



DEPARTMENT OF ECONOMIC SECURITY

*Your Partner For A Stronger Arizona*

**DIVISION OF DEVELOPMENTAL DISABILITIES**

**Sent on Behalf of DES/DDD Business Operations**

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**TRANSMITTAL DATE:** August 1, 2018

**TOPIC:** Technical Changes in Processing Qualified Vendor Applications

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**Target Audience - All Qualified Vendors**

**Effective July 27, 2018 (after hours)**, the Focus System for processing Qualified Vendor Applications (QVA) underwent a few technical upgrades to the application. The features will include the following:

**A. Main Menu**

New Button [Back to Main Menu] will be available in the following areas:  
Vendor Directory and HCBS Provider.

**B. Insurance Tab**

A check will be added to verify active insurance prior to adding a service during an amendment. NOTE: (Without current insurance, services cannot be added.)

**C. Contract Documents Tab**

Access the Arizona W-9 form for on-line applications.

**D. Amendments**

When an amendment is submitted, the following individuals receive notification: Notice Contact and Assigned Contract Management Specialist.

**It is imperative that all Vendor addresses in the QVA system go through the validation process via the "USPS address validator."**

In conjunction with the required field changes mentioned above, all Vendor addresses entered in the QVA system **must now be verified** by using the "**USPS address validator.**"

To assist with administrative and service sites, a 'Validate All Site Addresses' button will be available. Clicking on that button first will allow the system to validate addresses on the back end. Any sites that still require validation will have an individual validate button next to it on the grid. An amendment supporting the completion of this task **must be submitted via the QVA system prior to August 31, 2018**. The following sections in the QVA system require address validation:

- 1) **Vendor Contact Information**
  - a) Vendor Street address
  - b) Vendor Mailing address
  - c) Billing/Payment Information
  
- 2) **Administrative & Service Sites**
  - a) Site addresses

If you have any questions regarding the additional technical changes in processing qualified vendor applications, please feel free to contact Customer Service at 1-844-770-9500, or [DDDCustomerServiceCenter@azdes.gov](mailto:DDDCustomerServiceCenter@azdes.gov)

**Thank you!**