [Go To Document Type] button to see missing and already uploaded documents (see **green** arrow below).

The missing documents must be uploaded before proceeding. Use the [**Go To Top of Page**] button if you want to return to the top of the screen anytime while uploading documents.

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Dashboard Information Contacts Program Management Assurances & Submittals Services Sites Insurances **Documents** Actions ▾

The maximum file size that can be uploaded is restricted to 20 MB. Files that exceed this limit need to be split and uploaded individually. **Go To Document Type** ▾

Required documents are missing and need to be uploaded to submit application.

Other Background Check Search Authorization info ⓘ ⓘ

Authorization to conduct other background search for each Owner and Signatory

Download **Upload Document(s)** ⓘ

test_2.pdf	Other background check information.	Testing, Test86	9/23/2024 10:49:33 AM	Vendor Uploaded	Delete
----------------------------	-------------------------------------	-----------------	-----------------------	-----------------	---------------

Arizona Corporation Commission (ACC) Entity Information * info ⓘ ⚠

Applicants/Qualified Vendor uses link <https://ecorp.azcc.gov/EntitySearch/Index> to connect to Arizona Corporation Commission website and download a PDF copy of their entity information. Copy should have a time and date stamp visible. Sole Proprietors that are NOT doing business under a DBA shall submit a signed and dated document stating the following " I am a sole proprietor and not conducting business under a DBA.

Upload Document(s) ⓘ

Arizona Corporation Commission (ACC) Entity Information document(s) are required for submission. **Go To Top of Page**

Once all of the required documents are uploaded, the banner containing the message “Required documents are missing and need to be uploaded to submit application.” will no longer be displayed at the top of the “Documents” tab screen, indicating that you have uploaded all required documents.

Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard Information Contacts Program Management Assurances & Submittals Services Sites Insurances Documents Actions

The maximum file size that can be uploaded is restricted to 20 MB. Files that exceed this limit need to be split and uploaded individually. Go To Document Type

Other Background Check Search Authorization info

Authorization to conduct other background search for each Owner and Signatory

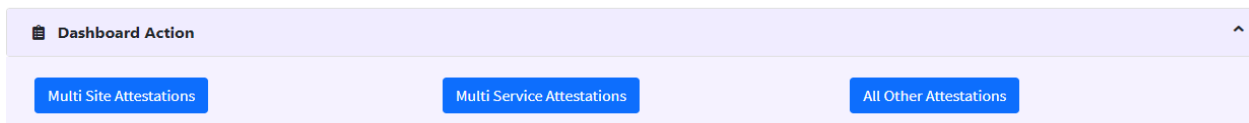
Download Upload Document(s)

test_2.pdf	Other background check information.	Testing, Test86	9/23/2024 10:49:33 AM	Vendor Uploaded	Delete
----------------------------	-------------------------------------	-----------------	-----------------------	-----------------	--------

****You have completed the Documents tab details. Please go back to the **Dashboard** tab now.****

3.12 Dashboard (revisited)

Now that you have progressed through the application the **Dashboard** tab will display details when you click on the buttons within the “Dashboard Action” section.



Click on the [Multi Site Attestations] button.

- You will see that the screen now displays with some details that you populated on the Sites tab for the sites that you added and the related attestations that were required.

Q17733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard | Information | Contacts | Program Management | Assurances & Submittals | Services | Sites | Insurances | Documents | Actions

Collapse All
Attest All
Save All

Please note all required attestations will be modified upon Attest All and will be updated on Save All

Site Name : Test Admin Site

[Go To Site Details](#) Attestation is already provided

Contact Information

Contact Type	First Name	Last Name	Title	Phone	Fax	Email
PRINCIPAL CONTACT	Test86	Testing		6234611418		joreed@azdes.gov
AFTER HOURS CONTACT	Test86	Testing		6234611418		joreed@azdes.gov

Attestation: help

Attest to update any changes in accordance with timeline established within the RFQVA

Attested By: Attested Date:

[View History](#)

Site Name : Test Service Site

[Go To Site Details](#) Attestation is already provided

Contact Information

Contact Type	First Name	Last Name	Title	Phone	Fax	Email
PRINCIPAL CONTACT	Test86	Testing		6234611419		joreed@azdes.gov
AFTER HOURS CONTACT	Test86	Testing		6234611419		joreed@azdes.gov

Attestation: help

Attest to update any changes in accordance with timeline established within the RFQVA

Attested By: Attested Date:

[View History](#)

[Go To Top of Page](#)

Website Policies, Disclaimers and Privacy | DES Non-Discrimination Policy | Reasonable Accommodation | ©2024 DES

- Clicking on the [Collapse All] button will cause the screen display to collapse all the sections that you see above. Click the [Expand All] button to expand the screen display back to the original view.
- The [Attest All] button is functional and if you have not previously completed and saved your attestations for the Sites you added on the Sites tab you can click on this button from the Dashboard to complete and then click the [Save All] button.
- Click on the Dashboard tab to return to the main Dashboard screen.

Click on the [Multi Service Attestations] button.

- You will see that the screen now displays with some details that you populated on the Services tab for the services that you added and the related attestations that were required.

The screenshot displays a web application interface for a vendor application. At the top, there is a navigation bar with the following elements:

- Header: Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS
- Navigation tabs: Dashboard, Information, Contacts, Program Management, Assurances & Submittals, Services, Sites, Insurances, Documents, and an Actions dropdown menu.
- Buttons: Collapse All, Attest All, and Save All.

 A yellow warning banner below the navigation bar states: "Please note all required attestations will be modified upon Attest All and will be updated on Save All".

 The main content area is titled "Service Name : ATC - ATTENDANT CARE" and contains several sections, each with an "Attestation" block:

- Service Transportation:** Includes a question about how transportation is supported. The "Attestation" block shows a checked checkbox for "Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement", with "Attested By: Test86 Testing" and "Attested Date: 9/18/2024 9:49:19 AM". A "View History" button is present.
- Incident Reporting Information:** Similar to the first section, with "Attested By: Test86 Testing" and "Attested Date: 9/18/2024 9:49:19 AM".
- Complaints & Grievances Information:** Similar to the first section, with "Attested By: Test86 Testing" and "Attested Date: 9/18/2024 9:49:19 AM".
- Member/Member Representative Input Information:** Similar to the first section, with "Attested By: Test86 Testing" and "Attested Date: 9/18/2024 9:49:19 AM".

 Each "Attestation" block also includes a "help" icon and the text "Attestation is already provided".

🔊 **Quality Improvement Information**
^

Attestation is already provided

Attestation: help ?

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[View History](#)

📄 **Service Name : DTA - DAY SERVICES, ADULT**
^

🚗 **Service Transportation**
^

When transportation is required to deliver the service, how do you support direct service staff for community access? (Check all that apply). *

Transportation in an individual/staff owned car

Transportation in an agency owned, leased or contracted vehicle

Reimbursement for public transportation

Not Applicable

Attestation is already provided

Attestation: help ?

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[View History](#)

🗨️ **Incident Reporting Information**
^

Attestation is already provided

Attestation: help ?

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[View History](#)

🗣️ **Complaints & Grievances Information**
^

Attestation is already provided

Attestation: help ?

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[View History](#)

👤 **Member/Member Representative Input Information**
^

Attestation is already provided

Attestation: help ?

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date:

[View History](#)

Quality Improvement Information

Attestation is already provided

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date: [View History](#)

Service Name : DTT - DAY SERVICES, CHILD

Service Transportation

When transportation is required to deliver the service, how do you support direct service staff for community access? (Check all that apply). *

Transportation in an individual/staff owned car
 Transportation in an agency owned, leased or contracted vehicle
 Reimbursement for public transportation
 Not Applicable

Attestation is already provided

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date: [View History](#)

Incident Reporting Information

Attestation is already provided

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date: [View History](#)

Complaints & Grievances Information

Attestation is already provided

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date: [View History](#)

Member/Member Representative Input Information

Attestation is already provided

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date: [View History](#)

Quality Improvement Information

Attestation is already provided

Attestation: [help](#)

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By: Attested Date: [View History](#)

[Go To Top of Page](#)

- Clicking on the [Collapse All] button will cause the screen display to collapse all the sections that you see above. Click the [Expand All] button to expand the screen display back to the original view.
- The [Attest All] button is functional and if you have not previously completed and saved your attestations for the Services you added on the Services tab you can click on this button from the Dashboard to complete and then click the [Save All] button.
- Click on the Dashboard tab to return to the main Dashboard screen.

Click on the [All Other Attestations] button.

- You will see that the screen now displays with some details that you populated on the Contacts tab and the Program Management tab, and the related attestations that were required.

Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard
Information
Contacts
Program Management
Assurances & Submittals
Services
Sites
Insurances
Documents
Actions

Collapse All
Attest All
Save All

⚠
Please note all required attestations will be modified upon Attest All and will be updated on Save All

Contacts Attestation
⌵

Attestation is already provided

Contact Information
⌵

Contact Type	First Name	Last Name	Title	Phone	Fax	Email
Principal Contact	Jotest	Reeder		6234611416		joreed@azdes.gov
Notice Contact	Jotest	Reeder		6234611416		joreed@azdes.gov
Electronic Visit Verification Contact	Jotest	Reeder		6234611416		joreed@azdes.gov
Quality Management Contact	Jotest	Reeder		6234611416		joreed@azdes.gov
Payment/Billing Office Contact	Jotest	Reeder		6234611416		joreed@azdes.gov
Direct Referral Contact	Jotest	Reeder		6234611416		joreed@azdes.gov
Agency After Hours Contact	Jotest	Reeder		6234611416		joreed@azdes.gov
Member Records Contact	Jotest	Reeder		6234611416		joreed@azdes.gov

Attestation:
help

Attest to update any changes in accordance with timeline established within the RFQVA

Attested By:

Attested Date:

Test86 Testing

9/13/2024 11:43:14 AM

View History

Program Management Attestations
⌵

Incident Reporting Information
⌵

Which position in the organization is responsible for the final review of the incident prior to submission to the Division?

First Name	Last Name	Title
Test Firstname	Test Lastname	Director

Which position in the organization is responsible for notifying a member/member representative of incidents?

First Name	Last Name	Title
Test Firstname	Test Lastname	Director

Attestation is already provided

Attestation:
help

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement

Attested By:

Attested Date:

Test86 Testing

9/13/2024 3:03:01 PM

View History

Complaints & Grievances Information

Which position in the organization is responsible for resolving the complaint/grievance?

First Name	Last Name	Title
Test Firstname	Test Lastname	Speech Language Path

Attestation is already provided

Attestation:

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement [help](#)

Attested By: Attested Date: [View History](#)

Member/Member Representative Input Information

Which position is feedback forwarded to within the organization?

First Name	Last Name	Title
Test Firstname	Test Lastname	Speech Language Path

Attestation is already provided

Attestation:

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement [help](#)

Attested By: Attested Date: [View History](#)

Quality Improvement Information

Attestation is already provided

Attestation:

Attest to minimum requirements set forth by DES in the Qualified Vendor Agreement [help](#)

Attested By: Attested Date: [View History](#)

[Go To Top of Page](#)

[Website Policies, Disclaimers and Privacy](#) [DES Non-Discrimination Policy](#) [Reasonable Accommodation](#) #2024 DES

- Clicking on the [Collapse All] button will cause the screen display to collapse all the sections that you see above. Click the [Expand All] button to expand the screen display back to the original view.
- The [Attest All] button is functional and if you have not previously completed and saved the Contacts attestation and the Program Management attestations, that you added on those tabs, then you can click on this button from the Dashboard to complete and then click the [Save All] button.
- Click on the Dashboard tab to return to the main Dashboard screen.

****The next step is to review the application. Please see the details below.****

4 REVIEW ONLINE RFQVA APPLICATION

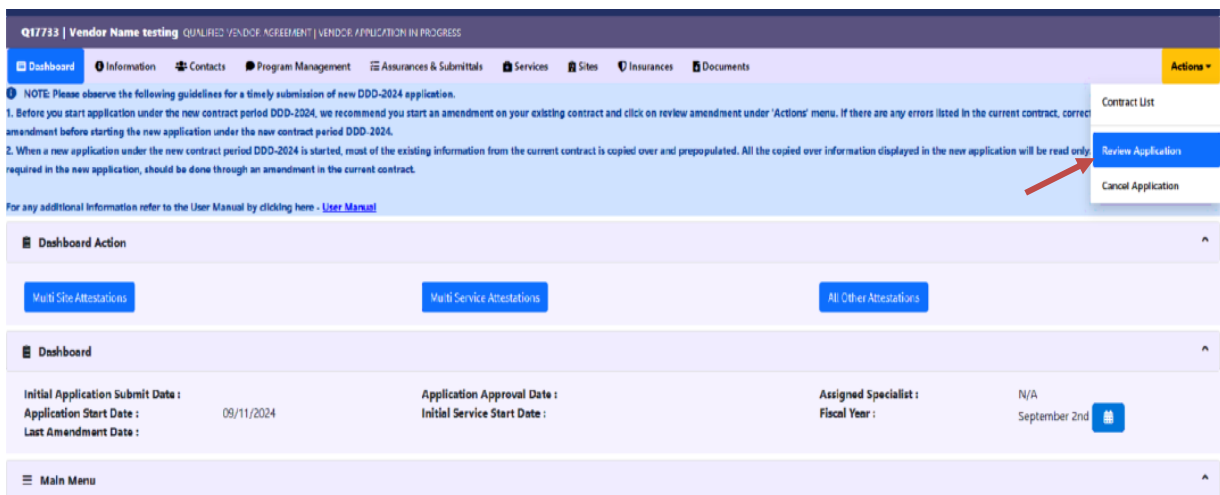
Once you have populated each of the tabs (excluding the Insurances tab), uploaded required documents, and provided attestations your new RFQVA may be considered complete. You are ready for the system to review the application.

IMPORTANT

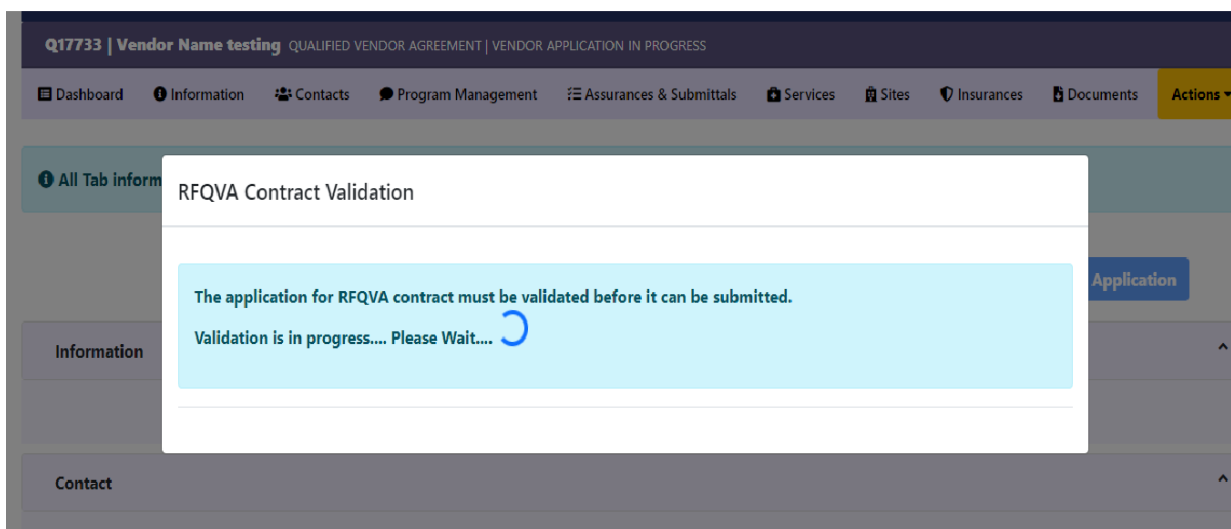
- Only online applications with ALL the required information will be allowed to be submitted.
- Follow the steps below to review the application.

4.1 Review Application

- Step 1: Click the “Review Application” option from the **Actions** drop-down menu on the right side of the screen.



- The following popup will display while the system is running the validation process.



- Step 2: If any required fields have been left blank the RFQVA Contract Validation process will display a screen advising details as shown in the example below. Click on the advised tab and complete the missing information. You can see that the [Submit RFQVA Application] button is not accessible.

- Step 3: Once you have populated the incomplete information and clicked the “Save” button on that tab click the “Review Application” option from the **Actions** drop-down menu on the right side of the screen again. The RFQVA Contract Validation popup will display while the system is re-running the validation process.
- Step 4: You should now see the following screen and be ready to submit the application. Go to section 5 of this document.

IMPORTANT

- If you do NOT wish to submit the application, but instead want to cancel it, go to section 6 below which will inform you about the steps for cancelling the application.**

5 SUBMIT ONLINE RFQVA APPLICATION

- Step 1: **Please read through all of the information on the screen.**
- Step 2: Once you have read through the information, click the checkbox as shown below. Once the checkbox is selected under “ACKNOWLEDGEMENT”, the [Submit Application] button will display.

Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | VENDOR APPLICATION IN PROGRESS

Dashboard Information Contacts Program Management Assurances & Submittals Services Sites Insurances Documents Actions

Application Submission Process Step 1

All required fields on your application are complete.

NOTE: If you are NOT ready to submit your application, please exit this window. Once the [Submit Application] button is selected, you will no longer be able to edit your application.

Next Steps :

In order for your application to be reviewed by the Division of Developmental Disabilities:

- An electronic submission must be received by the Division of Developmental Disabilities.
- Checking the 'Acknowledgement' box is your confirmation of the requirement to sign required documents. Checking the box also activates the [Submit Application] button.
- Acknowledgement clicking the [Submit Application] button electronically submits your application.

ACKNOWLEDGEMENT (check the checkbox below to enable Submit Application button):

Having reviewed the contract RFQVA DDD-2024, I agree that the key business and clinical personnel meet the minimum education and/or experience requirements.

Submit Application

- Step 3: Click the [Submit Application] button.
- Step 4: Your online RFQVA is now submitted for review by DDD, the “Division”.
 - The Dashboard screen will redisplay, and you will see (in the dark purple banner) that the application status has changed from “VENDOR APPLICATION IN PROGRESS” to “SUBMITTED”.
 - You will also see that some of the “date” information on the Dashboard has changed as well as the “Assigned Specialist” (i.e., DDD Contract Management Specialist).

Q17733 | Vendor Name testing QUALIFIED VENDOR AGREEMENT | SUBMITTED

Dashboard Information Contacts Program Management Assurances & Submittals Services Sites Insurances Documents Actions

NOTE: Please observe the following guidelines for a timely submission of new DDD-2024 application.

1. Before you start application under the new contract period DDD-2024, we recommend you start an amendment on your existing contract and click on review amendment under 'Actions' menu. If there are any errors listed in the current contract, correct them through an amendment before starting the new application under the new contract period DDD-2024.
2. When a new application under the new contract period DDD-2024 is started, most of the existing information from the current contract is copied over and prepopulated. All the copied over information displayed in the new application will be read only. Any data corrections required in the new application, should be done through an amendment in the current contract.

For any additional information refer to the User Manual by clicking here - [User Manual](#)

Dashboard Action

Multi Site Attestations Multi Service Attestations All Other Attestations

Dashboard

Initial Application Submit Date : 09/30/2024 Application Approval Date : Assigned Specialist : VIR | dddtesting@live.com

Application Submit Date : 09/30/2024 Initial Service Start Date : Fiscal Year : September 2nd

Last Amendment Date :

Main Menu

Congratulations, if you have followed all the instructions, you have successfully submitted the RFQVA.

At this point, if you click on the **Actions** drop-down menu on the right side of the screen you will see that the only option listed is “Contract List”.

The screenshot shows the top navigation bar of the Vendor Name testing application. The 'Actions' menu is open, and 'Contract List' is the only option visible. A red arrow points to the 'Contract List' option. Below the navigation bar, there is a 'Dashboard Action' section with buttons for 'Multi Site Applications', 'Multi Service Applications', and 'All Open Applications'. The 'Dashboard' section displays key dates and information: Initial Application Submit Date (09/30/2024), Application Approval Date, Assigned Specialist (VJ | dddtesting@live.com), Application Submit Date (09/30/2024), Initial Service Start Date, Fiscal Year (September 2nd), and Last Amendment Date. A 'Main Menu' button is located at the bottom left.

If you click on the “Contract List” option, you will be redirected to the Contract List screen.

You can click on the [View] button to return to the Dashboard screen.

The screenshot shows the Contract List screen. At the top, there is a header for the Arizona Department of Economic Security (DES) with the tagline 'Your Partner for a Stronger Arizona' and the ARIZONA logo. Below the header is a navigation bar with links for 'About', 'Services', 'How do I?', 'Documents Center', 'Media Center', 'Office Locator', and 'Report Fraud'. The main content area is titled 'Vendor Name testing' and contains a note about the guidelines for a timely submission of new DDD-2024 applications. Below the note is a table with one row for a 'Qualified Vendor Agreement (DDD2024)'. The table has columns for 'Period' (5/1/2024 - 12/31/2025), 'Contract Number' (Q17733), 'Status' (SUBMITTED), and 'Assigned To'. A 'View' button is located at the bottom right of the table row, and a red arrow points to it. The footer contains links for 'Website Policies, Disclaimers and Privacy', 'DES Non-Discrimination Policy', 'Reasonable Accommodation', and the copyright notice '©2024 DES'.

5.1 Next steps

- Your submitted RFQVA will be reviewed by the assigned DDD CMS (Contract Management Specialist). They will be the main point of contact through the rest of the application process and will contact you using the “Notice Contact” email address you listed on your online application under the “Contacts” tab.
- **See section 7 for more information about the Application Review Process.**
- You may reach out to the “Assigned Specialist” (DDD CMS) by using their contact information that is displayed on the Dashboard tab of your submitted online RFQVA.
- Be aware that the DDD CMS can reject any of your documents and request that you re-upload corrected documents, or they may request additional documents that are needed to process the application. See a sample email below:

Please review the following documents uploaded in your Qualified Vendor Application #Q12345 with the Department of Economic Security, Division of Developmental Disabilities (“the Division”) submitted on 07/21/2023 and perform the required actions.

Name	Detail
Document Number :	1
Document Type :	Cultural Competency Plan
File Name :	Cultural Competency Plan.pdf
Uploaded By :	Test Vendor
Uploaded Date :	2023-07-20
Rejected By :	TEST CMS
Rejected Note :	Your document is rejected. Please upload
Action Performed by Contract Specialist :	Rejected
Action Required :	Reupload and submit
Document Type :	Data Sharing Agreement (DSA)
Requested By :	TEST CMS
Requested Note :	Additional document is requested. Please Upload.
Action Performed by Contract Specialist :	Requested
Action Required :	Upload and submit

If you are still interested in continuing the application process, please perform the required actions for documents in your application. If not, this application will be cancelled in the next 30 days.

- **Note:** You will only be able to upload documents that were rejected or requested.
- Rejected or Requested documents can be uploaded individually or all documents together. The option to notify the Contract Specialist (CMS) can also be selected once all the documents have been uploaded.
- After at least one rejected or requested document is uploaded, the [Submit] button will be visible. Clicking this button will submit and notify the CMS, while the other rejected or requested documents are being gathered as shown in steps 9,10 and 11 of the information below.

5.2 Upload Rejected or Requested Documents

- Step 1: Login to the FOCUS user account using your username and password and then click on the CAS application (Contract Management System) icon. Click the [View] button on the RFQVA as shown below.

Arizona Department of Economic Security
Your Partner for a Stronger Arizona

ARIZONA

About Services How do I? Documents Center Media Center Office Locator Report Fraud

Vendor Name testing

NOTE: Please observe the following guidelines for a timely submission of new DDD-2024 application.
 1. Before you start application under the new contract period DDD-2024, we recommend you start an amendment on your existing contract and click on review amendment under 'Actions' menu. If there are any errors listed in the current contract, correct them through an amendment before starting the new application under the new contract period DDD-2024.
 2. When a new application under the new contract period DDD-2024 is started, most of the existing information from the current contract is copied over and prepopulated. All the copied over information displayed in the new application will be read only. Any data corrections required in the new application, should be done through an amendment in the current contract.

For any additional information refer to the User Manual by clicking here - [User Manual](#)

Qualified Vendor Agreement (DDD2024)

Period: 5/1/2024 - 12/31/2025 **Current**

Contract Number: Q17733

Status: SUBMITTED

Assigned To: VIRGINIA DOMINGUEZ

View

- Step 2: Click on the “Documents” tab and you will see all of the rejected and requested documents displayed. You will see the [Upload Document] button for all of the rejected and requested documents. You can either upload one rejected or requested document or upload all of them.

Central Registry - Submission Notification info ⓘ ⚠

Vendor uploads email confirmation from DCS that Central Registry submission was successful

Download **Upload Document(s)**

test_2.pdf	Central reg	Testing, Test86	9/23/2024 2:33:30 PM	Contract Specialist Reject Notified
------------	-------------	-----------------	----------------------	-------------------------------------

⚠ The document(s) have been rejected. Please re-upload the required document(s).

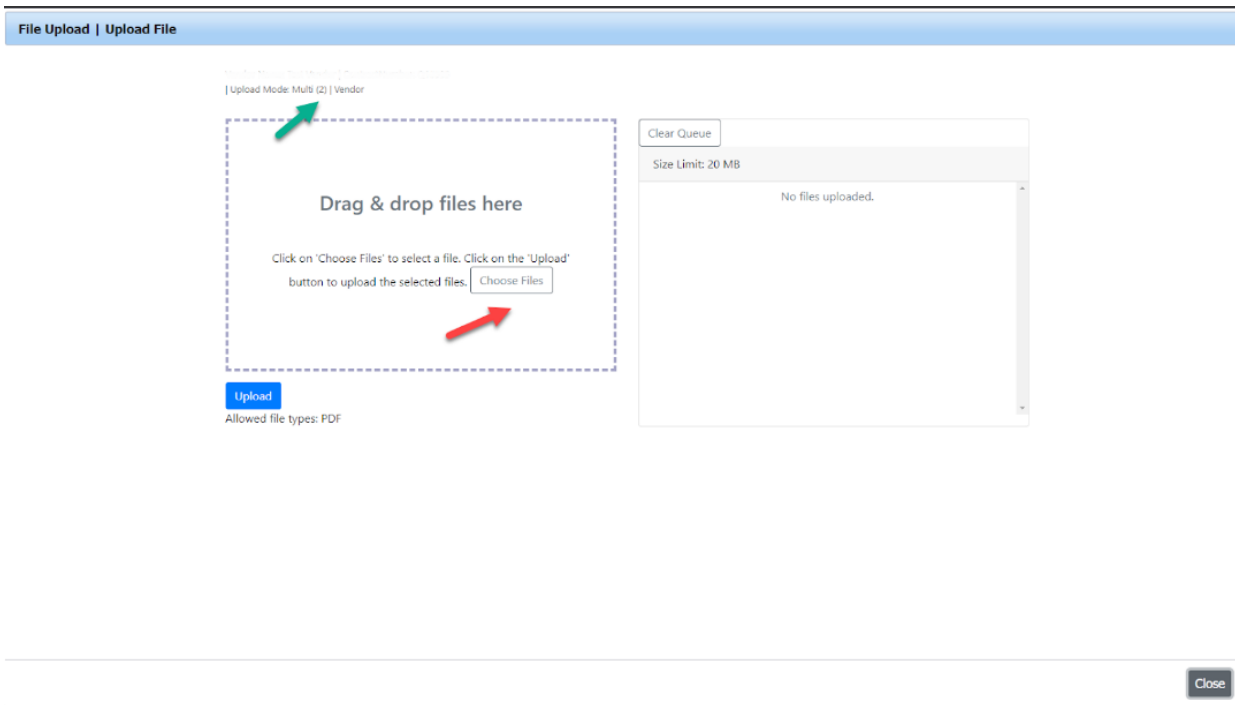
RFQVA Department Amendment info ⓘ ⚠

Download **Upload Document(s)**

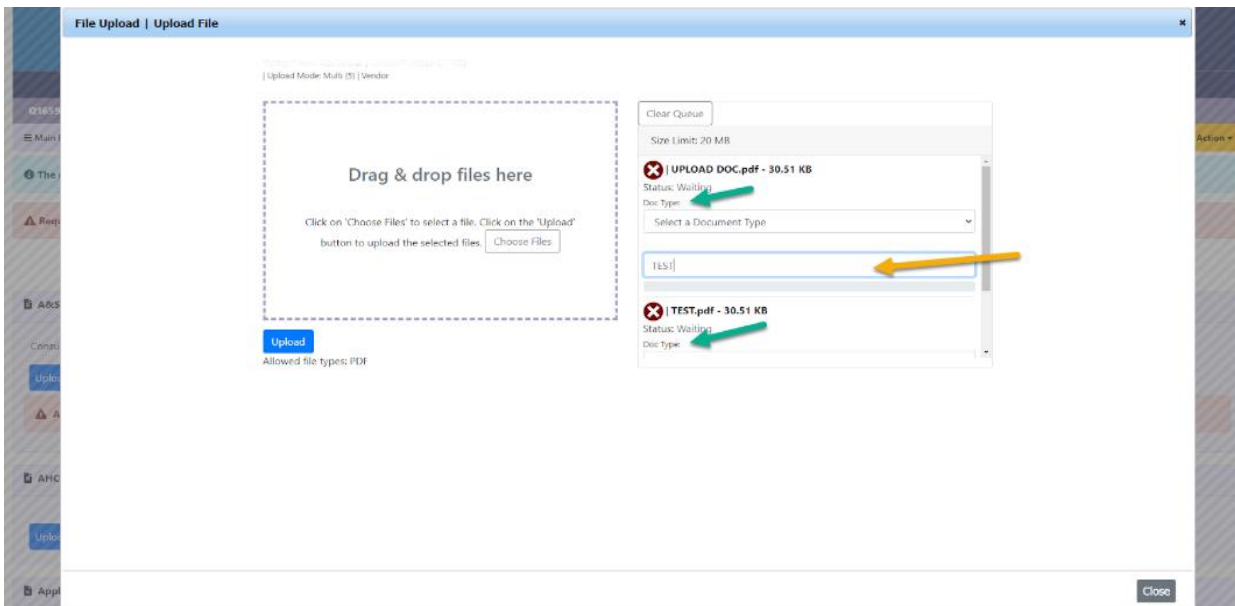
⚠ Document(s) have been requested to be uploaded.

[Go To Top of Page](#)

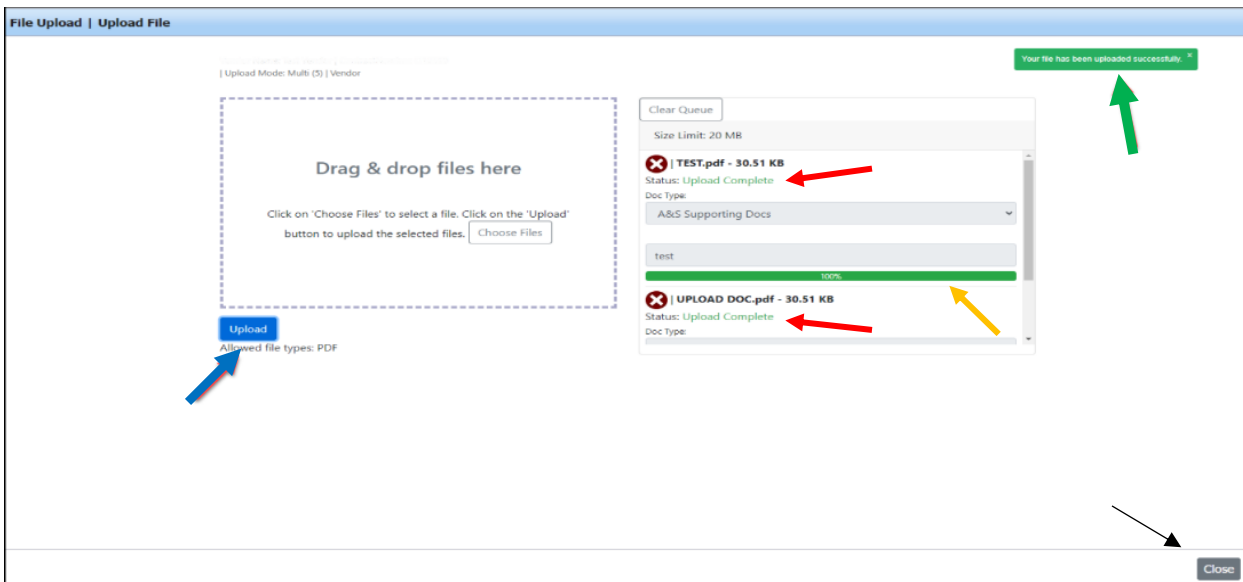
- Step 3: Click the [Upload Document] button and the “File Upload | Upload File” screen will display. Click the [Choose files] button to select the file(s) that need to be uploaded (see the **red** arrow down below). Remember you can upload multiple files at the same time so check the number of files allowed and then upload. (see the **green** arrow down below).



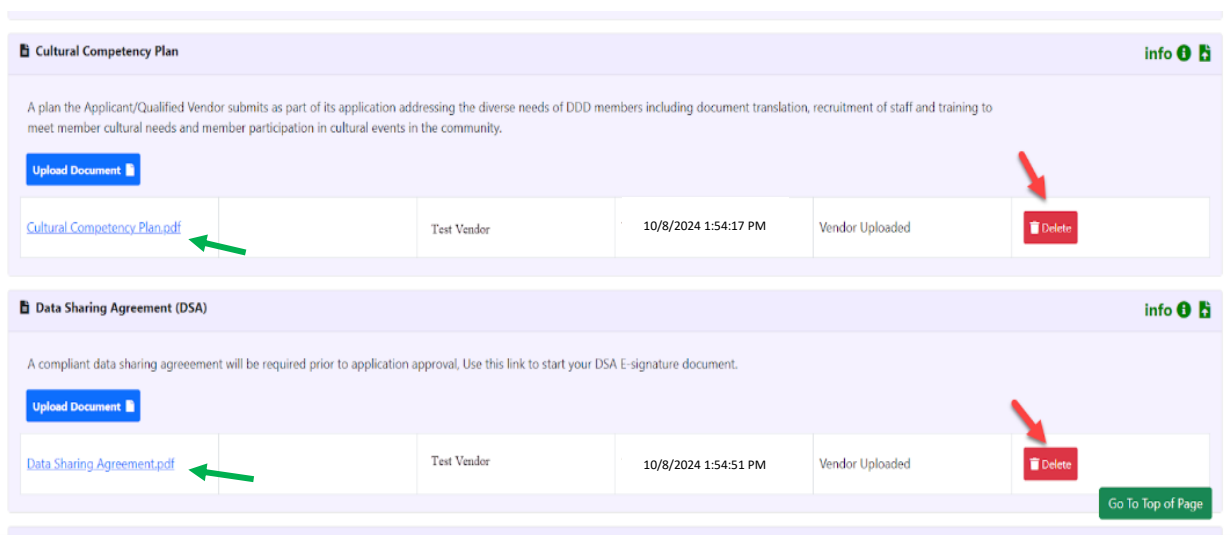
- Step 4: After the files are selected, select the “Doc Type” for each file to be uploaded (see the green arrows below), and enter the document description for each file in the “Document Description” box (see orange arrow below).



- Step 5: Click the [Upload] button to upload the selected documents (see blue arrow below). Once the files are uploaded a “Status” message will display in green font advising “Upload Complete” (see the red arrows below). A green banner with “100%” will display below it (see orange arrow below). And a message in green will display on the top right advising “Your files have been uploaded successfully” (see green arrow below). Now click the [Close] button at the bottom of the screen.



- Step 6: Once the documents are uploaded, you will be able to see the uploaded document in each section (see **green** arrows below). Use the [Delete] button if the uploaded documents are incorrect and you need to replace them (see **red** arrows below).



- Step 7: Follow steps 3 – 6 above to upload more documents if needed. You can also upload the documents by dragging the files from the location where they are saved on your computer to the “File Upload | Upload File” screen. See directions for dragging and dropping files in the latter part of section 3.11 up above.
- Step 8: Once all rejected or requested documents are uploaded, click the [Submit Documents] button to submit the application with the corrected documents as shown below (see **green** arrow). **Note:** The [Submit Documents] button will display even if only one rejected or requested document has been uploaded.

The maximum file size that can be uploaded is restricted to 20MB. Files that exceed this limit need to be split and uploaded individually.

Submit Documents

A&S Supporting Docs
 Consultant, expungement records, bankruptcy discharge

UPLOAD DOC a&s - Copy.pdf	TESTVENDOR FIRST	10/8/2024 1:54:25 PM	Vendor Uploaded	Delete
---	------------------	----------------------	-----------------	---------------

AHCCCS ID Letter Document History

- Step 9: The “Review Documents” screen will display for you to review and then click on the [Submit & Notify] button (see **green** arrow below).

Review Documents

Cultural Competency Plan
 A plan the Applicant/Qualified Vendor submits as part of its application addressing the diverse needs of DDD members including document translation, recruitment of staff and training to meet member cultural needs and member participation in cultural events in the community.

Cultural Competency Plan.pdf	Test Vendor	10/8/2024 1:54:17 PM	Vendor Uploaded
--	-------------	----------------------	-----------------

Data Sharing Agreement (DSA)
 A compliant data sharing agreement will be required prior to application approval, Use this link to start your DSA E-signature document.

Data Sharing Agreement.pdf	Test Vendor	10/8/2024 1:54:17 PM	Vendor Uploaded
--	-------------	----------------------	-----------------

Submit & Notify **Close**

- Step 10: The following screen will display advising a message of “CMS has been notified of all the uploaded documents”. Then click the [Close] button.

Review Documents

CMS has been notified of all the uploaded documents.

Close

**** You have now completed the upload of rejected or requested documents and notified the CMS for further processing of the application. ****

6 CANCEL APPLICATION

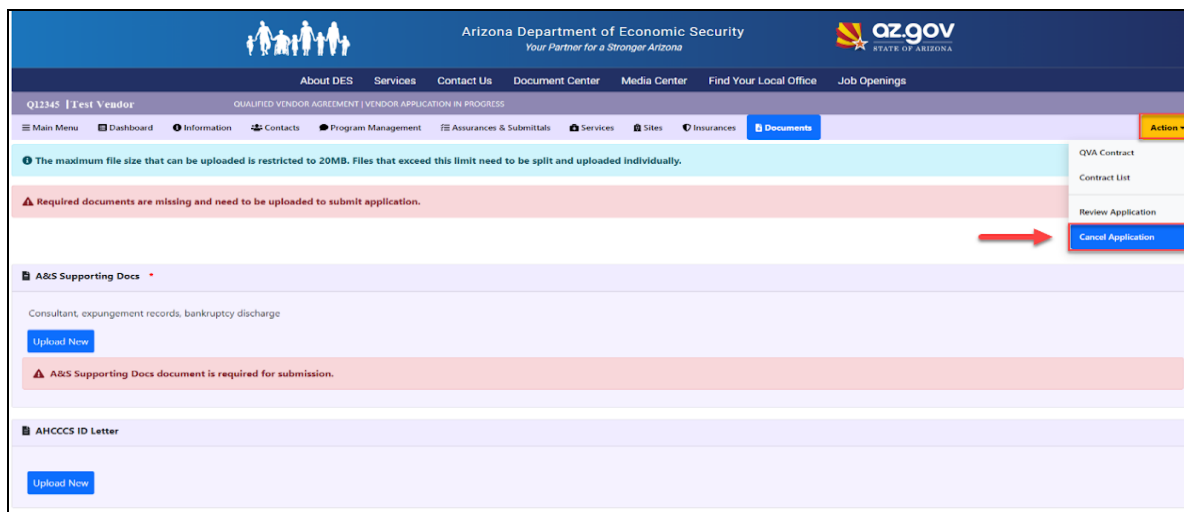
The online application may be canceled BEFORE it has been submitted to the Division for processing.

IMPORTANT

- The application must be in the VENDOR APPLICATION IN PROGRESS status to be canceled.
- The application will no longer be able to be edited once it has been canceled.
- If the application is canceled, the vendor account will remain active, and the vendor will still have access to the Contract Administration System (CAS) web application and the canceled application.
- A new QVA application may be created using the FEI from the canceled application.
- Data from the canceled application will not carry over to the new application, with the exception of the information provided during vendor registration.
- The DDD Contracts Manager may cancel a QVA application which has not been active for a long period of time. **Is there a more specific period of time?**
- Contact the Division of Developmental Disabilities Customer Service Center with questions regarding canceling if your online RFQVA application has already been submitted for review.


Follow the steps below to cancel an online RFQVA application, before it has been submitted:

- Step 1: Click the “Actions” dropdown, on the right side of the screen. You will see the option “Cancel Application”. Select this option.



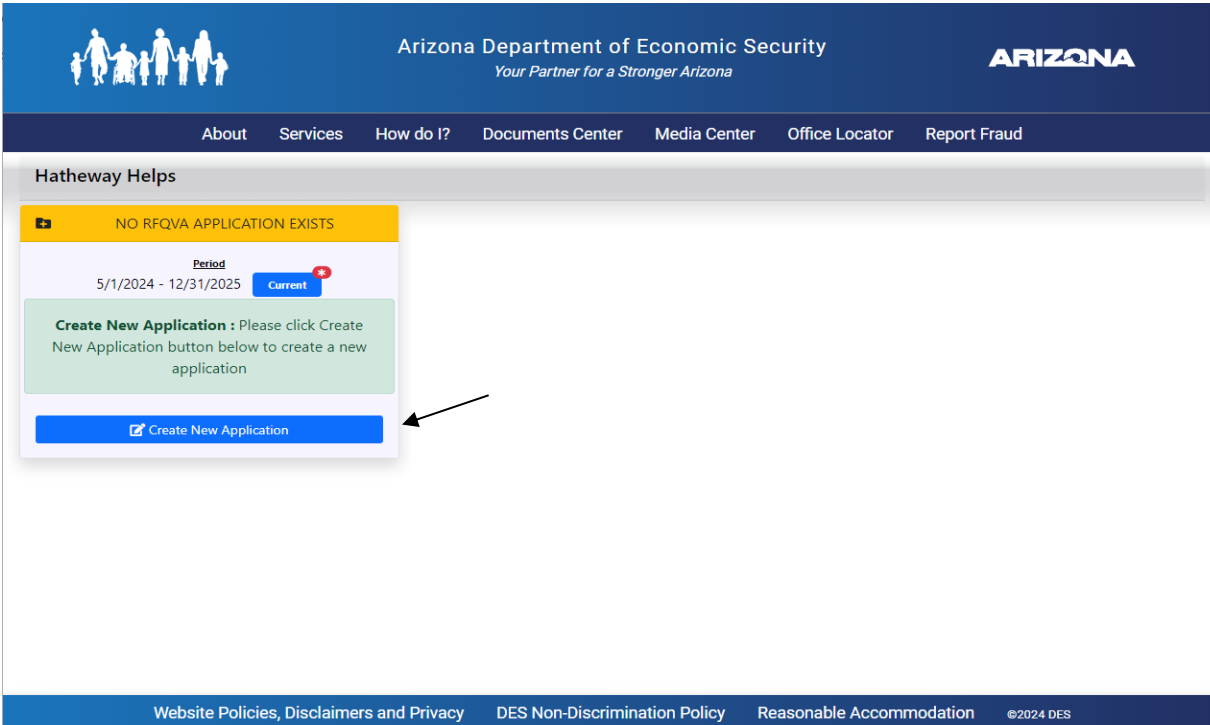
- Step 2: A “Cancel Application” popup will display with a warning message asking you to confirm that you want to cancel the application. Click the [OK] button.

Cancel Application

 Are you sure you want to cancel this application? You will be redirected to Contract List page after the application is cancelled.

- **Step 3:** The application for RFQVA DDD-2024 is now cancelled. You will be redirected back to the “Contract List” screen where you can click on the [Create New Application] button to begin a new application.



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ARIZONA

About Services How do I? Documents Center Media Center Office Locator Report Fraud

Hatheway Helps

NO RFQVA APPLICATION EXISTS

Period
5/1/2024 - 12/31/2025 **Current**

Create New Application : Please click Create New Application button below to create a new application

Create New Application

Website Policies, Disclaimers and Privacy DES Non-Discrimination Policy Reasonable Accommodation ©2024 DES

7 APPLICATION REVIEW PROCESS

Your application is now being reviewed by the Division of Developmental Disabilities Contracts Department. The application will go through various levels of review and statuses before a decision can be made. Either a contract will be awarded to the vendor, or the application will be denied by the Division.

Please read through both scenarios below.

7.1 Award Contract

If all submitted information passes the review process, an Arizona DES/DDD contract will be awarded to the vendor based on the information submitted in the online agreement. Once the contract is awarded, the vendor will be contacted by the Division to follow up with the next steps in the process.

IMPORTANT

- The service(s) added to the contract will remain in a **Pre-Approved** status until the requirements below have been met by the vendor and the Division:
- Valid **insurance** is required to provide services to members through your QVA contract.
- **AHCCCS Registration** for all added services is required before services can be activated and the vendor may start to serve members.
- **OLCR Certification** for all added services is required before a vendor starts serving members.
- Once OLCR Certification, Insurance and AHCCCS Registration have been verified, DDD will manually set the **Service Start Date** for each of the services on the QVA contract.
- Once the Service Start Date has been set, the service is active and may be provided to members and the vendor may submit invoices for payment of services provided.

IMPORTANT For a vendor providing facility-based services, (i.e., Group Home) there are several other regulatory requirements that must be met.



A. Once awarded, the contract status will update to **MANAGEMENT APPROVED**.

Q10202417733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED

Dashboard | Information | Contacts | Program Management | Assurances & Submissions | Services | Sites | Insurances | Documents | Actions

NOTE: Please observe the following guidelines for a timely submission of new DDD-2024 application.

- Before you start application under the new contract period DDD-2024, we recommend you start an amendment on your existing contract and click on review amendment under 'Actions' menu. If there are any errors listed in the current contract, correct them through an amendment before starting the new application under the new contract period DDD-2024.
- When a new application under the new contract period DDD-2024 is started, most of the existing information from the current contract is copied over and prepopulated. All the copied over information displayed in the new application will be read only. Any data corrections required in the new application, should be done through an amendment in the current contract.

For any additional information refer to the User Manual by clicking here - [User Manual](#)

Dashboard Action

Multi Site Attestations | Multi Service Attestations | All Other Attestations

Dashboard

Initial Application Submit Date :	09/30/2024	Application Approval Date :	10/11/2024	Assigned Specialist :	VII
Application Submit Date :	09/30/2024	Initial Service Start Date :			dddtesting@live.com
Last Amendment Date :				Fiscal Year :	September 2nd

B. The only way to **make changes** to the contract at this point is **through an amendment**. Only the Division has the ability to terminate the approved RFQVA contract, see the "Contract Amendment User Manual" in Focus.

C. The **Application Approval Date** on the CAS web application Dashboard tab will be updated with the date that DDD Management approved.

D. The **Initial Service Start Date** will not be populated because even though your contract has been awarded, **your services have not yet been activated with AHCCCS.**

➤ Valid insurance is required before services can be started.

- The Division will need to confirm the vendor's readiness to provide the service during a Readiness Review.
- The vendor will need to be registered in AHCCCS and OLCR before the service can be activated.
- The DDD Contract Specialist assigned to your contract will manually set the Service Start Date after the service meets the requirements above.

Q10202417733 | Vendor Name testing | QUALIFIED VENDOR AGREEMENT | MANAGEMENT APPROVED

Dashboard Information Contacts Program Management Assurances & Submittals **Services** Sites Insurances Documents

Services

Multi Service Attestations

Search:

Showing 1 to 3 of 3 entries

Suspended	AHCCCS ID	Status	Start Date	Action	Service
N	No AHCCCS ID	Staff PreApproved		AwC-Opt In	ATC - ATTENDANT CARE
N	No AHCCCS ID	Staff PreApproved			DTA - DAY SERVICES, ADULT
N	No AHCCCS ID	Staff PreApproved			DTT - DAY SERVICES, CHILD

< Previous 1 Next >

Show 10 entries

Services History

No Services deleted or denied or terminated within the last 90 days

7.2 Application Denial

If any part of the submitted application (including the online application) **DOES NOT pass the review process**, the application will be **denied by DDD Contracts Management**.

IMPORTANT

- The application will **no longer be open for edit** once it has been denied.
 - If the application is denied, the **vendor will still have an active account**. The vendor will still have access to the CAS web application and the denied application.
 - A new RFQVA application may be created using the Federal Employee Identification number (FEI) from the denied application.
 - Once a new application has been started from the denied application, **access to the denied application will no longer be available**.
 - Some data from the denied application **will carry over to the new application** and be available for the vendor to make changes and resubmit.
- A. Once denied, the contract status will update to **MANAGEMENT DENIED**.
 - B. The only available action for the vendor is **“Begin New Application”**.
 - C. The **Application Deny Date** on the Dashboard will be updated with the date the Division denied the application.

8 Vendor Directory and HCBS Provider Search

The Vendor Directory and HCBS Provider Search are located under the Dashboard tab of the online RFQVA.

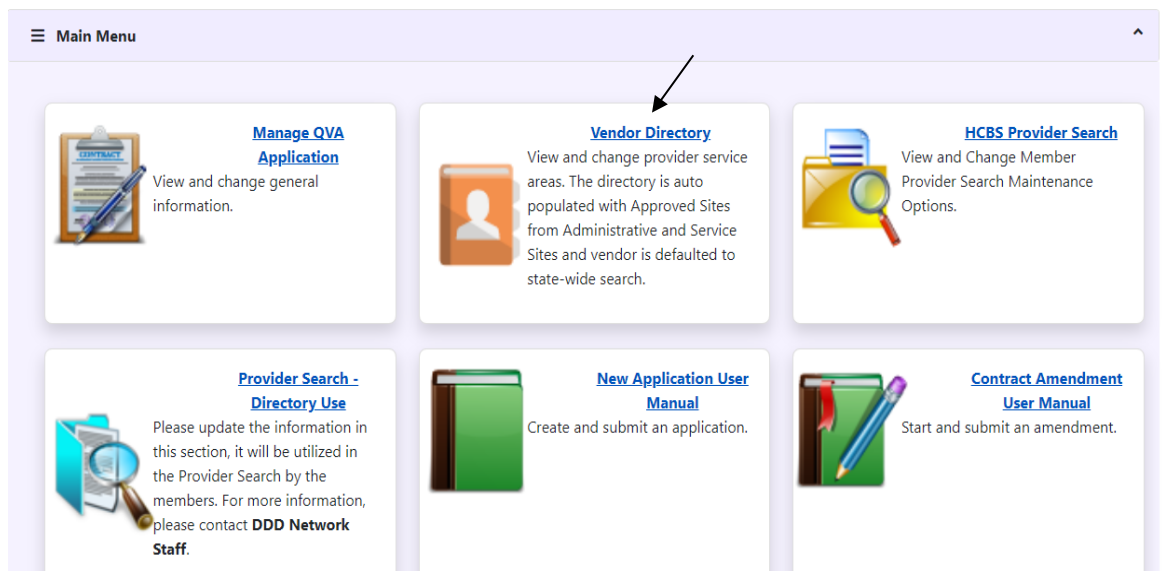
8.1 How to Configure In-Home Services in the Vendor Directory

**All applicants may complete the processes below. The information will not be accessible to the members or their families until the services are approved and activated by the DDD Contract Specialist.

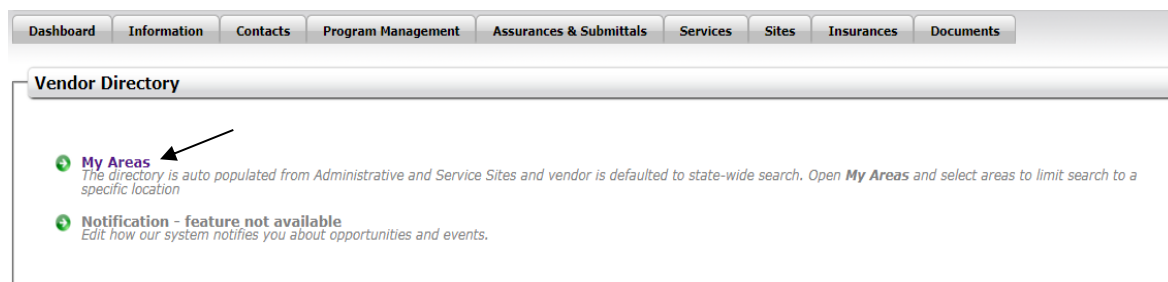
In-Home services can be provided by vendors with an approved Qualified Vendor Agreement anywhere in the state of Arizona. The vendor directory allows vendors to designate areas where they are able to provide services. The Provider Search tool will only return results for in-home services, based on the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

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. **If no data is provided, all of the services will be automatically provided across the State.**

1. From the Contract Administration System (CAS) Dashboard tab select the “Vendor Directory” icon.



2. Click the “My Areas” Link.



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

Vendor Directory

Areas	Type	Site Name	Services
0	Admin Site	Test Admin Site 3446 N Central Ave Phoenix, AZ 85012	ATTENDANT CARE DAY SERVICES, ADULT DAY SERVICES, CHILD
0	Service Site	Test Service Site 3444 N Central Ave Phoenix, AZ 85012	ATTENDANT CARE DAY SERVICES, ADULT DAY SERVICES, CHILD

Page 1 of 1 Displaying 2 Items out of 2 Total

- A window showing the Site Name and a list of services offered at that site will be displayed. Click the tab "Offered by Location".

235274 | Test Admin Site

Services **Offered by Location**

ATC	-	ATTENDANT CARE
DTA	-	DAY SERVICES, ADULT
DTT	-	DAY SERVICES, CHILD

- Select a county from the drop down box.

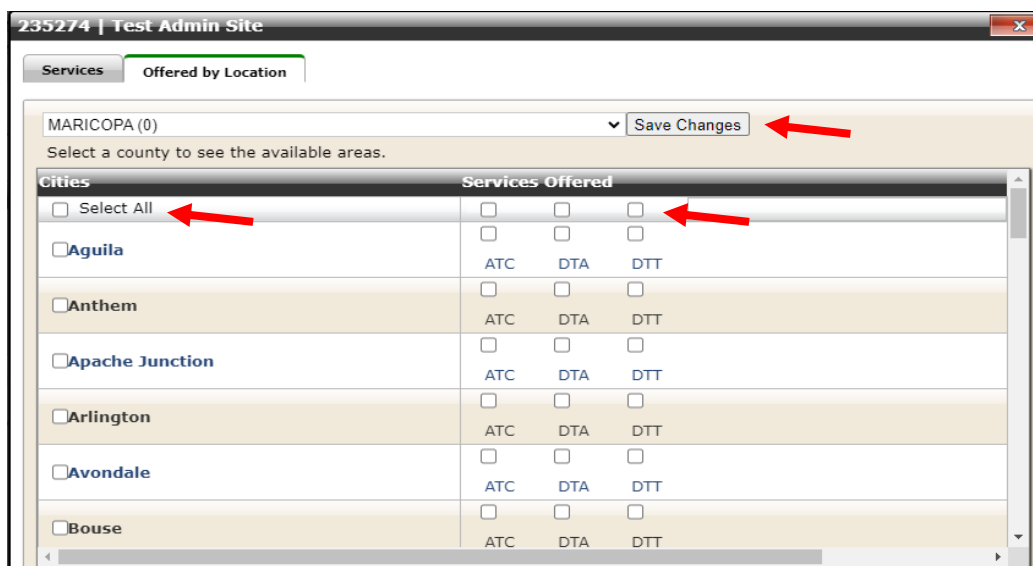
235274 | Test Admin Site

Services **Offered by Location**

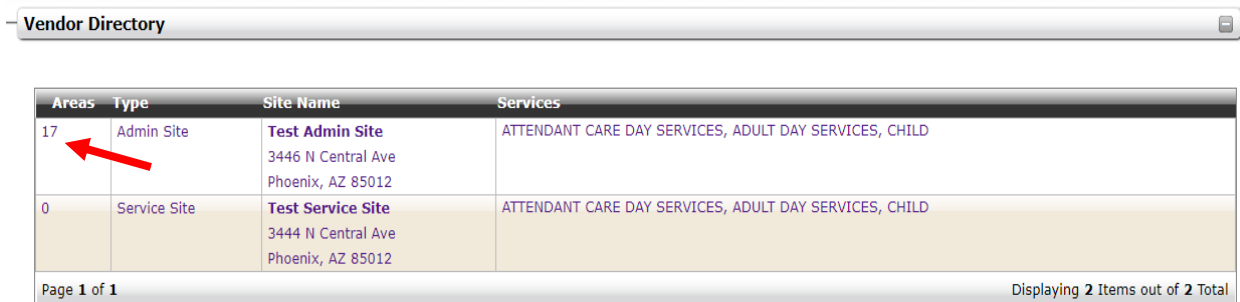
Select County

- Select County
- APACHE (0)
- COCHISE (0)
- COCONINO (0)
- GILA (0)
- GRAHAM (0)
- GREENLEE (0)
- LAPAZ (0)
- MARICOPA (0)**
- MOHAVE (0)
- NAVAJO (0)
- PIMA (0)
- PINAL (0)
- SANTA CRUZ (0)
- YAVAPAI (0)
- YUMA (0)

- Check the boxes for each service and city where you are able to serve members. You can use the “Select All” Cities option or the select all Services Offered option. Click the [Save Changes] button.

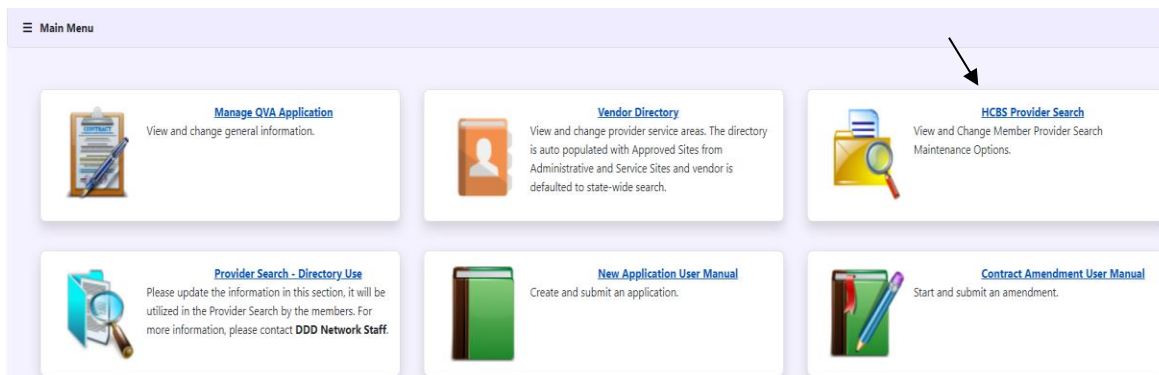


- The number of Cities selected will be listed under the “Areas” column of the vendor directory.



8.2 How to set up HCBS Provider Search

- 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.
- From the Contract Administration System (CAS) Dashboard tab select the “HCBS Provider Search” icon.



3. The HCBS Provider Search Grid screen will display. Click on the “Add/Remove Languages” link.

Areas	Type	Site Name	Address	Accepting Clients	Other Languages
17	Admin Site	Test Admin Site	3446 N Central Ave Phoenix, AZ 85012	<input type="radio"/> Yes <input checked="" type="radio"/> No	Add/Remove Languages ENG,

Page 1 of 1 Displaying 1 Items out of 1 Total

4. A drop-down list of Other Languages will display for selection(s) to be made. Click the [Save] button to save the selection(s).

Other Languages	
<input checked="" type="checkbox"/> ENGLISH	<input type="checkbox"/> SPANISH
<input type="checkbox"/> FRENCH	<input type="checkbox"/> AMERICAN SIGN LANGUAGE
<input type="checkbox"/> GERMAN	<input type="checkbox"/> APACHE
<input type="checkbox"/> ARABIC	<input type="checkbox"/> BOSNIAN
<input type="checkbox"/> BRAILLE	<input type="checkbox"/> CHINESE
<input type="checkbox"/> DANISH	<input type="checkbox"/> DUTCH
<input type="checkbox"/> FILIPINO	<input type="checkbox"/> GREEK
<input type="checkbox"/> HEBREW	<input type="checkbox"/> HINDI
<input type="checkbox"/> HOPI	<input type="checkbox"/> ITALIAN
<input type="checkbox"/> JAPANESE	<input type="checkbox"/> NAVAJO
<input type="checkbox"/> NORWEGIAN	<input type="checkbox"/> OTHER
<input type="checkbox"/> POLISH	<input type="checkbox"/> PORTUGUESE
<input type="checkbox"/> ROMANIAN	<input type="checkbox"/> SWAHILI
<input type="checkbox"/> TAGALOG	<input type="checkbox"/> TOHONO O'ODHAM
<input type="checkbox"/> VIETNAMESE	<input type="checkbox"/> ALBANIAN
<input type="checkbox"/> ARMENIAN	<input type="checkbox"/> CANTONESE
<input type="checkbox"/> CROATIAN	<input type="checkbox"/> FARSI
<input type="checkbox"/> HMONG	<input type="checkbox"/> KOREAN
<input type="checkbox"/> MANDARIN	<input type="checkbox"/> LAOTIAN
<input type="checkbox"/> MON-KHMER	<input type="checkbox"/> SERBIAN
<input type="checkbox"/> UNKNOWN/UNSPECIFIC	<input type="checkbox"/> SOMALI

Save Cancel

5. The HCBS Provider Search screen will re-display with the language selections displayed under the “Other Languages” column. Select the "Site Name" that is listed in that column to access the “Accepting New Clients” screen.

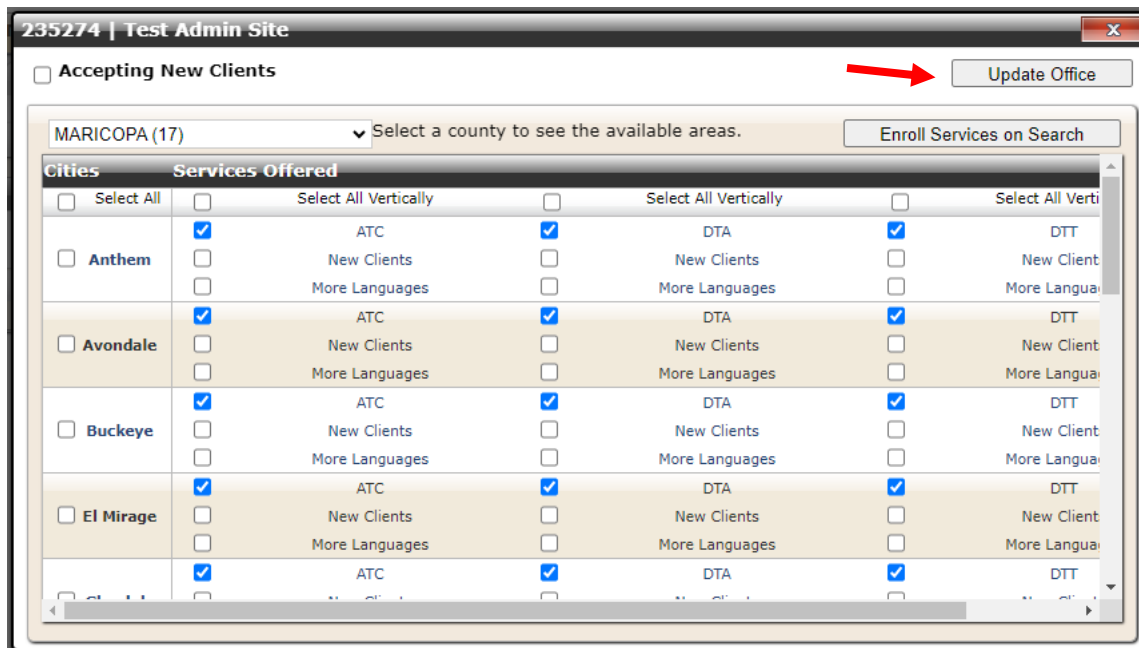
Areas	Type	Site Name	Address	Accepting Clients	Other Languages
17	Admin Site	Test Admin Site	3446 N Central Ave Phoenix, AZ 85012	<input type="radio"/> Yes <input checked="" type="radio"/> No	Add/Remove Languages ENG, SPA,

Page 1 of 1 Displaying 1 Items out of 1 Total

6. Select a county from the dropdown list to access the area information for where the members will be served.



7. If “Accepting New Members” is checked at the top of the selection screen above, 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 up above). Services can be checked or unchecked for each specific city. When completed, select the [Update Office] button. Then click the “X” on the top right to close this screen.



8. Finally, additional information can be added to appear in the HCBS Provider Search Grid screen by updating administrative or service sites in the contract.

Note: You will have to start an Amendment to the contract to be able to add this information.

- Once you have started an Amendment, click on the “Sites” tab.
- The **Site Information** will be displayed/listed.
- Click on a site and begin making your changes (e.g., check the “Cultural Competency Training” checkbox, add notes, etc.).
- 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.

Site Information						
Accepting New Referrals <input checked="" type="radio"/> Yes <input type="radio"/> No		<input checked="" type="checkbox"/> CULTURAL COMPETENCY TRAINING				
Maximum Capacity <input type="text" value="10"/>		Current Occupancy <input type="text" value="9"/>				
Site Hours						
Sunday	Monday *	Tuesday *	Wednesday *	Thursday *	Friday *	Saturday
From: <input type="text" value="Closed"/>	From: <input type="text" value="04:30AM"/>	From: <input type="text" value="02:30AM"/>	From: <input type="text" value="01:45AM"/>	From: <input type="text" value="02:00AM"/>	From: <input type="text" value="01:00AM"/>	From: <input type="text" value="Closed"/>
To: <input type="text"/>	To: <input type="text" value="07:45PM"/>	To: <input type="text" value="07:45PM"/>	To: <input type="text" value="03:15PM"/>	To: <input type="text" value="08:45PM"/>	To: <input type="text" value="06:15PM"/>	To: <input type="text"/>
VENDOR NOTES						
<input type="text"/>						

9 LOGIN TO FOCUS USING AN EXISTING USERNAME & PASSWORD

IMPORTANT

- The Focus Username is not typically an email address.
- If you do not have your Focus password, please skip forward to Chapter 10, **FORGOT PASSWORD PROCESS**, to reset your password and gain access to your Focus account.
- If you do not have your Focus username or for any other login issues, please contact your assigned specialist via email from the email address used to set up this account in FOCUS. The email will be forwarded to DDD Prod Support for resolution.

If you do not have a Focus account, please return to Chapter 2, **CREATE A NEW FOCUS USER ACCOUNT**, to create one and gain access to the Focus application.

1. Access the Provider Login screen at https://ddd.azdes.gov/Organization/DDD/FocusDD/firm_login.aspx
2. Enter your existing Focus account username and password.
3. Click the [Login] button.



10 FORGOT PASSWORD PROCESS

IMPORTANT

- The Forgot Password process is only applicable for users who have already successfully set up their Focus account Security Questions and Answers.
- This process will reset your current, forgotten password. The system cannot recover and email your current/forgotten password for security purposes.
- You will need to reset your password using the link in the 'Automated Notification Regarding Your Secured Account' email sent to your Focus email address.
- Your current/forgotten password is active until the new password is created through the reset password link in the Focus system generated email.
- Once your new password has been successfully created, your old password will no longer be active.
- **For security reasons, all new passwords must follow the updated guidelines listed below:**
 - A. Must contain at least one number, one upper case letter, and one lower case letter.**
 - B. Must be between 8 and 32 characters in length.**
 - C. Special characters are not allowed, and the password is case sensitive.**
 - D. Must not be the same as the past 6 saved passwords.**

1. On the Focus Login screen, click the Forgot My Password link.

2. Enter in the Focus user's Email Address and your User Name, and then click the [Submit] button.

3. Enter in your Email Address and User Name, and then click the [Submit] button.

Note: The security questions & answers for the Focus account must be previously set up by the user, failure to do so will result in user lockout. The Forgot Password process will not work for the provided email.

4. Verify the confirmation message displayed on the Forgot Password page.

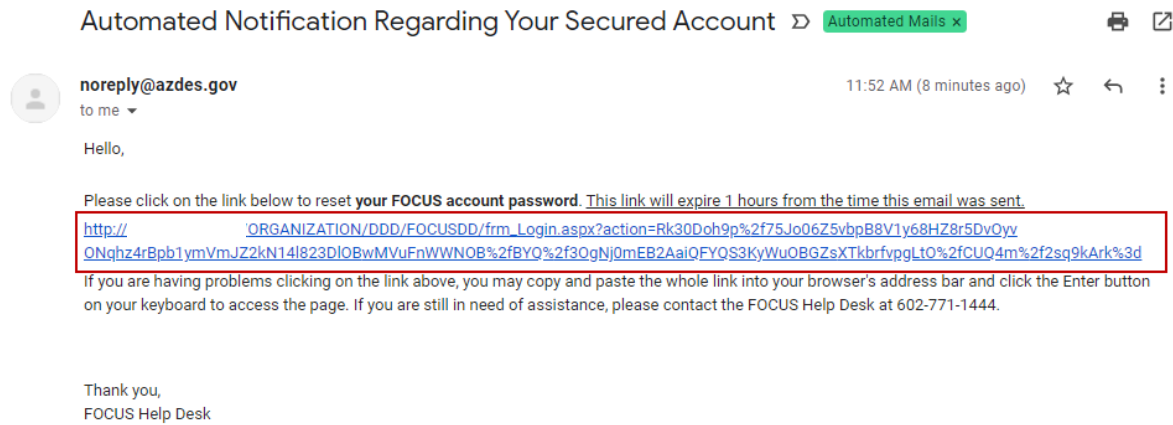
Your request has been submitted. An email containing a reset password link has been sent to the email address provided above. Your current password will remain active until it has been reset through the unique link provided in the 'Automated Notification Regarding Your Secured Account' email.

If you have not received the e-mail, it may have been filtered. In this case, you should check your "Junk" or "Spam" folder. To avoid missing future emails, you should add the Noreply@azdes.gov address to your email address book or Safe/Accepted list.

If you're still having trouble, please contact the FOCUS Help Desk at [602-771-1444](tel:602-771-1444).

Thank you

- Open the automated email and click on the provided link.



- Enter a New Password according to the guidelines listed up above in **blue font** in this section.
- Re-enter the password in the Re-Enter New Password field.
- Click the [Change Password] button.

FOCUS What's New? x

Test Account 26

Test User02
Testuser02
Last login: 01/01/0001 12:00:00 AM
Logout

Main Menu

User Profile

Account

FOCUS User Manual

Change Password

To change your password, fill out the information below. Once your password has been successfully changed, you will receive an email confirming the change.

Your new password must contain at least one number, one upper case letter, and one lower case letter. It must be between 8 and 32 characters in length. Special characters are not allowed, and the password is case sensitive. You may not use the same password as the past 6 saved passwords.

New Password *

Re-Enter Password *

Change Password

- If the password meets the criteria and the entries match, you will be redirected to the Login screen when you select the [Change Password] button.

Sign in to FOCUS

Testuser02


.....|

Login

Forgot Password? Signup As New User

- You will receive a confirmation email noting the password change. See example below.

Automated Notification Regarding Your Secured Account ⌵ Automated Mails x 🖨️ 🔗

 **noreply@azdes.gov** 12:20 PM (1 minute ago) ☆ ↶ ⋮
to me ▾

This email is to confirm that your password has been changed successfully.

If you have not recently reset your FOCUS password please contact the FOCUS Help Desk at 602-771-1444.

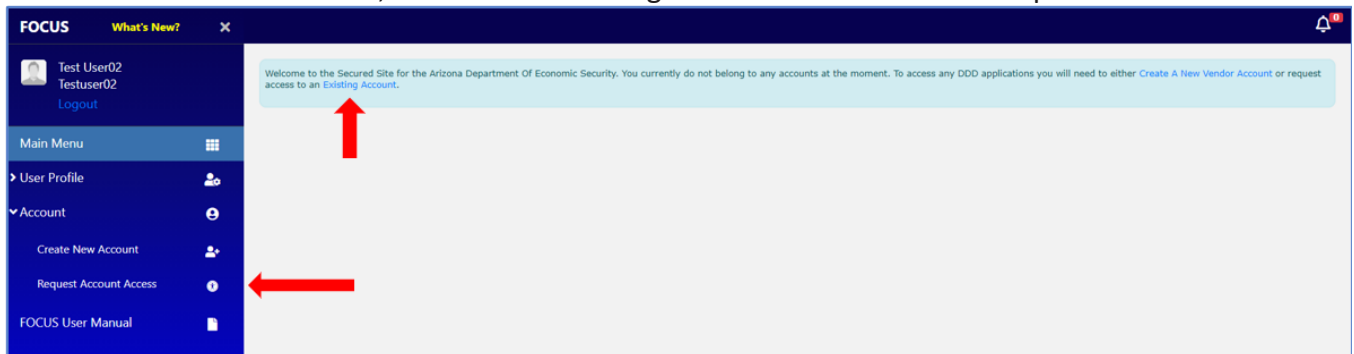
Thank you.

11 REQUEST ACCESS TO AN EXISTING VENDOR ACCOUNT

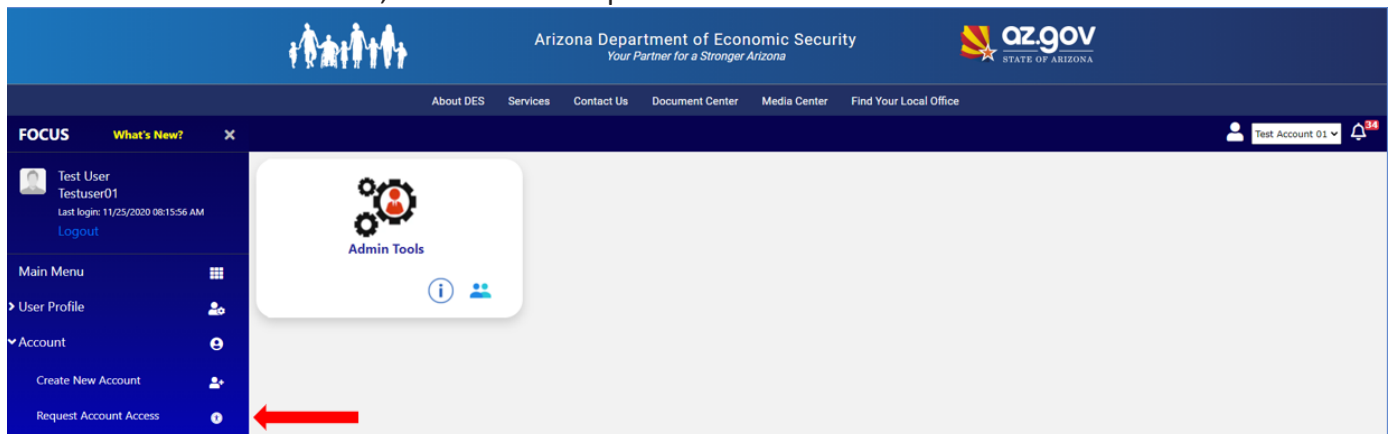
IMPORTANT

- You may only request access to vendor (provider) accounts which have at least one Admin.
- Requesting account access only sends the request to the Admin of the intended account. The Admin of the requested account must still grant the user access.
- Only one request per account is allowed. While the request is pending a decision from the account Admin, additional requests to the same account will not be allowed.
- If the user's request is granted, additional requests by the user to the same account will not be allowed.
- If the user's request is denied, the user is free to create a new request for the account.
- If requesting access to an Existing Account page, two possible scenarios exist:
 - The new Focus user has NOT created a vendor account.
 - The returning Focus user HAS a current vendor account.

1. A: On the Main Menu screen, click on the "Existing Account" link or on the "Request Account Access" menu.



1. B: On the Main Menu screen, click on the "Request Account Access" menu.



- Enter in the vendor account name that you would like to request access for, and then click the [Search] button.

Note: If the vendor account name exists in the system, the name will be displayed as a link. If the vendor name does not exist, a message will be displayed.

The screenshot shows the 'Request Access To Existing Account' page in the FOCUS system. The user is logged in as 'Test User Testuser01'. The page title is 'Request Access To Existing Account'. Below the title, there is a text box with instructions: 'To request access to an existing account search for the account by name and then select the name (mouseover the account name for an account description). You will then be prompted to enter a request reason/description which will be forwarded to the account admin. Once the request has been either granted or denied you will receive an email detailing your account request status.' Below this text is a search form with a text input field labeled 'Account Name *' and a blue 'Search' button. A red arrow points to the 'Search' button.

- Click on the name link listed under the "Account" column.

The screenshot shows the same 'Request Access To Existing Account' page, but now with search results. The 'Account Name' field contains 'Test account 2' and the 'Search' button is visible. Below the search form is a table with the following data:

Account	Type	Created By	Created
Test Account 26	VENDOR	Test User02	11/30/2020
Test Account 27	VENDOR	Test User02	11/30/2020
Test Account 28	VENDOR	Test User02	11/30/2020

A red arrow points to the 'Test Account 26' link in the 'Account' column. The text 'Showing 1 to 3 of 3 entries' is visible at the bottom right of the table.

- Add a "Note" and click on the [Request Access] button.

The screenshot shows the 'Request Access To Existing Account' page with the search results from the previous step. The 'Account' field now contains 'Test Account 26'. Below the search form is a text area labeled 'Note' with the text 'Hi, Please provide access to this account.' Below the note field are two buttons: 'Request Access' and 'Back To Results'. A red arrow points to the 'Request Access' button.

5. A confirmation message is displayed on the screen.

The screenshot shows the FOCUS web application interface. The left sidebar contains navigation options: Test User (Testuser01, Last login: 11/30/2020 11:12:34 AM, Logout), Main Menu, User Profile, Account, Create New Account, Request Account Access (highlighted), About Account, and FOCUS User Manual. The main content area is titled "Request Access To Existing Account". It includes a green confirmation message: "Your request has been sent. You should be receiving a response as soon as the admin of the account has either approved or denied your request." Below this message is a form with an "Account" field containing "Test Account 26" and a "Note" field. At the bottom of the form are "Request Access" and "Back To Results" buttons.

6. A confirmation email is sent to the requesting user's email address.

The screenshot shows an email notification from noreply@azdes.gov. The header includes: From: <noreply@azdes.gov>, Date: Mon, Nov 30, 2020 at 11:25 AM, Subject: Automated Notification Regarding Your Secured Account, To: <[redacted]@des.gov>. The body of the email states: "This is an automated notification letting you know that there has been a new account request from Test User [redacted] requesting access to the account: Test Account 26. To take action on approval or denial of this request you must login to your secured account and select either 'Grant' or 'Deny' to clear out the request. If you have any questions or problems please contact the FOCUS Help Desk." The email concludes with "Thank you."

7. A confirmation email is also sent to the requested account's email address.

The screenshot shows an email notification from noreply@azdes.gov. The header includes: Subject: Automated Notification Regarding Your Secured Account, Inbox x. The sender is noreply@azdes.gov, sent to me. The timestamp is 11:25 AM (4 minutes ago). The body of the email states: "Your request to gain access to the account: Test Account 26 has been received. Once a decision has been made on your request you should receive another email notification informing you of your account status. If you have any questions regarding your account request place contact the account creator or the FOCUS Help Desk." The email concludes with "Thank you." At the bottom, there are "Reply" and "Forward" buttons.

12 GRANT ACCESS TO AN EXISTING VENDOR ACCOUNT

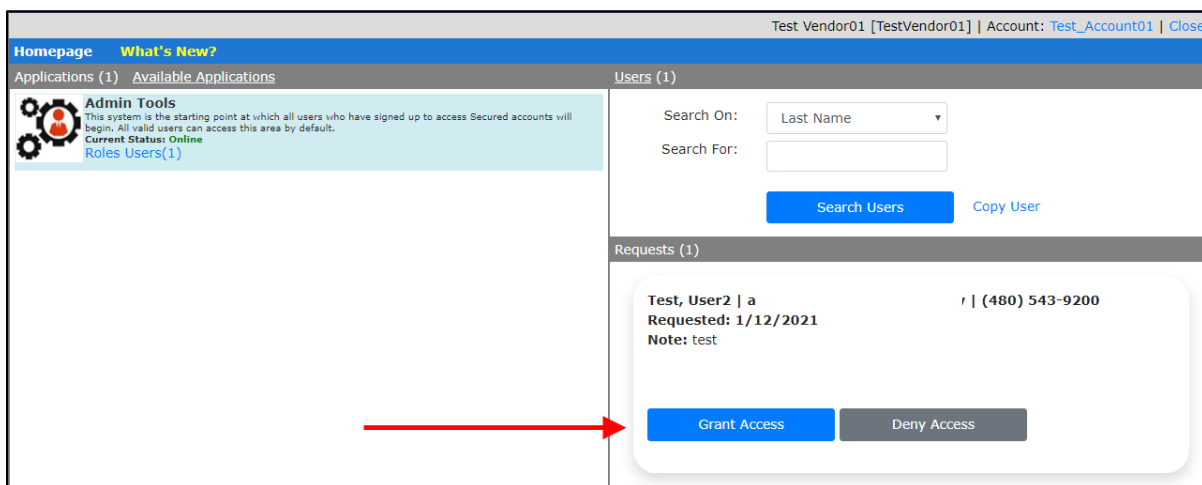
IMPORTANT

- Only the Admin(s) of the vendor account is/are able to see the access request in their Focus account and grant access to the vendor account.
- Once access has been granted, the requesting user will be automatically assigned the User role in the vendor account.
- Once the user's request is granted, additional requests by the user to the same account will not be allowed.

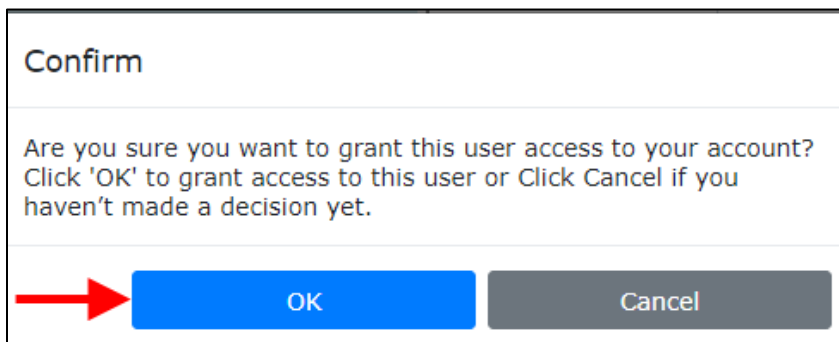
1. On the Main Menu of the requested Administrator's vendor account, click on the Admin Tools icon to access the account's Request section.



2. Locate the request in the "Requests" section and click on the [Grant Access] button.

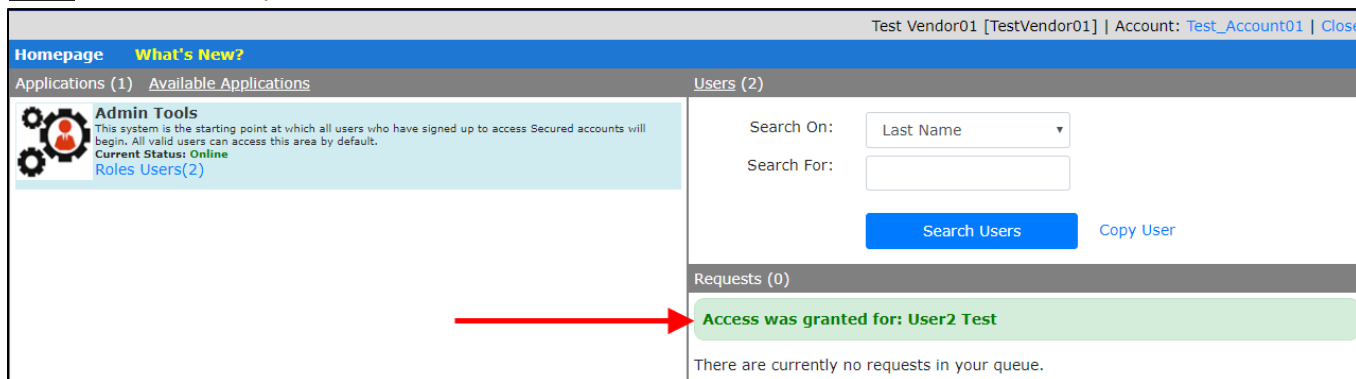


3. Click the [OK] button.

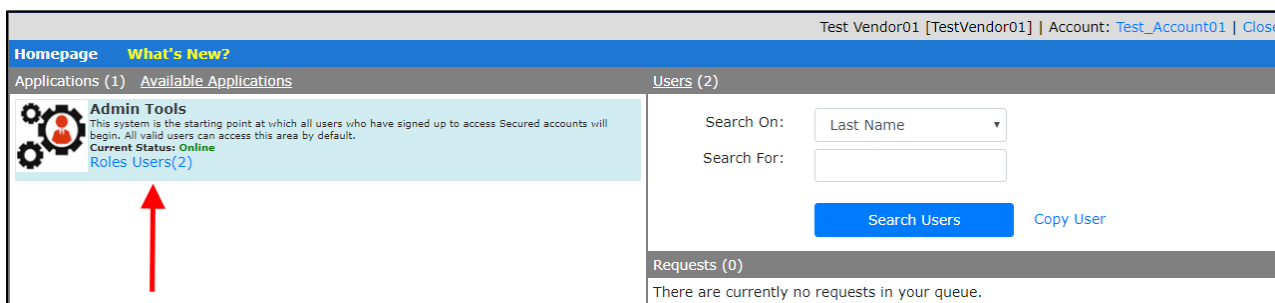


- A confirmation message is displayed in the requested account’s “Requests” section.

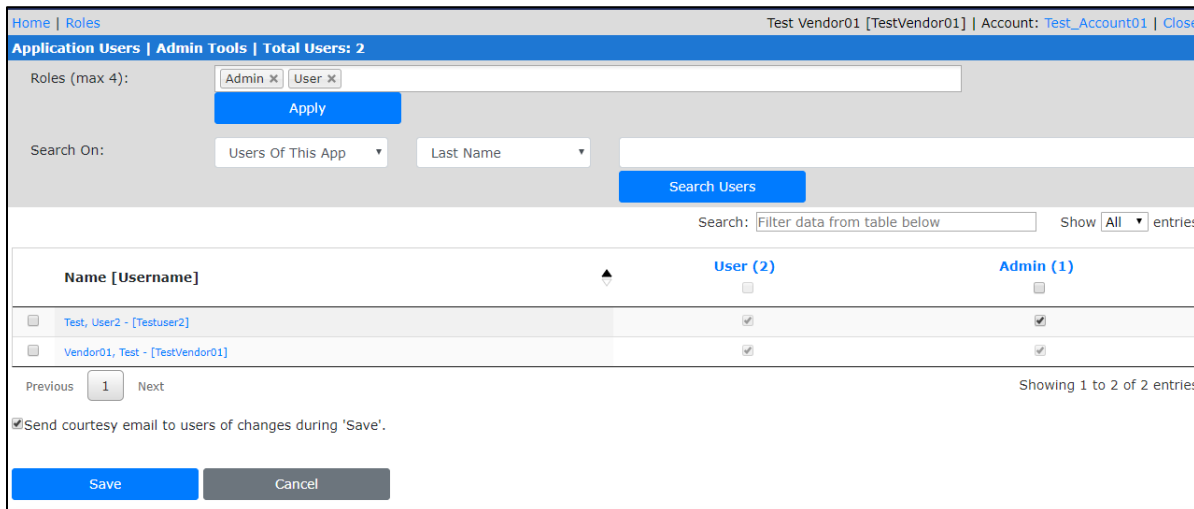
Note: The user’s request has been removed from the vendor account.



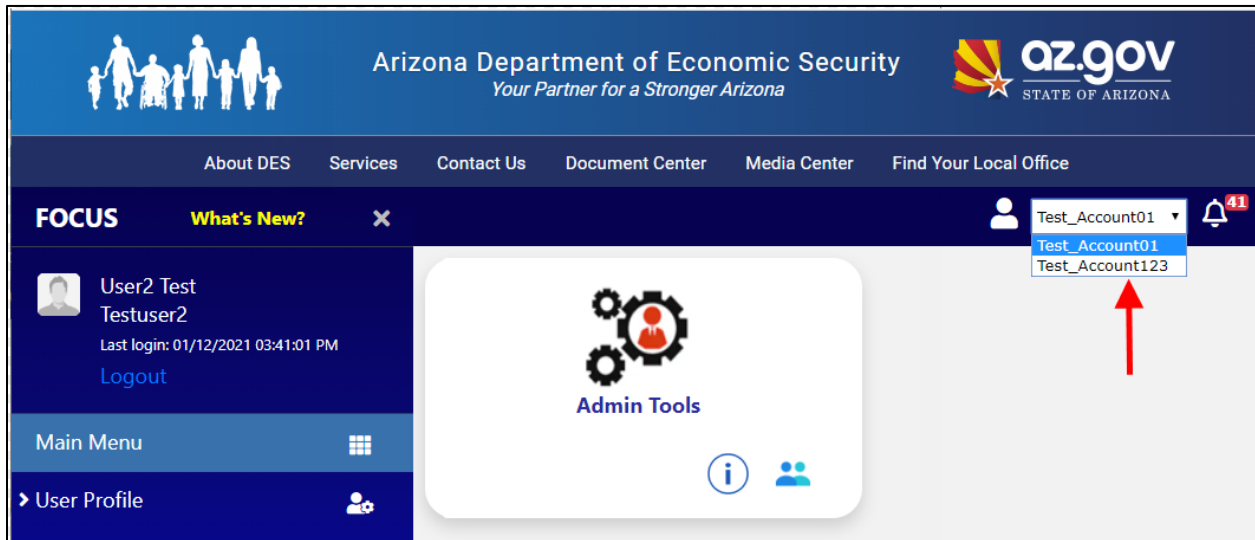
- Click on the “Roles Users” link under Admin Tools on the left side of the requested account’s Homepage.



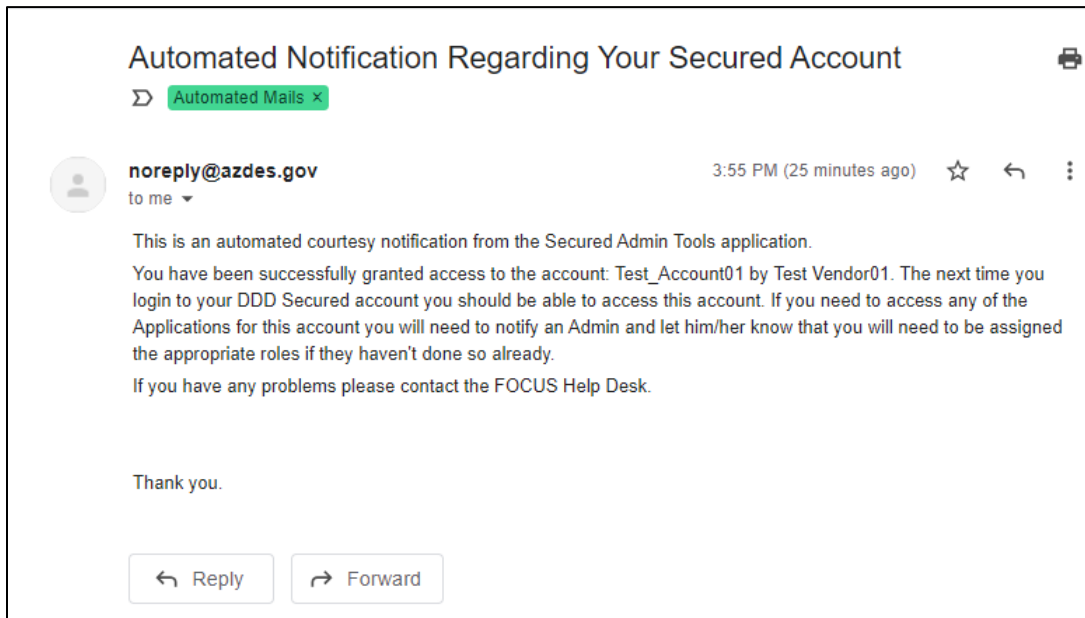
- Confirm that the newly added user is on the Users list for the requested account.



7. If you access the REQUESTED user's account, notice the vendor account is listed.



8. A confirmation email is sent to the requesting user's email address.



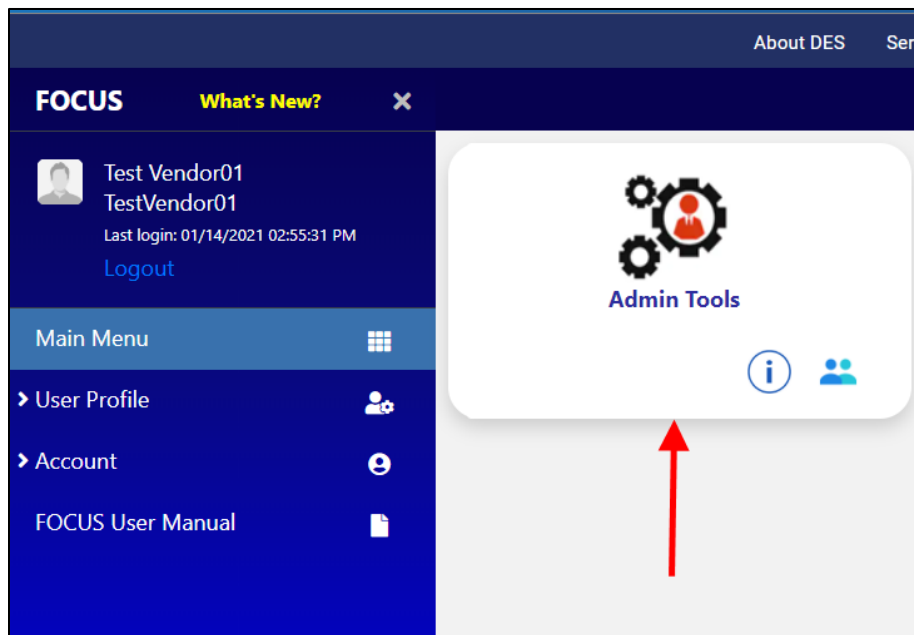
9. A confirmation email is also sent to the requested account's email address.

13 DENY ACCESS TO AN EXISTING VENDOR ACCOUNT

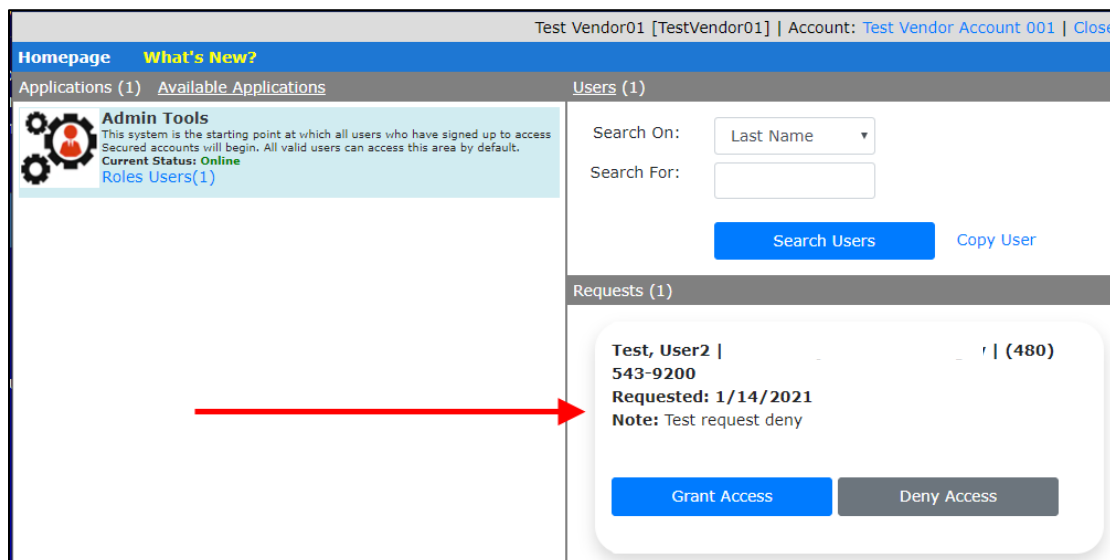
IMPORTANT

- Only the Admin(s) of the vendor account can see the access request in their Focus account and deny access to the vendor account.
- Once access has been denied, the requesting user can create a new request for access to the vendor account.
- The requesting user will receive an automated email advising of the denial of their request for access.

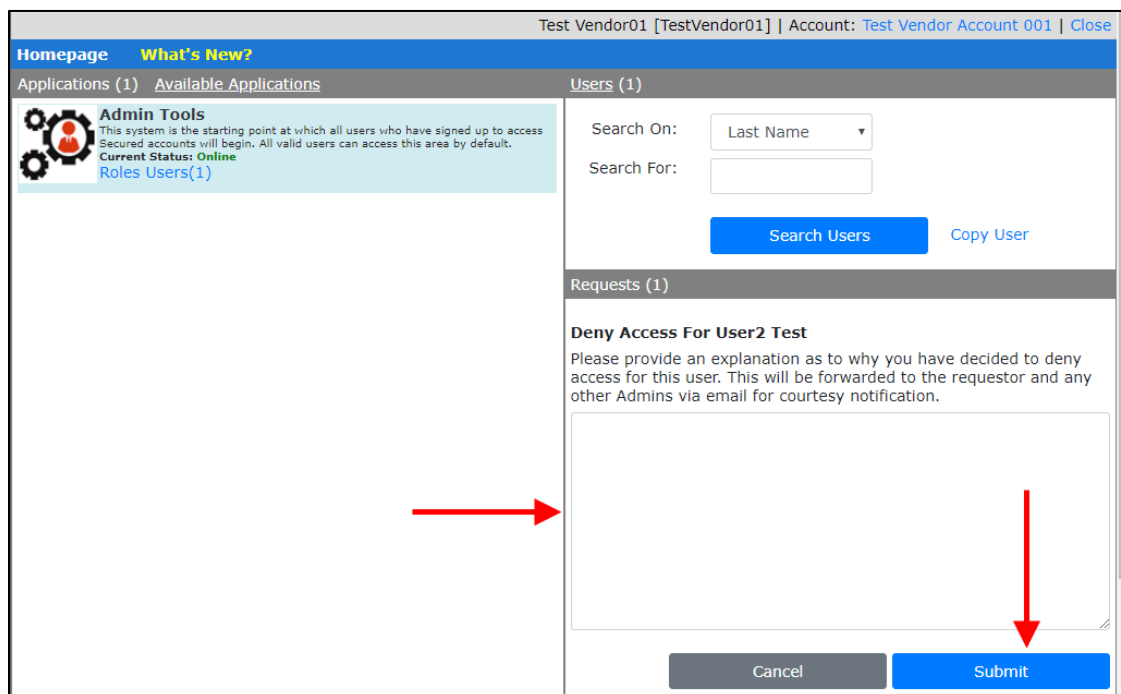
1. On the Main Menu of the requested Administrator's vendor account, click on the Admin Tools icon to access the account's "Requests" section.



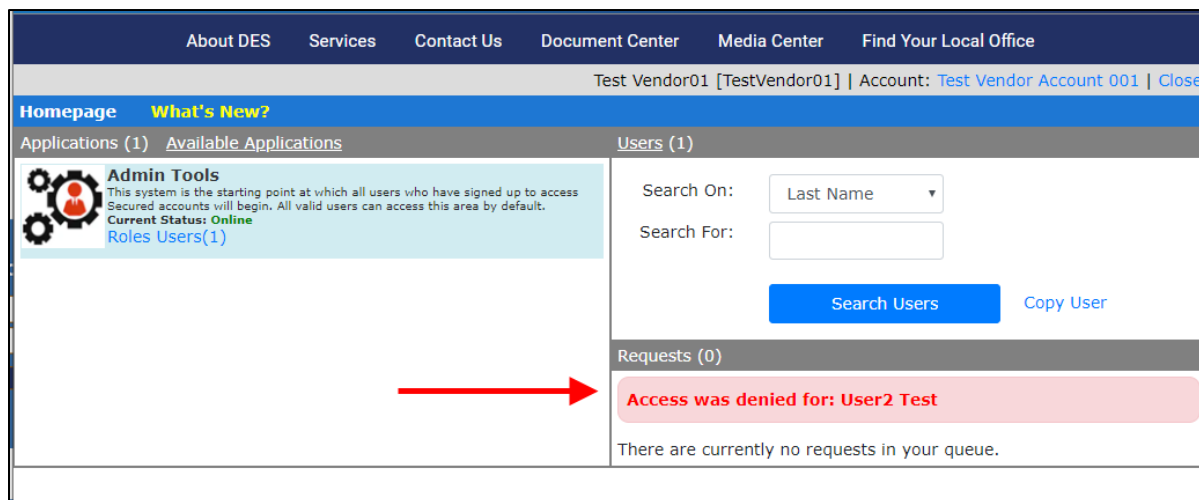
2. Locate the request in the "Requests" section and click on the [Deny Access] button.



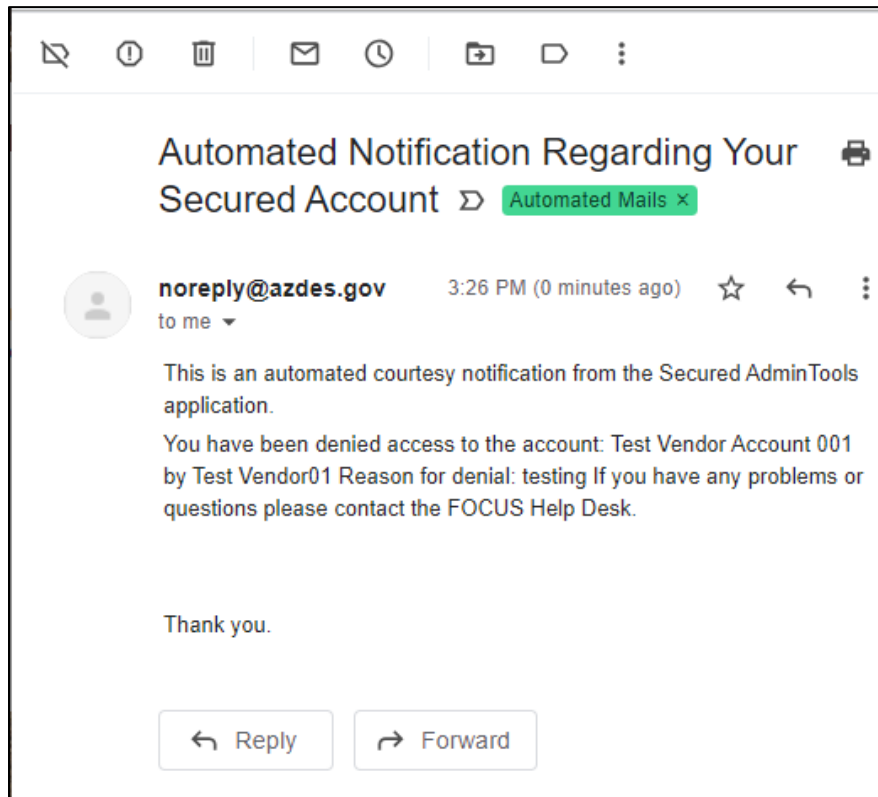
3. Enter in a deny note and then click the [Submit] button.



4. A confirmation message is displayed in the Administrator’s “Requests” section and the user’s request is removed from the section.



5. A confirmation email is sent to the requesting user's email address.



14 REMOVE ACCESS TO AN EXISTING VENDOR ACCOUNT

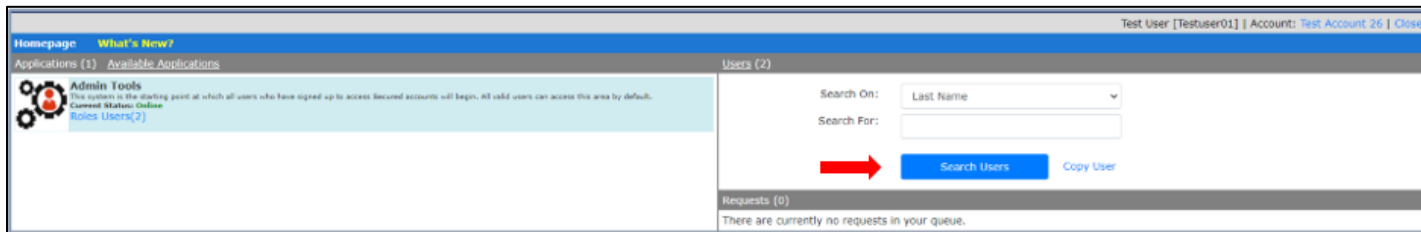
IMPORTANT

- Only the Admin(s) of the vendor account can remove a user's access from a vendor account.
- Once access has been removed, the user can create a new request for access to the vendor account.
- Once the user has been removed, access to all application features the user was assigned roles in, will also be removed.

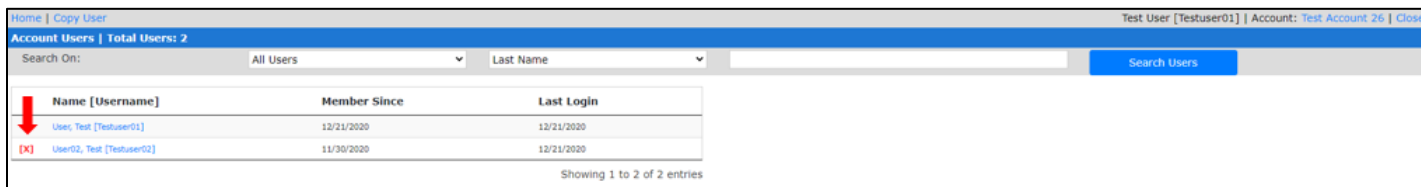
1. On the Main Menu of the Admin's vendor account, click on the Admin Tools icon.



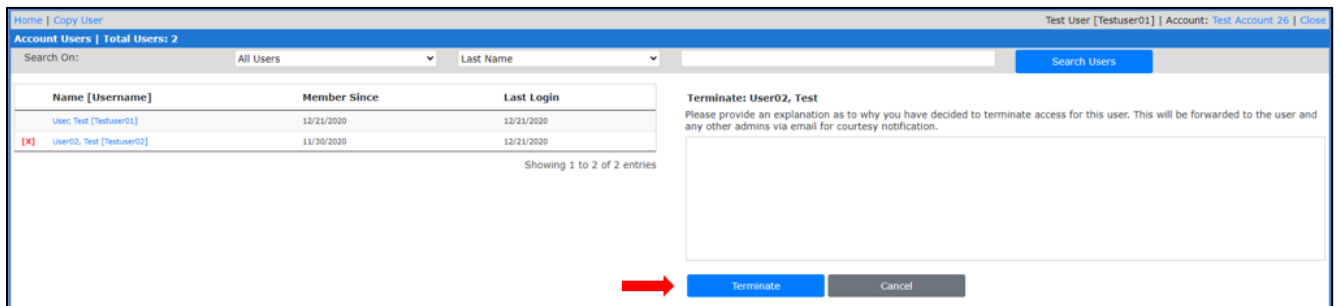
2. Enter a name in the "Search For" field and then click the [Search Users] button.



3. Click on the red [X] to the left of the selected user.



4. Enter in an access termination note and then click the [Terminate] button.

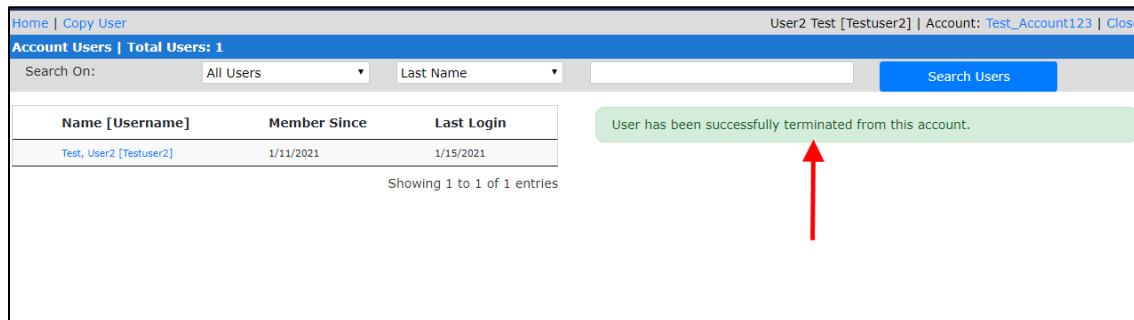


- On the “Confirm” popup, click the [OK] button.

Confirm

Are you sure you want to terminate this user from this account?
Click 'OK' to continue, click 'Cancel' to cancel this termination.

- A confirmation message is displayed on the right side of the “Account Users” screen and the search results on the left side show that the user is no longer found in the application.



The screenshot shows the 'Account Users' interface. At the top, there are navigation links 'Home | Copy User' and user information 'User2 Test [Testuser2] | Account: Test_Account123 | Close'. Below this is a search bar with 'Search On:' and two dropdown menus: 'All Users' and 'Last Name'. A 'Search Users' button is to the right. A table displays user information with columns 'Name [Username]', 'Member Since', and 'Last Login'. The table contains one entry: 'Test, User2 [Testuser2]' with 'Member Since' 1/11/2021 and 'Last Login' 1/15/2021. Below the table, it says 'Showing 1 to 1 of 1 entries'. A green confirmation message 'User has been successfully terminated from this account.' is displayed on the right side, with a red arrow pointing to it.

Name [Username]	Member Since	Last Login
Test, User2 [Testuser2]	1/11/2021	1/15/2021

Showing 1 to 1 of 1 entries

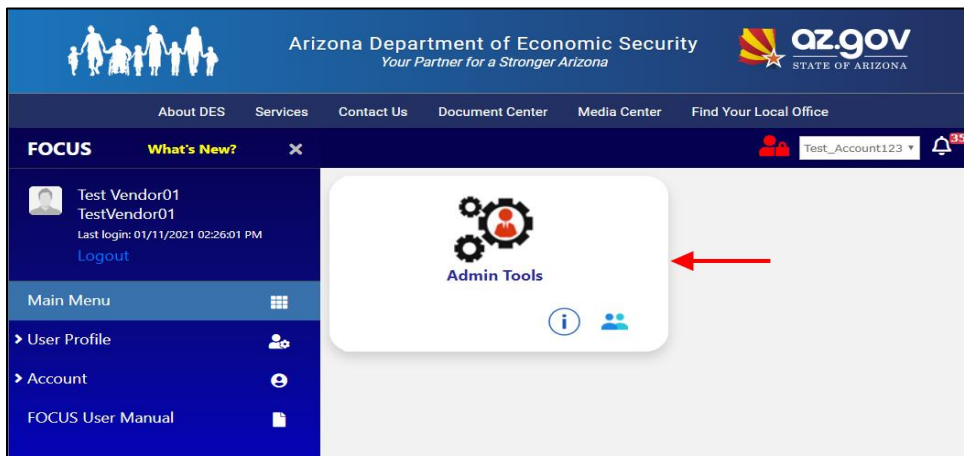
User has been successfully terminated from this account.

15 ADD A NEW USER TO AN APPLICATION WITHIN A VENDOR ACCOUNT

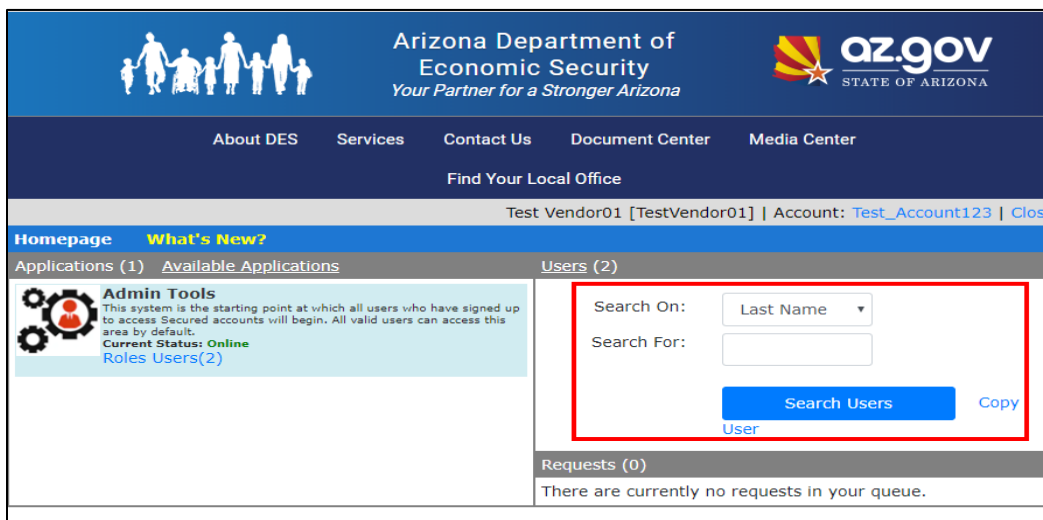
IMPORTANT

- In order to be added to any application in a vendor account, the intended user must have already been granted access to the vendor account by the account Admin.
- Only a user with the Admin role for the vendor account can add a new user to applications within the vendor account.
- Once a user is assigned a role in the application by the vendor account Admin, the application icon will become available to the user on the Main Menu of the user's Focus account.
- Once a user is added to an application within an account, the user is unable to be removed from the application, unless the user's vendor account, not Focus account, access is terminated by the Admin of the account.

1. On the Main Menu screen of the Owner's vendor account, click the Admin Tools icon.



2. In the "Users" section on the right side of the Homepage, enter in the desired username in the "Search For" field, and then click the [Search Users] button.



- Click on the user's name link.

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Home | Copy User Test Vendor01 [TestVendor01] | Account: Test_Account123 | Close

Account Users | Total Users: 2

Search On: All Users Last Name test Search Users

Name [Username]	Member Since	Last Login
[X] Test, User2 [Testuser2]	1/11/2021	1/11/2021

Showing 1 to 1 of 1 entries

- Select the appropriate checkboxes next to the intended role(s), then click [Save] button.

Home | Users | Copy User Test Vendor01 [TestVendor01] | Account: Test_Account123 | Close

Account User Detail: User2 Test [Testuser2] | Initiated On: 1/11/2021

Email notifications for this user: On Off

Original Request Note: testing

Optional: Enter any notes that you would like to send to this user explaining any reasoning for editing their roles.

There is a 200 character limit. Additional text will be truncated.

Send courtesy email to user of any role changes during 'Save'.

Save Cancel

Currently no notes on file.

- On the vendor account Homepage, click the Users (#) link for the CAS application.

Homepage What's New?

Applications (2) Available Applications

Admin Tools
This system is the starting point at which all users who have signed up to access Secured accounts will begin. All valid users can access this area by default.
Current Status: Online
Roles Users(2)

Contract Administration System
This application allows vendors who provide services to people with developmental disabilities to register for a Qualified Vendor Agreement (QVA) to provide those services through the State of Arizona Department of Economic Security, Division of Developmental Disabilities. The application may be used to create and submit an application for a QVA, and manage the awarded QVA contract as you provide services to those in need.
Current Status: Online
Roles Users(2)

- You can verify that the user's role has been assigned to the CAS application.

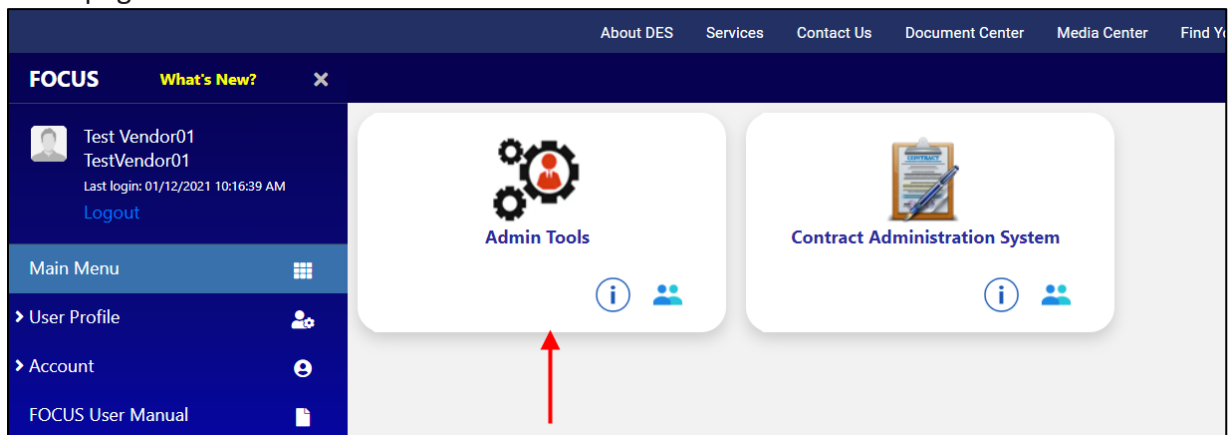
7. If you were able to open to the new user's Focus account, the application, which they were just given a role in, is available under their Focus account Main Menu screen, for the given vendor account.
8. If the user is granted the Admin role under Admin Tools, which is the Focus account's Administrative application, then the user would have the Admin Tools application icon displayed and available on their Main Menu screen for the given vendor account.
9. An automated notification email is sent to the user who has been granted the role.

16 MODIFY A USER'S ROLE IN AN APPLICATION WITHIN A VENDOR ACCOUNT

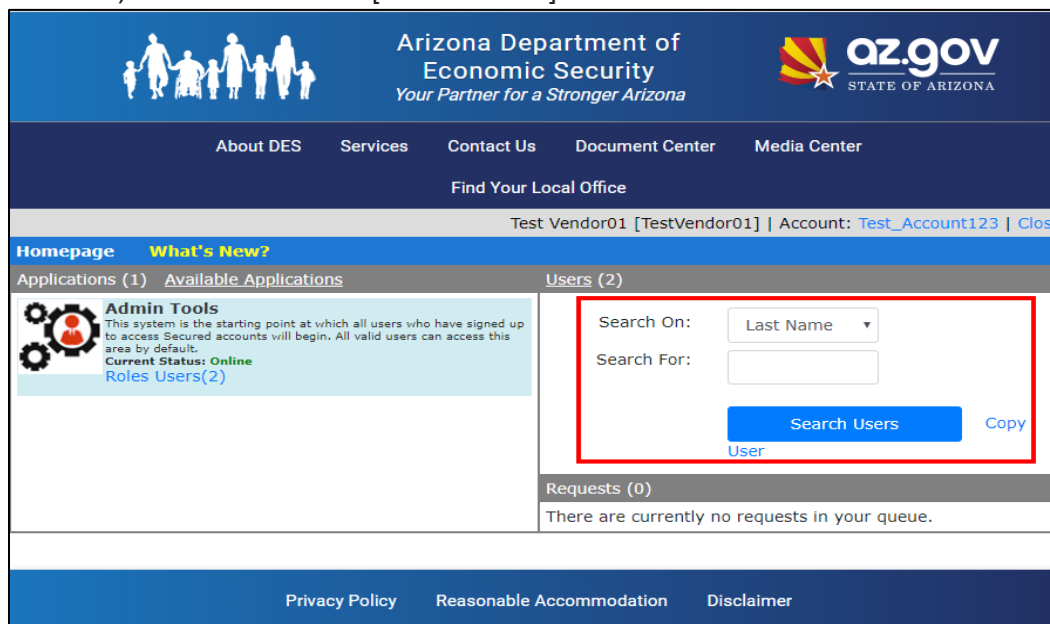
IMPORTANT

- Only the Admin role for the vendor account can modify roles for the users attached to the vendor account.
- Changing a user's role for an application on one vendor's account will NOT change the role for the same user on a different vendor account.
- Removing all roles for a specific application will remove only the selected application icon from the user's Main Menu screen under their Focus account.
- If the user is granted the Admin role under ADMIN Tools, then the user will have the Admin Tools application icon displayed and available on their Main Menu screen for the given vendor account.

1. On the Main Menu screen of the Owner's vendor account, click the Admin Tools icon to display the "Homepage" screen.



2. In the "Users" section on the right side of the Homepage, enter in the desired username in the "Search For" field, and then click the [Search Users] button.



- Click on the user's name link.

Arizona Department of Economic Security
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Home | Copy User Test Vendor01 [TestVendor01] | Account: Test_Account123 | Close

Account Users | Total Users: 2

Search On: All Users Last Name test Search Users

Name [Username]	Member Since	Last Login
[X] Test, User2 [Testuser2]	1/11/2021	1/11/2021

Showing 1 to 1 of 1 entries

- Update the appropriate checkboxes next to the intended role(s), then click [Save] button.

Home | Users | Copy User Test Vendor01 [TestVendor01] | Account: Test_Account123 | Close

Account User Detail: User2 Test [Testuser2] | Initiated On: 1/11/2021

Email notifications for this user: On Off

Original Request Note: testing

Optional: Enter any notes that you would like to send to this user explaining any reasoning for editing their roles.

There is a 200 character limit. Additional text will be truncated.

Send courtesy email to user of any role changes during 'Save'.

Save Cancel

Currently no notes on file.

- On the vendor account Homepage screen, click the Users (#) link for the application.

Homepage What's New?

Applications (2) Available Applications

Admin Tools
This system is the starting point at which all users who have signed up to access Secured accounts will begin. All valid users can access this area by default.
Current Status: Online
Roles Users(2)

Contract Administration System
This application allows vendors who provide services to people with developmental disabilities to register for a Qualified Vendor Agreement (QVA) to provide those services through the State of Arizona Department of Economic Security, Division of Developmental Disabilities. The application may be used to create and submit an application for a QVA, and manage the awarded QVA contract as you provide services to those in need.
Current Status: Online
Roles Users(2)

6. You can verify that the user's role has been updated on the application.

Search: Show entries

Name [Username]	Provider Owner (1)	Provider Staff (1)
<input type="checkbox"/> Test, User2 - [Testuser2]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

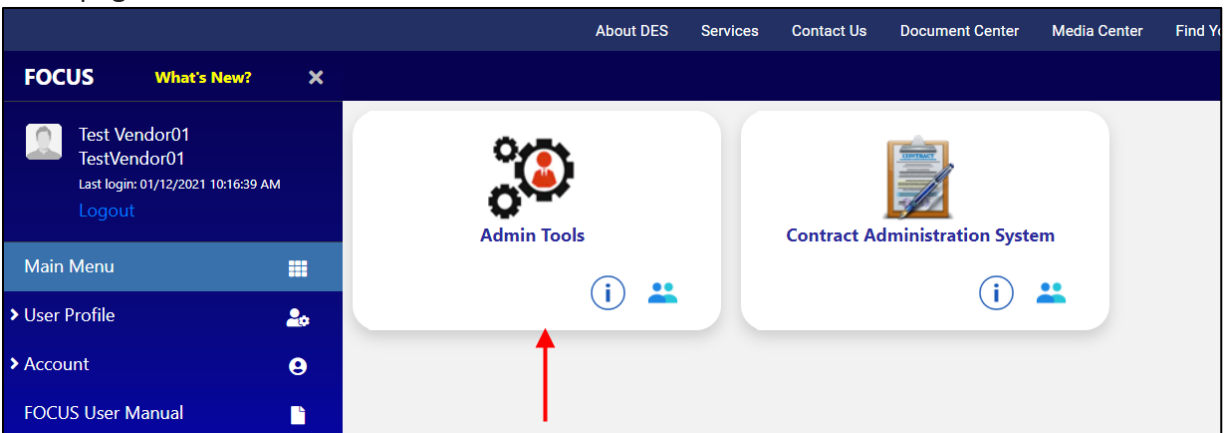
Previous Next Showing 1 to 1 of 1 entries

Send courtesy email to users of changes during 'Save'.

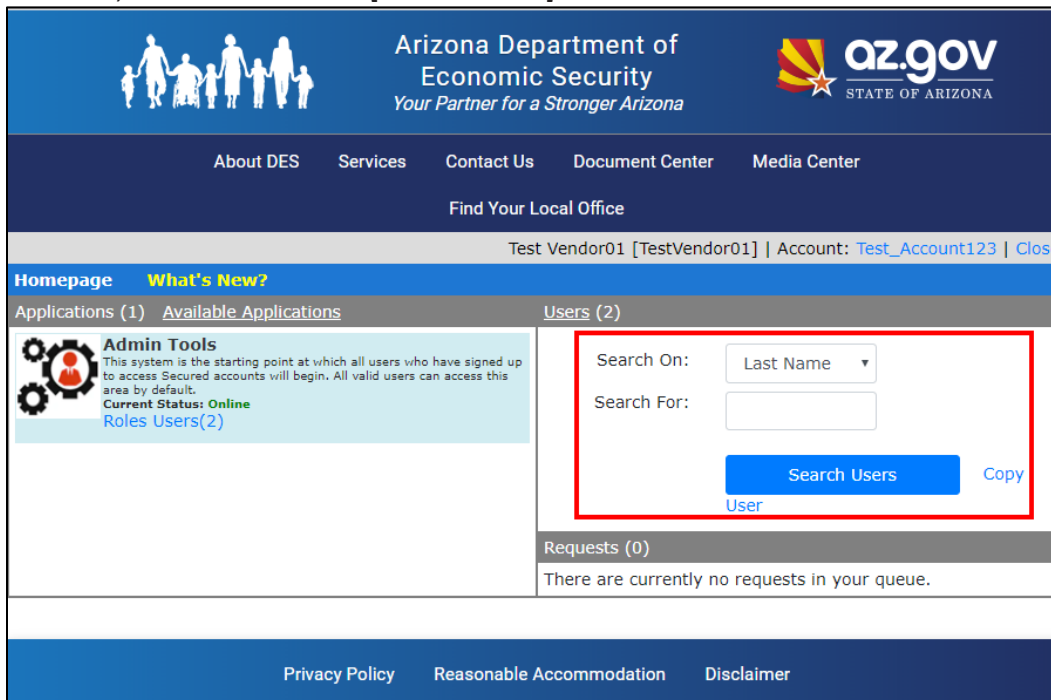
17 REMOVE A USER FROM AN APPLICATION WITHIN A VENDOR ACCOUNT

IMPORTANT

- Only the Admin role for the vendor account has the ability to remove roles of the users attached to the vendor account.
 - Removing all roles for a specific application will remove only the selected application icon from the user's Main Menu screen under their Focus account.
 - For users assigned to multiple vendor accounts, their roles will need to be removed from each vendor account separately.
1. On the Main Menu screen of the Owner's vendor account, click the Admin Tools icon to display the "Homepage" screen.



2. In the "Users" section on the right side of the Homepage, enter in the desired username in the "Search For" field, and then click the [Search Users] button.



- Click on the user's name link.

- Uncheck all roles for the selected user and then click the [Save] button.

- Since all roles for the application have been removed from the user, the user will no longer be able to see the application icon in their Main Menu.

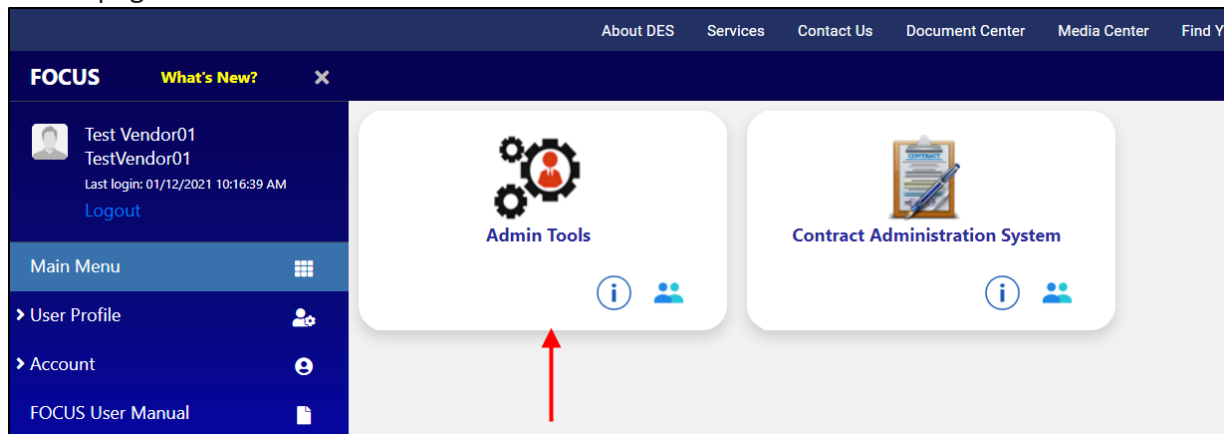
- An automated notification email is sent to the user who has been removed the role.

18 REMOVE AN APPLICATION FROM AN EXISTING VENDOR ACCOUNT

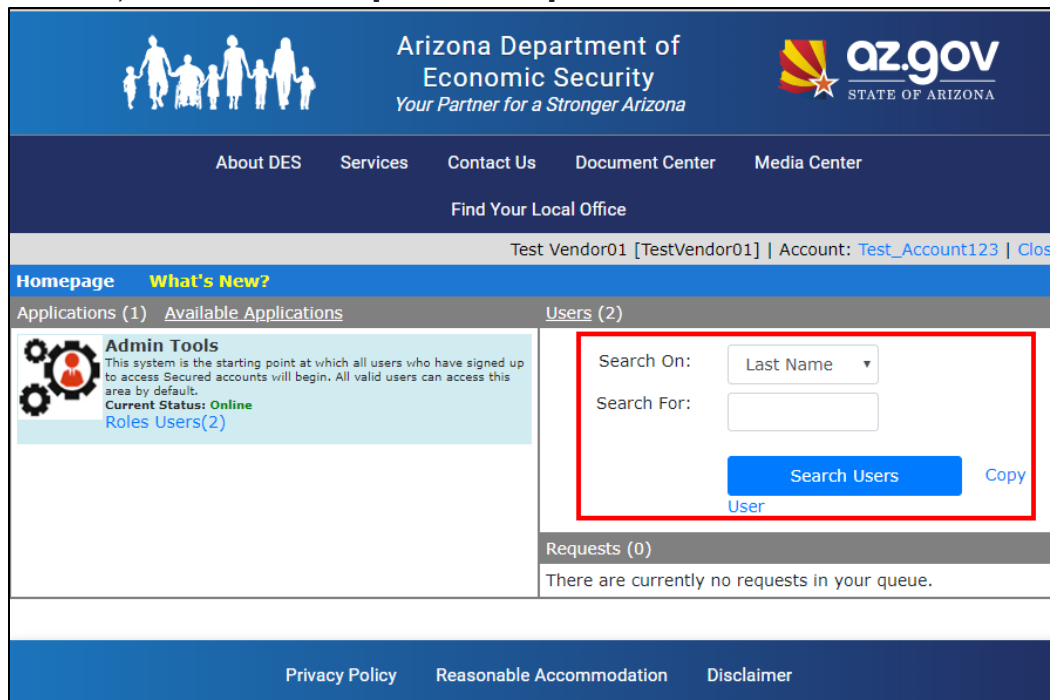
IMPORTANT

- Once an application is added to an Admin's account, the application may not be removed from the Admin's Focus account. Only the roles may be removed.
- If all roles for a selected application are removed from a non-Admin's account (i.e., a user account), then the application will no longer be visible and available to the non-Admin user on their Focus account. This is the only way to "remove" an account from a non-Admin user.

- On the Main Menu screen of the Owner's vendor account, click the Admin Tools icon to display the "Homepage" screen.



- In the "Users" section on the right side of the Homepage, enter in the desired username in the "Search For" field, and then click the [Search Users] button.



- Click on the user's name link.

- Uncheck all roles for the selected user and then click the [Save] button.

- Since all roles for the application have been removed from the user's account, the user will no longer be able to see the application icon on their Main Menu screen.
- An automated notification email is sent to the user who has been removed the role.

This concludes the Contract Administration System (CAS) User Manual – Contract Application. 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

19 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
EIN/FEIN	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.