Qualified Vendor Application and Directory System (QVADS)

Provider Instructions - Provider Search Maintenance





Your Partner For A Stronger Arizona

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Division of Developmental Disabilities

Version 1.1

Project: Qualified Vendor Application and Directory SystemSubject: Provider Search MaintenanceDoc ID: DDD-PS-000-002

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1 Services included in Provider Search

The following table illustrates which services have been designated for the Provider Search function.

FACILITY BASED SERVICES (Service Sites)	IN-HOME & COMMUNITY BASED SERVICES (Administrative Sites)
CENTER BASED EMPLOYMENT *	ATTENDANT CARE
DAY TREATMENT & TRAINING – ADULT *	EMPLOYMENT SUPPORT AIDE
DAY TREATMENT & TRAINING – CHILDREN AFTER SCHOOL *	GROUP SUPPORTED EMPLOYMENT
DAY TREATMENT & TRAINING – CHILDREN SUMMER PROGRAM *	HABILITATION SERVICES – INDIVIDUAL DESIGNED LIVING ARRANGEMENTS DAILY
HABILITATION SERVICES – MUSIC THERAPY	HABILITATION SERVICES – INDIVIDUAL DESIGNED LIVING ARRANGEMENTS HOURLY
OCCUPATIONAL THERAPY 3+	HABILITATION SERVICES – MUSIC THERAPY
OCCUPATIONAL THERAPY ELAVUATION 3+	HABILITATION SERVICES – SUPPORT – HOURLY
PHYSICAL THERAPY 3+	HABILITATION, HOURLY, SPECIALIZED BEHAVIOR, BATCHELOR
PHYSICAL THERAPY EVALUATION 3+	HABILITATION, HOURLY, SPECIALIZED BEHAVIOR, MASTER
SPEECH THERAPY 3+	HABILITATION, HOURLY, SPECIALIZED COMMUNICATION
SPEECH THERAPY EVALUATION 3+	HOUSEKEEPING – CHORE/HOMEMAKER
	INDIVIDUAL SUPPORTED EMPLOYMENT
* Services which may provide transportation for Members	NURSING CONTINUOUS, > 4 HOURS PER DAY
	NURSING INTERMITTENT, = or < 4 HOURS PER DAY
	NURSING RESPITE
	NURSING VISIT
	OCCUPATIONAL THERAPY 3+
	OCCUPATIONAL THERAPY ELAVUATION 3+
	PHYSICAL THERAPY 3+
	PHYSICAL THERAPY EVALUATION 3+
	RESPIRATORY SERVICES
	RESPITE DAILY
	RESPITE HOURLY



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SPEECH THERAPY 3+
SPEECH THERAPY EVALUATION 3+

2 How to Login to QVADS

1. Login to QVADS by going to url <u>https://www.azdes.gov/main.aspx?menu=96&id=2476</u> and click the <u>Qualified Vendor Application Directory System</u> link.



2. A new window will open; click the 'Login to Vendor Directory' option.



3. A login prompt will open; enter Email login, Password, and click [Login]

BES () M	Division of Developmental Disabilities
Vendor Login Page	
- Them Merry	
	Login To login, please enter your email address and password below.
	Email:*
	Password: -
	Login



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3 Adding / Updating Administrative & Service Sites

In order to designate areas where In-Home services will be delivered by the provider, in-home services must be assigned to an Administrative Site. Facility Based Services must have a Service Site with a list of services delivered at the site. The Provider Search application will return results for Facility Based services based on the address of the Service Site. Follow the instructions below to add Administrative and Service Sites to your Qualified Vendor contract with the division.

1. Click Amend my Contract



2. Click My Administrative & Service Sites



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3. Click the [Add New Site] button

ndment System - My Administra	itive & Service Sites		
ain Menu 🍦 <u>Amendment Syste</u>	m <u>My Administrative &</u>	Service Sites	
Administrative & Service Sites			
Automistrative & service sites			
			Add New Site
e Name	Address City	Type Location	AHCCCS ID Services
lete] Therapy Example 2	1855 N. 19th Ave. Glendal	e Admin Site	OCCUPATIONAL THERAPY TREATMENT & EVALUATION
			PHYSICAL THERAPY TREATMENT & EVALUATION
			SPEECH THERAPY TREATMENT & EVALUATION
			DECOPATIONAL THERAPT EARLY INTERVENTION
			SPEECH THERAPY EARLY INTERVENTION
ete] Therapy Site Example 1	1855 N 19th Ave Glendal	e Admin	OCCUPATIONAL THERAPY TREATMENT & EVALUATION
		Site	PHYSICAL THERAPY TREATMENT & EVALUATION
			SPEECH THERAPY TREATMENT & EVALUATION
			OCCUPATIONAL THERAPY EARLY INTERVENTION
			PHYSICAL THERAPY EARLY INTERVENTION
			SPEECH THERAPY EARLY INTERVENTION
■ Page 1 of 1 → ►)		Displaying 2 Items out of 2

4. Complete the information on the 'General Information' tab and click the [Save] button.

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eral Information				
			Sa	ve Changes Clear Changes
Information				
Site Name Te	st Service Site Example	Office	Code	AhcccsId
Address 1 344	43 N. Central Ave	Address 2		District Code District Central
city Pho	oenix	State AZ V ZipCode 85005		Phone (602) 602-6022
nary Contact In	formation			
FirstName	John	LastNa	me Smith	
hone Number	(602) 602-6022	Email Addro	ismith@cox.net	×

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After clicking the [Save] button three other tabs appear that must be completed.

		DIVIS	ion of Dev	elopmental Disabi	littles		Thursday, August 22	2013
							[Lo	10ut]
Amendment System	i - Vendor Services							
→ Main Menu → Ai	mendment System	My Administrative	& Service Site	<u>s</u>				
								11
General Information	Contact Information	Site Information Listed	Services					_
					-			
						Save Changes	Clear Changes	
Site Information								



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5. Complete the information on the 'Contact Information' tab and click the [Save] button. Note: If you exit any tab without saving, the information will not be saved.

ndment Syster	m - Vendor Service Amendment System	s 1 📣 M	v Administrative a	& Service	Sites			1
neral Information	Contact Information	Site	Information Listed	Services				
							Save Changes	Clear Changes
eduler Informat	tion							
FirstName	John					LastName	Smith	
Phone Number	(602) 602-6022	Fax	(602) 602-6022			Email Address	jsmith@cox.net	
er Hours Contac	t Information							
FirstName	John					LastName	Smith	
Phone Number	(602) 602-6022	Fax	(602) 602-6022			Email Address	jsmith@cox.net	×

6. Complete the information on the 'Site Information Listed' tab; select Administrative Site or Service Site and click the [Save] button.

eral Information	Contact Information Site	Information Listed Ser	vices		_	
					Save Chang	Clear Change
Administrative Sit	e 🖲 Service Site	Maximum Capac	aty	Current Occupancy		Yes No
Hours Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07:00AM	07:00AM	07:00AM	07:00AM	07:00AM	07:00AM	07:00AM
05:00PM	05:00PM	05:00PM	05:00PM	05:00PM	05:00PM	05:00PM

7. Assign services to the site on the 'Services' tab. Click the [Add New Service] button.





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8. From the service list click the service to add it to the site.



9. The selected services for the site are displayed on the 'Services' tab.

	Division of Developmental Disabilities	Friday, August 23, 2013
		[Logout]
Amendment System - Vendor	· Services	
Main Menu Amendmen	t System AMY Administrative & Service Sites	^^
General Information Contact In	nformation Site Information Listed Services	
		Add New Service
Cancel 360 OCCUPATIONAL	THERAPY EARLY INTERVENTION	
	Contact Site Map Help Best viewed with IE 7 & Above	

10. After adding or updating all Service and Administrative Site information the changes must be submitted to become part of your Qualified Vendor contract with the division. Follow the instructions in 'How to submit a contract amendment' to complete the process.



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4 How to submit a contract amendment

1. Click the 'Amendment System ' link in the header of the page



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3. One of two change confirmation screens will appear. The one displayed does not require a review and approval by the division's contracts unit. If a review by the contracts unit is required the changes will be displayed on the page. Click the [Submit] button to confirm the requested changes.

Note: Site changes do not have to be approved prior to configuring the Vendor Directory and the Provider Search.

		Friday, August 23
mission Confirm	ation mendment System	
	iteranical cystem	
	All of the changes you have entered do NOT require approval by DDD.	
	If you are ready to commit these changes to your current contract, please click on the SUBMIT button. To review these items, Press the PRINT CHANGES.	
	NOTE: Once the SUBMIT button has been pressed, this ancillary information will be part of your official current contract information. You will need to restart the Amendment process to enter any additional updates.	
	SUBMIT PRINT CHANGES	



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5 How to Configure In Home Services in the Vendor Directory

In Home Services can be provided by vendors with an approved Qualified Vendor Contract anywhere in the state of Arizona. The Vendor Directory allows providers 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.

1. From the QVADS Main Menu select the link 'Vendor Directory'





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3. A list of Administrative and Service Sites is displayed. Click the Administrative Site to add areas where you are able to provide In Home services.



4. A window displaying the Site Name and a list of services offered at the site opens. Click the tab 'Offered by Location'

PES			
	200789 Therapy Example 2		
Main Menu	Services Offered by Location]	Account
Site Name Therapy Exam 1855 N. 18th A Glendale, 850 Test Service S 3443 N. Centry Phoenx, 8500 Thorapy Exam Phoenx, 8500 Phoenx, 8500	QCE - OCCUPATIONAL THERAPY EMAN UNTERVENTION QCF - OCCUPATIONAL THERAPY EMAN UNTERVENTION PHE - PHYSICAL THERAPY EMAN THAT ANY EMAILMATION PHF - SPEECH THERAPY EMAN THAT ANY EMAILMATION SPE - SPEECH THERAPY TREATMENT & EVALUATION SPT - SPEECH THERAPY TREATMENT & EVALUATION		t of 3 Total
	Contact Site Map Help Best viewed with	n IE 7 & Above	

5. Select a county from the drop down box.





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6. Each service assigned to the site is displayed for each city that is part of the selected county. Check the boxes for each service and city where you are able to serve consumers. You can also use the select all services option or the select all city option. Click the [Save Changes] button. Once the selections are saved they are highlighted in yellow.

Note: Each time a new county is selected you must save the changes before selecting another county or your selections will be lost.



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6 How to set up and submit Provider Search Maintenance options

- 1. Verify all approved Facility Based services are assigned a service site. Verify all In Home services are assigned to an Administrative site and have assigned areas in the Vendor Directory. If these two things are not complete, the services will not appear in the Provider Search Maintenance screen.
- 2. From the QVADS Main Menu select 'HCBS Provider Search'





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3. Clicking on the desired record will display a screen to set up all Provider Search fields for that particular location.

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Provider Search - Provider Meintenance			-	-	
in Menu - Provider Search Maintenance					Network, In
in Menu		Address	Accepting	y clients	Network, In
in Menu -> Provider Search Maintenance Cos Type Silte Nome 1 Admin Ste Names Network, Inc.		Addicess 624 N. Humphreys Plagster, 42 66001	Acception @ Yes	y climits O No	Network, In Ginta Copyright
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4. To designate 'Accepting New Clients' and 'SPANISH', and 'AMERICAN SIGN LANGUAGE,' click each check-box and select [Update Office].



5. For FACILITY BASED SERVICES, only 'Accepting New Clients', 'SPANISH', and 'AMERICAN SIGN LANGUAGE' will be available to update. Counties/Cities will no longer be available since the Member is traveling to the Facility.



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6. For IN-HOME & COMMUNITY SERVICES, the County, City, and Services Offered selections will still be available.





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twork, Inc. Accepting New Clien	ts 👿 SPANISH 👿 AMERICAN SI	GN LANGUAGE	Update Office
SANTA CRUZ (8) 💌	Select a county to see the available are	ð5.	Enroll Services on Search
Cities	Services Offered		<u></u>
Select All	Select All Vertically	Select All Vertically	
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🔲 Elgin	HN1 New Clients More Languages	RSP New Clients More Languages	
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Patagonia	 ✓ HN1 ✓ New Clients ✓ More Languages 	RSP Image: Second state Image: Second state </th <th></th>	

NOTE: after updates are edited, select the pertaining save feature, [Update Office] or [Enroll Services on Search] to complete the process.

7 Provider Search for Members (Example)

 Currently, eligible Members can search for therapy services by accessing the following link (Find a DD Service Provider), however, it has been updated with a new Provider search interface for Members seeking Facility Based or In-Home & Community Based services.



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Provider Login to a Division of Developmental	Disabilities System - Windows Intern	t Explorer	
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		lasic Needs Child & Family Seniors Disabilities Employment Online Services	a ocaciente Press Room ane map
	(Barttite	ARIZONA DEPARTMENT OF ECONOMIC SECURITY	
	Your Partner For A Stronger Arizi	1a Search	
	Developmental Disabilities Home	Home Disabilities Developmental Disabilities	
	Assistant Director's Message		
	Contact Us	Provider Login	
	Apply for DD Services	Select from the listed applications to access a Division system application. All applications are restricted to	
	Help for Consumers & Families	authorized users only.	
	Find a DD Service Provider		
	Help for Providers	SELECT AN APPLICATION	
	Provider Login	FOCUS - A comprehensive management system to streamline eligibility and authorization of services	
	News & Events	OVADS - Ovalified Vandor Application Directory System to register and manage sensice providers as eligible	
	Arizona Long Term Care	contractors	
	Laws, Rules, Policy & Forms		
	Connect With Others		
	Public Notices		
	Training Opportunities		
	Tell Us Your Thoughts		
	Report Fraud		
		Need help? Give us a call at (602) 542-0419 or toll free at (866) 229-5553.	
		Alexandread Marcall Series Description of Carl Carlos Carlos Marcado	
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2. By selecting the above link, the following screen will appear. Search criteria for 'Provider Type' will include FACILITY BASED SERVICES or IN-HOME & COMMUNITY BASED SERVICES. This is a progressive search, therefore each selection that is made will initiate the next selection.

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5/29/2015 3:21:39 P.M.	ARIZONA DEPARTMENT OF ECONOMIC SECURITY	Events Press Room Sitemap
	DES Home About DES FAQ's Contact Us Reports Forms Office Locator	Search DES Go Advanced Search
	Arizona HCBS Provider Directory System	^
This website allo	ws members and their family to search for member services by HCBS Providers that are in the	he HCBS Qualified Provider network.
(Select Provider Type:	
	Privacy Disclaimer Web Accessibility & Reasonable Accommodations Copyright 2014 DES. All rights reserved.	



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3. For FACILITY BASED SERVICES, when a Provider and Service are selected, it will display all Providers that offer the specific service selected (by default). When additional search criteria is entered, for example Zip Code, it will display results according to Zip Code entered. Please note that the 'Areas' selection for FACILITY BASED SERVICES in Provider Search Maintenance has been removed (see page 16, number 5). Only check-boxes for Accepting New Clients, SPANISH, and AMERICAN SIGN LANGUAGE can be designated. For example, if all three check-boxes were un-checked, the Provider will still appear in the search results, but the 'Accepting Clients' and 'Languages' columns will be blank. Search results will have columns for Provider, Address, City, Zip, Phone, Accepting Clients, and Languages.

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	DES Home Abor	ut DES FAQ's Contact Us]	Reports Forms Office Locat	<u>or</u>	Search DE	s 🛛	Go Advanced Search
	Δ	rizona HCBS Provi	der Directory Syste	m			^
This website all	lows members and their fa	mily to search for member ser	vices by HCBS Providers that a	re in the	HCBS Qualified P	rovider network	
		inniy to scaren for member ser			ricoo quanica ri		
	Select Provider Type: Select Service:	FACILITY BASED SERVICES	MUSIC THERAPY		•		
	Provider Name:		Facility Name:				
	Other Languages:	SPANISH AMERICA	AN SIGN LANGUAGE				
	Zip Code:*	Within [*] 5	miles				
		Se	earch				
l l							
Provider		Address	City	Zip	Phone	Accepting Client	s Languages
A CORPORATION		123 Main St.	PHOENIX	85234	(480) 474-5234	~	
B CLINIC		22 E 7 Rd	CREEK	85142	(480) 612-5142	~	
C THERAPY		55 Elm St.	PHOENIX	85297	(480) 621-5297		
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4. For FACILITY BASED SERVICES, selecting a Provider from the results list will have a Google map of its location in the 'Provider Communication Form' and allow the Member to send an email to the Provider with required information.



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Provider Adrian (1998), Alexandre, all Adrian (1997), Alexandre, a	Scorgly Eindigo Br	And Anta B2015 Google		Cancel Submit		

5. For IN-HOME & COMMUNITY BASED SERVICES, when a Provider and Service are selected, it will display *all* Providers that offer the specific service selected (by default). When additional search criteria is entered, results will be dependent on how the Provider is set up in QVADS (My Areas and Provider Search Maintenance), and since this release will reset *all* Provider's QVADS records, each Provider must re-set themselves up in QVADS for specific areas (County/City). For example, if a Zip Code is entered, it will *still* display all Providers who offer the service selected unless they are setup for a specific area (County, City) in which case they will not show unless the Zip entered pertains to them. If Providers do not set themselves up in QVADS, they will appear in search results if they offer the service selected, whether they are accepting new clients or not. Search results will have columns for Provider, Address, City, Zip, Phone, Accepting Clients, and Languages.



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	DES Home Abou	t DES FAQ's	Contact Us Reports	Forms Office L	ocator	Searc	h DES	Go Advanced Search
This website allows	An members and their fa	r izona HC mily to search f	BS Provider D or member services by	irectory Sy HCBS Providers t	/stem hat are ir	n the HCBS Qualifie	d Provider network.	*
54	elect Provider Type: Select Service: Provider Name: Other Languages: Zip Code:*	IN-HOME & CO RESPIRATOR	OMMUNITY BASED SE Y SERVICES					
Provider			Address	City	Zip	Phone	Accepting Clients	Languages
C HEALTHCARE - HEALTHCARE INC			55 E. 1st St.	CHANDLER	85225	(800) 743-5225		
K HEALTH - PEORIA			103 W. 43 LANE	PEORIA	85383	(602) 400-5383	v	
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6. Clicking on the desired result record will display a 'Provider Communication Form' which provides a means to send required Member information to the Provider. Please note that for IN-HOME & COMMUNITY BASED SERVICES, a Google map will not display, because the Provider is traveling to the Member, and a map is not needed. Clicking [Submit] will submit Member information in the form of an email and will display the following confirmation message, "Your request has been submitted successfully."



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ARIZONA DEPARTMENT OF ECONOMIC SECURITY	ov
Provider Communication Form	anced Search
K HEALTH (602) 400-0000 103 W. 43 Lane Peoria, AZ 85383 www.khealth.org	
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Phone Email*	
Address	
City State ZipCode*	
Message* Suu characters remaining	
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After clicking [Submit], the email will pop-up for you to review and [Send].



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To ODDTesting@Live.com Send Cc 20inDoe@email.com	
Subject: Arizona HCBS Provider Directory System	
This is an inquiry for the following request: Provider: Phoenix, Inc. Service Category: NURSING VISIT Name: John Doe Address: 123 Main City, State Zip: Phoenix, AZ 85012 Phone Number: Email Address: JohnDoe@email.com Message: I need a nursing care on MWF.	@(∢)
DDDTesting@Live.com	- 22 E

- 7. For IN-HOME & COMMUNITY BASED SERVICES, there are 4 services that will trigger the **Agency** w/Choice check-box on the search criteria screen:
 - ATTENDANT CARE
 - HABILITATION SERVICES INDIVIDUAL DESIGNED LIVING ARRANGEMENTS HOURLY
 - HABILITATION SERVICES SUPPORT HOURLY
 - HOUSEKEEPING CHORE/HOMEMAKER