



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/ DDD-OLCR

TRANSMITTAL DATE: October 3, 2018

TOPIC: Revalidation FAQ'S (3 of 3)

Target Audience – Group Home (PT 25) and Habilitation (PT39)

Forms required to complete the Revalidation process:

Form name	PT39	PT25
Revalidation Address Verification	✓	✓
IRS W-9 Form	✓	✓
Provider Participation Agreement	✓	✓
Criminal Offenses	✓	✓
Disclosure of Ownership	✓	✓

Revalidation FAQ'S

How is the provider Selected?	Medicaid enrollment date prior to January 1, 2015 NOTE: This group includes those providers due to revalidate in 2019
How often does revalidation occur?	Every 5 years from the initial enrollment or unless determined otherwise by the State Medicaid Agency.
How is the provider notified when it's time to Revalidate?	The provider will receive two (2) notices instructing the provider to submit Revalidation forms. The notification is mailed to the most recent "correspondence" address on file with AHCCCS for the provider through the United States Postal Service.

How is the provider Selected?	Medicaid enrollment date prior to January 1, 2015 NOTE: This group includes those providers due to revalidate in 2019
When will notices begin mailing to providers?	The week of October 2018 through December 2018
How long does the provider have to complete the Revalidation forms?	The provider has 45 days from the initial request. The provider will receive two (2) notices requesting completion of Revalidation. The initial request allows 30 days from the date of notice to comply; to second request generates once the 30 days has expires notifying the provider of 15 days to respond before the provider id is terminated.
Can a provider submit one Revalidation form if they are registered under multiple provider IDs?	No, the provider must submit Revalidation forms for each provider (ID) required to be revalidated.
Can a provider submit the Revalidation forms prior to receiving the Revalidation request?	No, the provider must wait to receive the notice.
What happens if no response is received to the Revalidation request(s)?	The provider (ID) will terminate, Medicaid billing privileges and access to the AHCCS Online portal will be deactivated.
What happens if the provider is terminated for Failure to Reenroll/Revalidate?	The provider will need to complete the Revalidation forms and send to AHCCS Provider Registration.
Which State Agency should I contact for all Revalidation questions?	AHCCCS - Provider Registration Section: <ul style="list-style-type: none"> • In Maricopa County: 602-417-7670 • Outside Maricopa County: 1-800-794-6862 • Out-of-State: 1-800-523-0231

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