



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

TRANSMITTAL DATE: May 12, 2014

TOPIC: Reminder to Sign Up for the DDD HCBS Provider Search Application

Sent on Behalf of DDD Business Operations

Please do not reply to this message

Reminder to Qualified Vendors:
Sign Up for the DDD HCBS Provider Search Application

- Earlier this year, DDD installed an upgrade to the Vendor Directory feature of the Qualified Vendor Application and Directory System (QVADS) and the Home and Community Based Services (HCBS) Provider Search Application.
- The online, web-based Provider Search Application is located on the DDD Website and is available for members/member representatives to search for service providers.
- Qualified Vendors are invited and encouraged to 'opt-in' to the HCBS Provider Search by following the 3 steps below:
 1. Verify the accuracy of the information in your current QVADS account including Administrative and Service Site information.
 2. Complete the Vendor Directory information.
 3. 'Opt-in' to the HCBS Provider Search.
- Attached are detailed instructions for Qualified Vendors about how to configure their Administrative and Service Site information, Vendor Directory, and how to 'opt- in' for the HCBS Provider Search.

If you have any questions, please call DDD Production Support at (602) 771-1444, option 3.

Thank you!

Qualified Vendor Application and Directory System (QVADS)

Provider Instructions - Provider Search Maintenance



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

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August 16, 2013



<p>Department of Economic Security</p> <p>Division of Developmental Disabilities</p>
<p>Project: Qualified Vendor Application and Directory System</p> <p>Subject: Provider Search Maintenance</p>

Division of Developmental Disabilities

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<p>Department of Economic Security</p> <p>Division of Developmental Disabilities</p>
<p>Project: Qualified Vendor Application and Directory System</p> <p>Subject: Provider Search Maintenance</p>

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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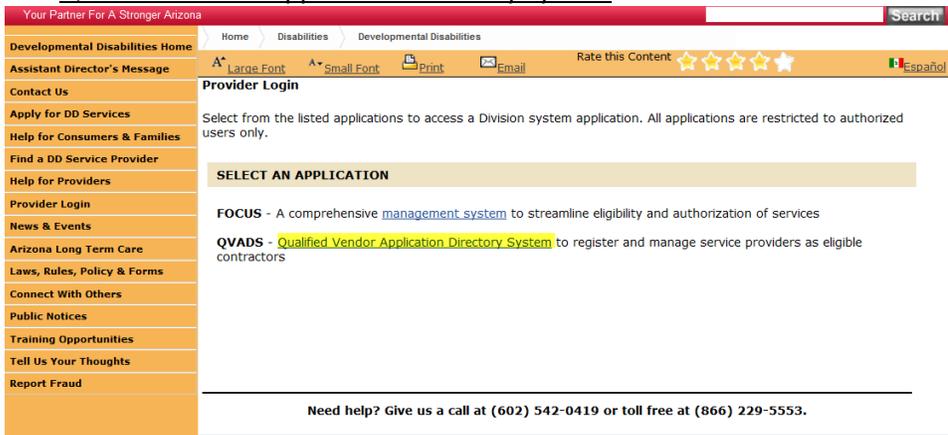
Project: Qualified Vendor Application and Directory System

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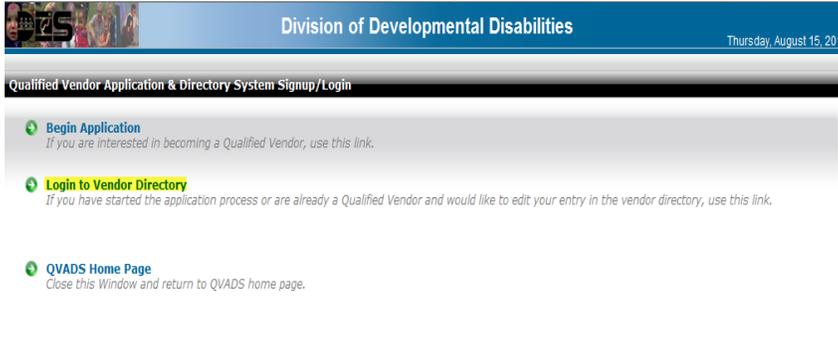
	SPEECH THERAPY 3+
	SPEECH THERAPY EVALUATION 3+

2 How to Login to QVADS

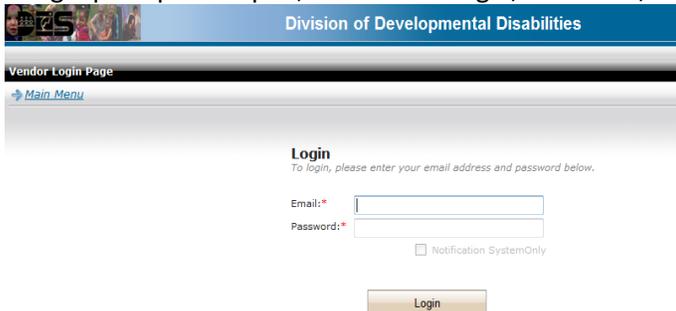
1. Login to QVADS by going to url <https://www.azdes.gov/main.aspx?menu=96&id=2476> and click the Qualified Vendor Application Directory System link.



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]





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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

Division of Developmental Disabilities

Thursday, August 22, 2013

[Main Menu](#)

[Main Menu](#)

- [Amend my Contract](#)
Status: **MANAGEMENT APPROVED**
- [Review my Previous Contract](#)
Status: Expired 12/31/2010
- [Vendor Directory](#)
View and change general information such as your information and how you want to be notified.
- [Professional Billing System \(PBS\)](#)
Run reports and download files for the PBS application.
- [HCBS Provider Search](#)
Opt-in and maintain provider information for provider search application for members.

Contact | Site Map | Help | Best viewed with IE 7 & Above
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2. Click My Administrative & Service Sites

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Thursday, August 22, 2013

[Amendment System](#)

[Main Menu](#) [Amendment System](#)

[Submit for Review](#) [Print Proposed Changes](#)

- [Contact Information](#)
My company's phone numbers, mailing address, billing address etc.
- [Policy Information](#)
General information about Recruitment & Training and the Quality Management plan.
- [Assurances & Submittals Form](#)
Mandatory survey that must be filled out to be considered for Qualified Vendor status.
- [My Services](#)
View or edit Services my company offers.
- [My Administrative & Service Sites](#)
View or edit Administrative and Service Sites.

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3. Click the [Add New Site] button; to update site information click site to be edited.

Site Name	Address	City	Type	Location	AHCCCS ID	Services
[Delete] Therapy Example 2	1855 N. 19th Ave.	Glendale	Admin Site			OCCUPATIONAL THERAPY TREATMENT & EVALUATION PHYSICAL THERAPY TREATMENT & EVALUATION SPEECH THERAPY TREATMENT & EVALUATION OCCUPATIONAL THERAPY EARLY INTERVENTION PHYSICAL THERAPY EARLY INTERVENTION SPEECH THERAPY EARLY INTERVENTION
[Delete] Therapy Site Example 1	1855 N. 19th Ave.	Glendale	Admin Site			OCCUPATIONAL THERAPY TREATMENT & EVALUATION PHYSICAL THERAPY TREATMENT & EVALUATION SPEECH THERAPY TREATMENT & EVALUATION OCCUPATIONAL THERAPY EARLY INTERVENTION PHYSICAL THERAPY EARLY INTERVENTION SPEECH THERAPY EARLY INTERVENTION

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

Site Name: Test Service Site Example
Office Code:
Ahcccsid:
Address 1: 3443 N. Central Ave
Address 2:
District Code: District Central
City: Phoenix
State: AZ
ZipCode: 85005
Phone: (602) 602-6022
FirstName: John
LastName: Smith
Phone Number: (602) 602-6022
Email Address: jsmith@cox.net

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



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- 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.

Division of Developmental Disabilities
Thursday, August 22, 2013
Amendment System - Vendor Services
Main Menu -> Amendment System -> My Administrative & Service Sites
General Information | **Contact Information** | Site Information Listed | Services
Save Changes | Clear Changes
Scheduler Information
FirstName: John | LastName: Smith
Phone Number: (602) 602-6022 | Fax: (602) 602-6022 | Email Address: jsmith@cox.net
After Hours Contact Information
FirstName: John | LastName: Smith
Phone Number: (602) 602-6022 | Fax: (602) 602-6022 | Email Address: jsmith@cox.net
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- Complete the information on the 'Site Information Listed' tab; select Administrative Site or Service Site and click the [Save] button.

Division of Developmental Disabilities
Thursday, August 22, 2013
Amendment System - Vendor Services
Main Menu -> Amendment System -> My Administrative & Service Sites
General Information | Contact Information | **Site Information Listed** | Services
Save Changes | Clear Changes
Office Type
 Administrative Site | Service Site | Maximum Capacity: | Current Occupancy: | Accepting New Referrals
 Yes | No
Site Hours
Sunday: from: 07:00AM, to: 05:00PM
Monday: from: 07:00AM, to: 05:00PM
Tuesday: from: 07:00AM, to: 05:00PM
Wednesday: from: 07:00AM, to: 05:00PM
Thursday: from: 07:00AM, to: 05:00PM
Friday: from: 07:00AM, to: 05:00PM
Saturday: from: 07:00AM, to: 05:00PM
Contact | Site Map | Help | Best viewed with IE 7 & Above
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- Assign services to the site on the 'Services' tab. Click the [Add New Service] button.

Division of Developmental Disabilities
Friday, August 23, 2013
Amendment System - Vendor Services
Main Menu -> Amendment System -> My Administrative & Service Sites
General Information | Contact Information | Site Information Listed | **Services**
Add New Service
Contact | Site Map | Help | Best viewed with IE 7 & Above
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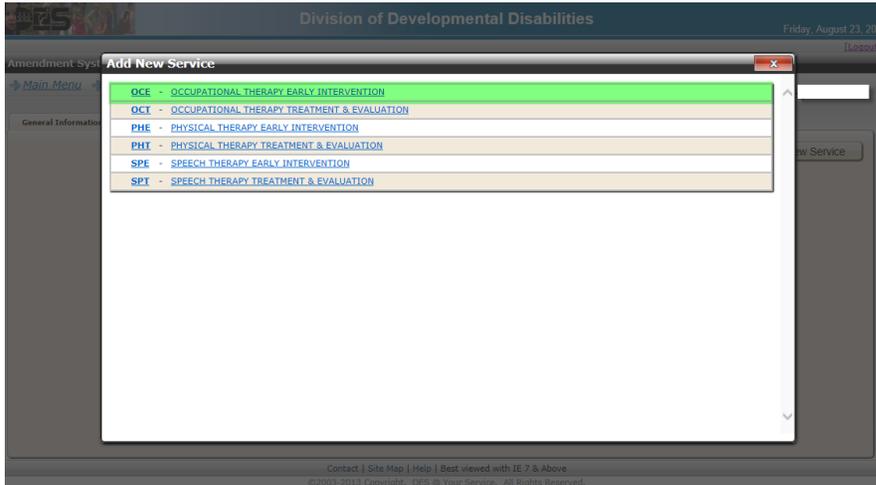
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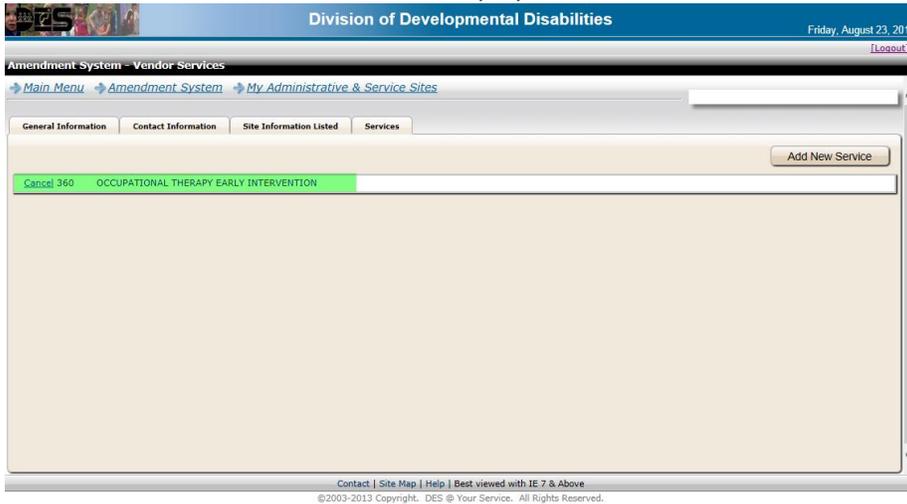
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8. From the service list click the service to add it to the site.



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





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Subject: Provider Search Maintenance

- 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.

Note: All new sites will be displayed with a "Cancel" option until they are submitted and become part of your Qualified Vendor Agreement on the My Administrative & Service Sites Page.

Division of Developmental Disabilities
Wednesday, September 04, 2013
Logout

Amendment System - My Administrative & Service Sites
Main Menu | Amendment System | My Administrative & Service Sites | QA Test Provider

My Administrative & Service Sites

Site Name	Address	City	Type	Services
Cancel Test New Service Site Addition	1789 W. Jefferson	Phoenix	Service Site	OCCUPATIONAL THERAPY TREATMENT & EVALUATION PHYSICAL THERAPY TREATMENT & EVALUATION SPEECH THERAPY TREATMENT & EVALUATION HABILITATION SERVICES - MUSIC
Delete Test Admin Site	3443 N. Central Ave	Phoenix	Admin Site	ATTENDANT CARE OCCUPATIONAL THERAPY TREATMENT & EVALUATION PHYSICAL THERAPY TREATMENT & EVALUATION SPEECH THERAPY TREATMENT & EVALUATION HABILITATION SERVICES - MUSIC
Delete Service Site	4562 E. Paradise Lance	Phoenix	Service Site	DAY TREATMENT & TRAINING - ADULT CENTER BASED EMPLOYMENT

Page 1 of 1 | Displaying 2 Items out of 2 Total

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4 How to submit a contract amendment

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

2. Click the [Submit for Review] button



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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.

The screenshot displays the Division of Developmental Disabilities website. The header includes the logo on the left, the text "Division of Developmental Disabilities" in the center, and the date "Friday, August 23, 2013" and a "[Logout]" link on the right. Below the header is a "Submission Confirmation" section with navigation links for "Main Menu" and "Amendment System". The main content area features a prominent message: "All of the changes you have entered do NOT require approval by DDD." Below this message, there is a paragraph of instructions: "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." A red "NOTE" follows: "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." At the bottom of the message box are two buttons: a green "SUBMIT" button and a grey "PRINT CHANGES" button. The footer contains the text: "Contact | Site Map | Help | Best viewed with IE 7 & Above" and "©2003-2013 Copyright. DES @ Your Service. All Rights Reserved."



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Subject: Provider Search Maintenance

5 How to Configure In-Home & Center Based Services and in the Vendor Directory

In-Home Services can be provided by vendors with an approved Qualified Vendor Contract anywhere in the state of Arizona. Sites added on an amendment that have not been submitted to become part of the contract will not be displayed in the Vendor Directory (see How to submit a contract amendment).

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. Service Sites must add their City location to be included in the Provider Search results for Center Based services.

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

The screenshot displays the QVADS Main Menu. At the top, there is a blue header with the text "Division of Developmental Disabilities" and the date "Friday, August 23, 2013". Below the header, there is a "Main Menu" section with a "Main Menu" link. The main menu items are:

- Amend my Contract** (Status: **MANAGEMENT APPROVED**)
- Review my Previous Contract** (Status: Expired 12/31/2010)
- Vendor Directory** (View and change general information such as your information and how you want to be notified.)
- Professional Billing System (PBS)** (Run reports and download files for the PBS application.)
- HCBS Provider Search** (Opt-in and maintain provider information for provider search application for members.)

At the bottom of the page, there is a footer with the text "Contact | Site Map | Help | Best viewed with IE 7 & Above" and "©2003-2013 Copyright. DES @ Your Service. All Rights Reserved."



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2. Click the 'My Areas' Link

The screenshot shows the 'My Areas' page in the Vendor Directory system. The page header includes the 'Division of Developmental Disabilities' logo and the date 'Friday, August 23, 2013'. The user is logged in as 'TEST Account'. The main content area shows a green 'My Areas' link with the text 'My administrative and service site areas.' Below it, there is a 'Notification - feature not available' link with the text 'Edit how our system notifies you about opportunities and events.'

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. Click the Service Site and add the area where the site is located.

Note: Service Sites will not display in the Provider Search Maintenance unless an area is added for the site.

The screenshot shows the 'My Areas' page with a table of sites and services. The table has three columns: 'Site Name', 'Areas Served', and 'Services'. The 'Services' column contains links to various service categories.

Site Name	Areas Served	Services
Therapy Example 2 1855 N. 19th Ave., Glendale, 85308	0	OCCUPATIONAL THERAPY TREATMENT & EVALUATION PHYSICAL THERAPY TREATMENT & EVALUATION SPEECH THERAPY TREATMENT & EVALUATION OCCUPATIONAL THERAPY EARLY INTERVENTION PHYSICAL THERAPY EARLY INTERVENTION SPEECH THERAPY EARLY INTERVENTION
Test Service Site Example 3443 N. Central Ave., Phoenix, 85005	0	OCCUPATIONAL THERAPY TREATMENT & EVALUATION PHYSICAL THERAPY TREATMENT & EVALUATION SPEECH THERAPY TREATMENT & EVALUATION OCCUPATIONAL THERAPY EARLY INTERVENTION PHYSICAL THERAPY EARLY INTERVENTION SPEECH THERAPY EARLY INTERVENTION
Therapy Example 4 1789 W. Jefferson, 4th Floor Phoenix, 85005	0	OCCUPATIONAL THERAPY EARLY INTERVENTION PHYSICAL THERAPY EARLY INTERVENTION

Page 1 of 1 | Displaying 3 Items out of 3 Total



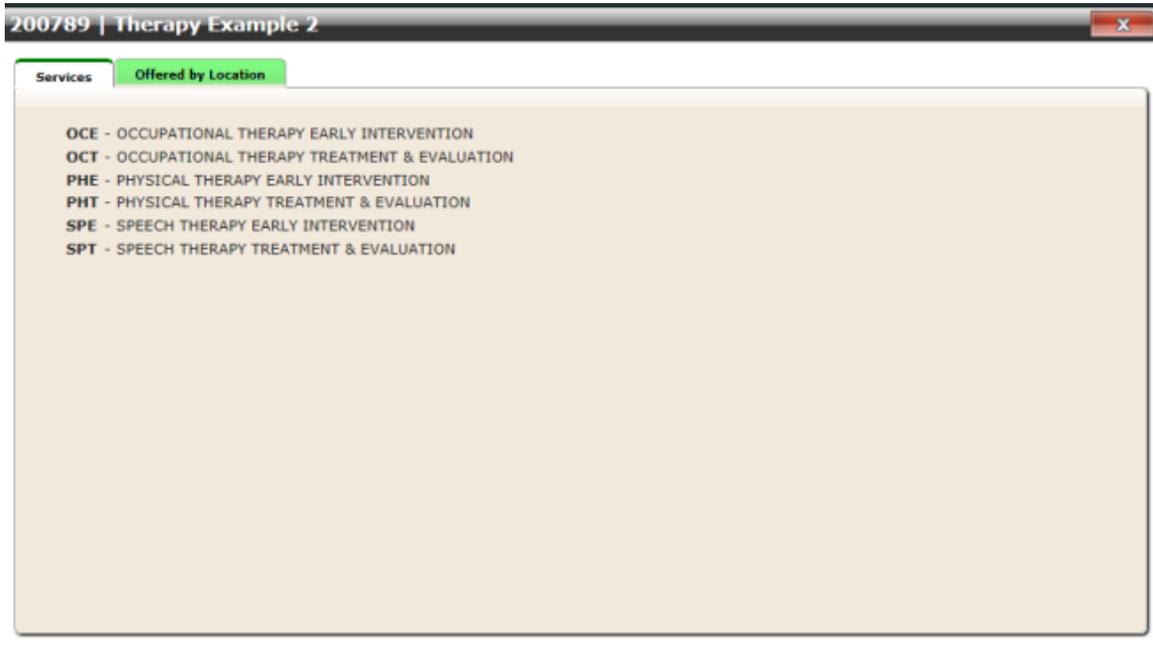
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Division of Developmental Disabilities

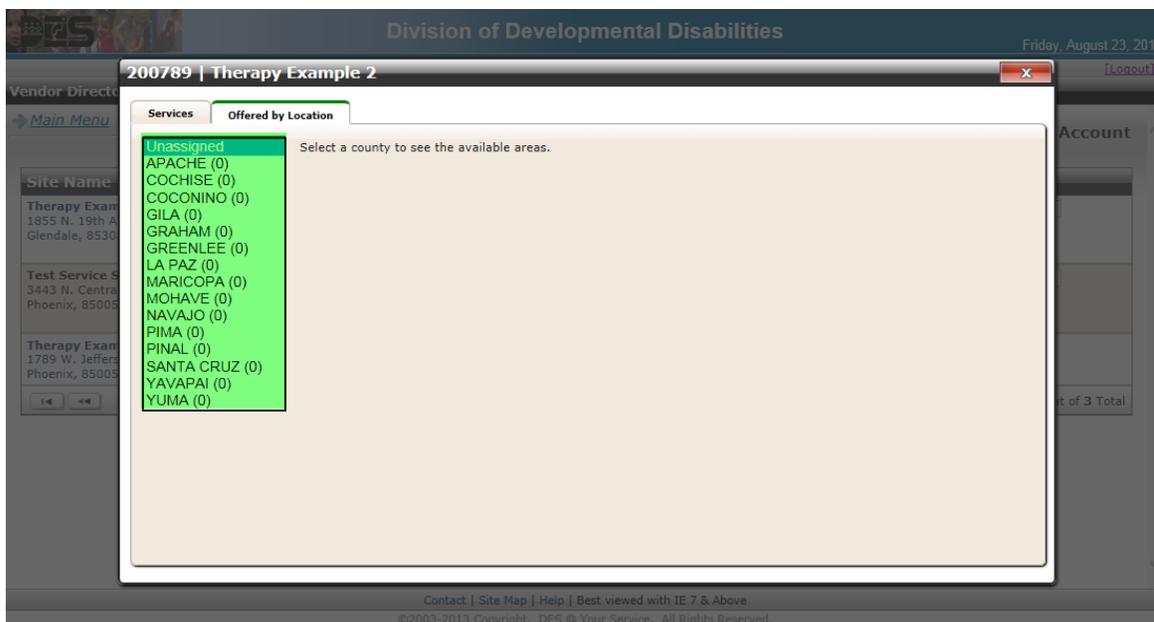
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4. A window displaying the Site Name and a list of services offered at the site opens. Click the tab 'Offered by Location'.



5. Select a county from the drop down box.





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6. Each service added 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 options; all services for a city, all cities for a single service or all services for all cities. Click the [Save Changes] button.

211633 | Test Admin Site

Services Offered by Location **Selects all services for all cities in the selected county.**

MARICOPA (0) Select a county to see the available areas. Save Changes

Cities	Services Offered				
<input type="checkbox"/> Select All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Aguila	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input type="checkbox"/> Anthem	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input type="checkbox"/> Apache Junction	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input type="checkbox"/> Arlington	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Avondale	ATC <input checked="" type="checkbox"/>	HAM <input checked="" type="checkbox"/>	OCT <input checked="" type="checkbox"/>	PHT <input checked="" type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input type="checkbox"/> Bouse	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>

Selects the service for all cities for the selected county.

Selects all services for the city.

7. Once the selections are saved they are highlighted in yellow.

211633 | Test Admin Site

Services Offered by Location

MARICOPA (45) Select a county to see the available areas. Save Changes

Cities	Services Offered				
<input type="checkbox"/> Select All	<input type="checkbox"/>				
<input type="checkbox"/> Aguila	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input type="checkbox"/> Anthem	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input type="checkbox"/> Apache Junction	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input type="checkbox"/> Arlington	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Avondale	ATC <input checked="" type="checkbox"/>	HAM <input checked="" type="checkbox"/>	OCT <input checked="" type="checkbox"/>	PHT <input checked="" type="checkbox"/>	SPT <input checked="" type="checkbox"/>
<input type="checkbox"/> Bouse	ATC <input type="checkbox"/>	HAM <input type="checkbox"/>	OCT <input type="checkbox"/>	PHT <input type="checkbox"/>	SPT <input checked="" type="checkbox"/>

Note: Each time a new county is selected you must save the changes before selecting another county or your selections will be lost. Selections highlighted in yellow have already been saved.



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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 the new 'HCBS Provider Search'. Click this option to opt-in, decline, and/or set up Provider Search options.

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[Logout]

Main Menu

→ Main Menu TEST Account

- Amend my Contract
Status: **MANAGEMENT APPROVED**
- Review my Previous Contract
Status: Expired 12/31/2010
- Vendor Directory
View and change general information such as your information and how you want to be notified.
- Professional Billing System (PBS)
Run reports and download files for the PBS application.
- HCBS Provider Search**
Opt-in and maintain provider information for provider search application for members.

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NOTE: Initially, only 'Opt-In' will be available. The 'Provider Search Maintenance' link will be grayed-out. Once providers 'Opt-In' the link will be activated.

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[Logout]

HCBS Provider Search

→ Main Menu → HCBS Provider Search TEST Account

- Opt-In**
Opt-in to participate in the HCBS Provider search internet application for Members.
- Provider Search Maintenance
Opt-in to Maintain Provider contract and service information.



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- To be included in the Provider Search results, click the 'Opt-In' check-box. Providers have the option to add a website. Click the [Submit] button. The Provider Search Maintenance window opens automatically.

The screenshot shows the 'Opt-In' form for the HCBS Provider Search application. The header includes the Department of Economic Security logo and the date Wednesday, September 04, 2013. The page title is 'HCBS Provider Search - Opt-In'. Below the title, there are navigation links for 'Main Menu', 'HCBS Provider Search', and 'Opt-In'. The main content area contains a message: 'To participate in the Member search internet application, please check the Opt-In box. This will allow Provider information to be available to Members when they are searching for services. Providers may also update this information in the Provider Search Maintenance application. Participation may be declined by leaving the Opt-In field unchecked.' There is a green 'Opt-In' checkbox, a text input field for 'Website (please include "www")', and two buttons: 'Submit' and 'Decline'.

- The Provider Search Maintenance screen is displayed after clicking [Submit] from the 'Opt-In' screen. This is the same screen displayed if the 'Provider Search Maintenance' option is selected from the HCBS Provider Search page. Click the site record to modify the sites displayed in the Provider Search application.

The screenshot shows the 'Provider Search Maintenance' screen. The header includes the Department of Economic Security logo and the date Wednesday, September 04, 2013. The page title is 'HCBS Provider Search - Provider Maintenance'. Below the title, there are navigation links for 'Main Menu', 'HCBS Provider Search', and 'Provider Search Maintenance'. The main content area contains a table with the following data:

Areas	Type	Site Name	Address	Accepting New Clients	Spanish Speaking Staff
45	Admin Site	Test Admin Site	3443 N. Central Ave Phoenix, AZ 85012	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No
1	Service Site	Service Site	4562 E. Paradise Lance Phoenix, AZ 85032	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

At the bottom of the table, there are navigation controls: 'Page 1 of 1' and 'Displaying 2 Items out of 2 Total'.



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5. To designate 'Accepting New Clients' or 'Spanish Speaking Staff', click each check-box and select [Update Office].

6. After updating 'Accepting New Clients' and 'Spanish Speaking Staff', select the County drop-down to enroll services in the Provider Search for specified site.



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NOTE: only services that pertain to FACILITY BASED or IN-HOME & COMMUNITY BASED services that are selected will appear in the Provider Search for Members, even though other services may be set up in the Vendor directory. When the desired services are selected, click [Enroll Services on Search] to complete the update. Selections highlighted in yellow have been saved.

200000 | Habilitation Center X

Accepting New Clients Spanish Speaking Staff Update Office

MARICOPA (9) Select a county to see the available areas. Enroll Services on Search

Cities	Services Offered
BUCKEYE	<input checked="" type="checkbox"/> TR1
CENTRAL PHOENIX	<input checked="" type="checkbox"/> CBE <input checked="" type="checkbox"/> DTA <input checked="" type="checkbox"/> DTS <input checked="" type="checkbox"/> DTT <input checked="" type="checkbox"/> ESA <input checked="" type="checkbox"/> GSE <input checked="" type="checkbox"/> HAM <input checked="" type="checkbox"/> ISE <input checked="" type="checkbox"/> OCT <input checked="" type="checkbox"/> PHT <input checked="" type="checkbox"/> SPE <input checked="" type="checkbox"/> SPT <input checked="" type="checkbox"/> TR1
GLENDALE	No services provided for this area.
NORTH EAST VALLEY (FOUNTAIN HILLS)	No services provided for this area.
NORTH PHOENIX	<input checked="" type="checkbox"/> TR1
NORTH VALLEY (PARADISE VALLEY, SCOTTSDALE, CAREFREE)	<input checked="" type="checkbox"/> TR1
NORTH WEST VALLEY (GLENDALE, PEORIA, SURPRISE, SUN CITIES)	<input type="checkbox"/> TR1
PEORIA	No services provided for this area.



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7 Provider Search for Members (Example)

1. The following will illustrate what the Members will see when searching for Providers and Facility Based or In-Home & Community Based services.

09/04/2013 02:57 PM

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Arizona HCBS Provider Directory System

This website allows members and their family to search for member services by HCBS Providers that are in the HCBS Qualified Provider network.

Select Provider Type: Select Type

2. Members can select between FACILITY BASED and IN-HOME & COMMUNITY BASED SERVICES.

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Arizona HCBS Provider Directory System

This website allows members and their family to search for member services by HCBS Providers that are in the HCBS Qualified Provider network.

Select Provider Type: Select Type
FACILITY BASED SERVICES
IN-HOME & COMMUNITY BASED SERVICES

3. The following represents all of the FACILITY BASED SERVICES that are available.

08/16/2013 01:04 PM

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Arizona HCBS Provider Directory System

This website allows members and their family to search for member services by HCBS Providers that are in the HCBS Qualified Provider network.

Select Provider Type: FACILITY BASED SERVICES

Select Service: Unassigned
Unassigned
CENTER BASED EMPLOYMENT
DAY TREATMENT & TRAINING - ADULT
DAY TREATMENT & TRAINING - CHILDREN AFTER SCHOOL
DAY TREATMENT & TRAINING - CHILDREN SUMMER PROGRAM
HABILITATION SERVICES - MUSIC THERAPY
OCCUPATIONAL THERAPY 3+
OCCUPATIONAL THERAPY EVALUATION 3+
PHYSICAL THERAPY 3+
PHYSICAL THERAPY EVALUATION 3+
SPEECH THERAPY 3+
SPEECH THERAPY EVALUATION 3+



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4. The following represents all of the IN-HOME & COMMUNITY BASED SERVICES that are available.

5. Search criteria for FACILITY BASED SERVICES includes 'Provider Type', 'Service', 'Zip Code', 'within __ miles', and 'Transportation Needed' (only for designated services, CBE, DTA, DTS, and DTT). Clicking [Search] will display results.

Provider	Address	City	Zip	Phone	Spanish	New Client	Distance
THE CORPORATION	4 7th Street	PHOENIX	85014	(602) 222-0000	✓	✓	0.44 mi
HABILITATION CENTER	6 27th Avenue	PHOENIX	85017	(602) 333-0000	✓	✓	3.08 mi
HABILITATION CENTER	1 North 27th Avenue	PHOENIX	85017	(602) 333-0000	✓	✓	3.08 mi

Page 1 of 1 Displaying 3 Items out of 3 Total



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- Search criteria for IN-HOME & COMMUNITY BASED SERVICES includes 'Provider Type', 'Service', and 'Zip Code' only. Clicking [Search] will display results.

- When a Member selects a record from the results list, a Provider Communication Form displays allowing Members to send a request or message (via email) to the selected Provider. Note how the 'Spanish Speaking Staff', 'Accepting New Clients', and 'Website' information (entered in the 'Opt-In' and 'Provider Search Maintenance' screens) appear on this form.



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8. Member information that is entered on this form will be sent (via email) to the Provider when [Submit] is selected.

Provider Communication Form

Habilitation Center (602) 333-0000
6 27th Avenue - PHOENIX, 85017 www.habilitationcenter.com

Spanish Speaking Staff Accepting New Clients

Map showing location near W Glendale Ave and W Ocotillo Rd. Markers for KRALL'S HOMESITES, WILSHIRE MANOR, and WASHINGTON HOMESITES are visible.

First* John Last* Doe Transportation? No Yes
Phone* (602) 555-5555 Email* member@email.com
Address* 123 Main
City* Phoenix State* AZ ZipCode* 85012
Message* 437 characters remaining
I would like someone to contact me regarding a service request.

Cancel Submit

9. The email that is sent to the selected Provider will appear similar to the example below.

From: member@email.com
To: Provider
Cc:
Subject: Arizona HCBS Provider Directory System

This is an inquiry for the following request:

Provider: Habilitation Center
Service Category: CENTER BASED EMPLOYMENT
Needs Transportation: NO

Name: John Doe
Address: 123 Main
City, State Zip: Phoenix, AZ 85012

Phone Number: (602) 555-5555
Email Address: member@email.com

Message: I would like someone to contact me regarding a service request.