



## DIVISION OF DEVELOPMENTAL DISABILITIES

*Sent on Behalf of DES/DDD Business Operations*

*Please do not reply to this message*

TRANSMITTAL DATE: May 26, 2015

### *TOPIC: Accounting System Update/Payment Delays*

This message is part of our ongoing updates regarding the upcoming **statewide accounting system change**, and related impact on provider payments. The original message in this regard was issued on [04/27/2015](#) followed by a second message and update on [05/14/2015](#). The state of Arizona is in the final stages of replacing the state's current accounting system (AFIS) along with a number of agency systems, including the accounting system used by DES/DDD.

Following is the most updated information in this context.

#### **Updated Information:**

**1. Last Day to File Claim for Fiscal Year 2014**

Due to the upcoming statewide accounting system update, the last date to file claims for **fiscal year 2014** (services delivered from 7/1/2013 to 6/30/2014) is **06/13/2015** to ensure proper payment.

**2. Payment Delays**

Due to statewide accounting system change, there will be a **black-out period at a statewide level estimated to take affect from June 24, 2015 to approximately July 10, 2015**. During this time, the new accounting system will not be available to process payments. In order to minimize the impact to your operations, we recommend **June 15, 2015 as the cutoff date** for billing of services delivered.

**3. Non-Availability of Direct Deposit - Vendor Payment (Automated Clearing House – ACH)**

Due to the statewide accounting system update, direct deposit (ACH) option for vendor payment will not be available during the black-out period from **June 19, 2015 to approximately July 10, 2015**. During this time period, warrants/checks will be processed and mailed to all providers. An updated W-9 will be required if the provider has moved since establishment of the direct deposit account. In case of incorrect address, warrants will be returned to the Division and may cause further delay in payment. For more

details on how to update the W-9 along with appropriate mailing address and fax number, please refer to our previous vendor blast, dated 05/14/2015.

Based on standard terms and conditions, payment section (6.4.1.1), DES/DDD has up to 30 days to pay clean claims. We are committed to offering assistance and support regarding this change and will send you additional updates as we receive more information.

**Summary**

<b>Event</b>	<b>Details</b>	<b>Tentative Impact - Time Period</b>	<b>Recommended Action (If applicable)</b>
Last Day to File Claim for Fiscal Year 2014	The last date to file claims for Fiscal Year 2014 is <b>06/13/2015</b>	Services delivered for F.Y 2014 (from 7/1/2013 to 6/30/2014)	File all pending claims for F.Y 2014 no later than <b>06/13/2015</b>
Black-out Period	Payments will not be processed	June 24, 2015 to July 10, 2015 (approximately)	Submit billing for delivered services, <b>cut-off date , June 15, 2015</b>
Non-Availability of Direct Deposit For Vendor Payment	Direct Deposit (ACH) option for vendor payment will not be available, warrants processed and issued	June 19, 2015 to July 10, 2015 (approximately)	Fax or mail the W-9 to the attention of your assigned contract specialist by <b>05/29/2015</b> based on our previous vendor blast (dated 05/14/2015)
Please review <a href="#">the attached document, "June Events"</a> which also illustrates the information provided in this table.			

If you have any questions regarding this matter, please contact the Provider Relations unit at [DDDBusOpsProvRel@azdes.gov](mailto:DDDBusOpsProvRel@azdes.gov) .

# June 2015 Events

