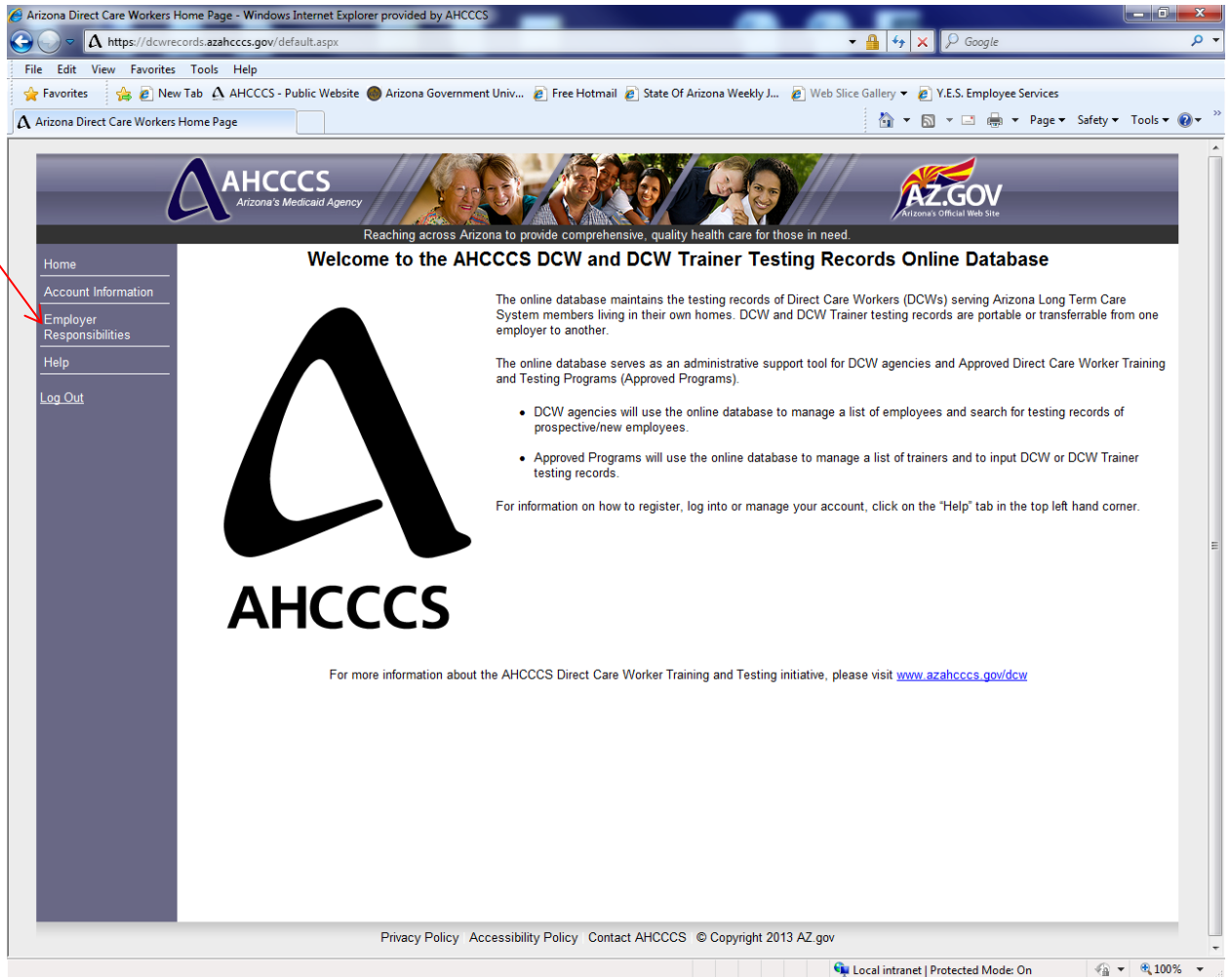


STEP ONE Employer Role: Introduction

Click Here



CLICK: "Employer Responsibilities"

STEP TWO Employer Role: Introduction

Review

Employee List Management

[Testing Records Search](#) - Search for DCW or Trainer Test Results

NOTE: Before you can access a current/prospective employee testing records, you must attest that the individual gave their consent to you to access their testing record and a hard copy of the consent is on record.

[Add New Employee](#) - Add new DCW or Trainer to the Employee List

[View Employee List](#) - View the Employee List

Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none"> To search for testing records of a prospective employee 	<ul style="list-style-type: none"> First Name Last Name Date of Birth (MM/DD) Last four digits of the Social Security Number Sex
Add New Employee	<ul style="list-style-type: none"> To add a new employee to the list and check to see if they have a testing record 	
View Employee List	<ul style="list-style-type: none"> To update an employee's list information (For example, the last date of employment.) To check to see if a testing record has been entered for an employee To run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests 	

REVIEW: The matrix of operational guidelines on the following page.

Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none"> To search for testing records of a prospective employee 	<ul style="list-style-type: none"> First Name Last Name Date of Birth (MM/DD) Last four digits of the Social Security Number Sex
Add New Employee	<ul style="list-style-type: none"> To add a new employee to the list and check to see if they have a testing record 	
View Employee List	<ul style="list-style-type: none"> To update an employee's list information (For example, the last date of employment.) To check to see if a testing record has been entered for an employee To run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests 	

STEP TWO Employer Role: Introduction

Employer Role User Operational Guidelines	Testing Records Search	Add New Employee	View Employee List
Users will be automatically prompted, when searching for a testing record, to agree to an attestation statement regarding the integrity and security of the testing records search. Furthermore, users must have permission to view/retrieve the testing record of a prospective/current employee. Verification of the permission must be documented in either an electronic or hard copy filing system. AHCCCS has created a template form and it can be found in the Appendix of the User Guide (<i>Testing Records Search Authorization Form</i>).	X		
Users will need the following information to either search for a testing record and/or add a new employee to their listing. <ul style="list-style-type: none"> ▪ First Name ▪ Last Name ▪ Month (MM) and Day of Birth(DD) ▪ Last four digits of the Social Security Number ▪ Sex (Male or Female) 	X	X	
Data must be updated within 30 days. Users must update the employee listing within 30 days of an employee status change (hired, resigned or terminated)		X	X
Users must have back-up documentation retained for a minimum period of 6 years for all entered data in either an electronic or hard copy filing system.	X	X	X

STEP ONE Employer Role: Testing Records Search

Click Here

The screenshot shows a web browser window displaying the AHCCCS Employer/Employee Management page. The browser's address bar shows the URL: <https://dcwrecords.azahcccs.gov/Employer/EmployeeManagement.aspx>. The page header includes the AHCCCS logo and the slogan "Reaching across Arizona to provide comprehensive, quality health care for those in need." The main content area is titled "Employee List Management" and contains a navigation menu on the left with the following items: Home, Account Information, Employer Responsibilities, Help, and Log Out. The "Account Information" menu item is expanded, showing a red arrow pointing to the "Testing Records Search" link. Below the navigation menu, there is a note: "NOTE: Before you can access a current/prospective employee testing records, you must attest that the individual gave their consent to you to access their testing record and a hard copy of the consent is on record." Below the note are two links: "Add New Employee" and "View Employee List". A table is displayed below the links, detailing the functions and their purposes.

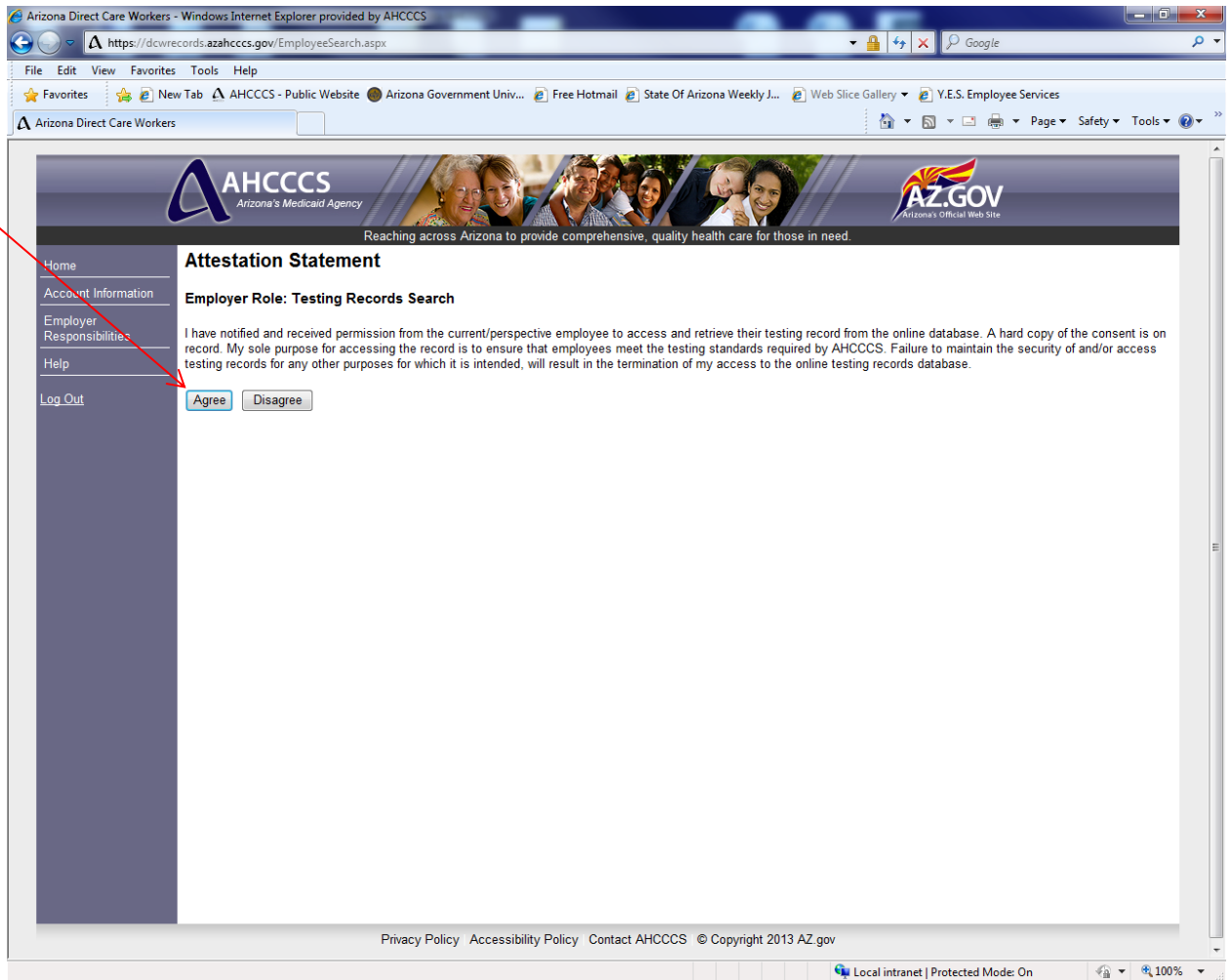
Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none">To search for testing records of a prospective employee	<ul style="list-style-type: none">First NameLast NameDate of Birth (MM/DD)Last four digits of the Social Security NumberSex
Add New Employee	<ul style="list-style-type: none">To add a new employee to the list and check to see if they have a testing record	
View Employee List	<ul style="list-style-type: none">To update an employee's list information (For example, the last date of employment.)To check to see if a testing record has been entered for an employeeTo run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests	

PURPOSE: To search for testing records of a prospective employee

CLICK: Testing Records Search

STEP TWO Employer Role: Testing Records Search

Click Here



READ: The attestation statement regarding the integrity and security of the testing records search.

CLICK: Agree, and the user can proceed with the testing records search

CLICK: Disagree, and the user cannot proceed with the testing records search

Operational Guideline:

Users must have permission to view/retrieve the testing record of a prospective/current employee. Verification of the permission must be documented in either an electronic or hard copy filing system. AHCCCS has created a template form and it can be found in the Appendix of the User Guide (*Testing Records Search Authorization Form*). The template form contains the information users will need to search for a testing record:

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

STEP THREE Employer Role: Testing Records Search: Employee Not Found

Click Here

The screenshot shows a web browser window displaying the AHCCCS Employee Search page. The page header includes the AHCCCS logo and the text 'Arizona's Medicaid Agency' and 'AZ.GOV Arizona's Official Web Site'. Below the header is a navigation menu with links for Home, Account Information, Employer Responsibilities, Help, and Log Out. The main content area is titled 'Employee Search' and contains a search form with the following fields: First Name (Cookie), Last Name (Monster), Date of Birth (MM/DD) (02 / 14), SSN (Last four digits) (1234), and Sex (M). A blue 'Find' button is located below the form. A red arrow points from the 'Click Here' text to the 'Find' button. Below the search form, a message box displays 'Employee not found.' The footer of the page includes links for Privacy Policy, Accessibility Policy, and Contact AHCCCS, along with a copyright notice for 2013 AZ.gov.

ENTER: The following information of the prospective employee

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

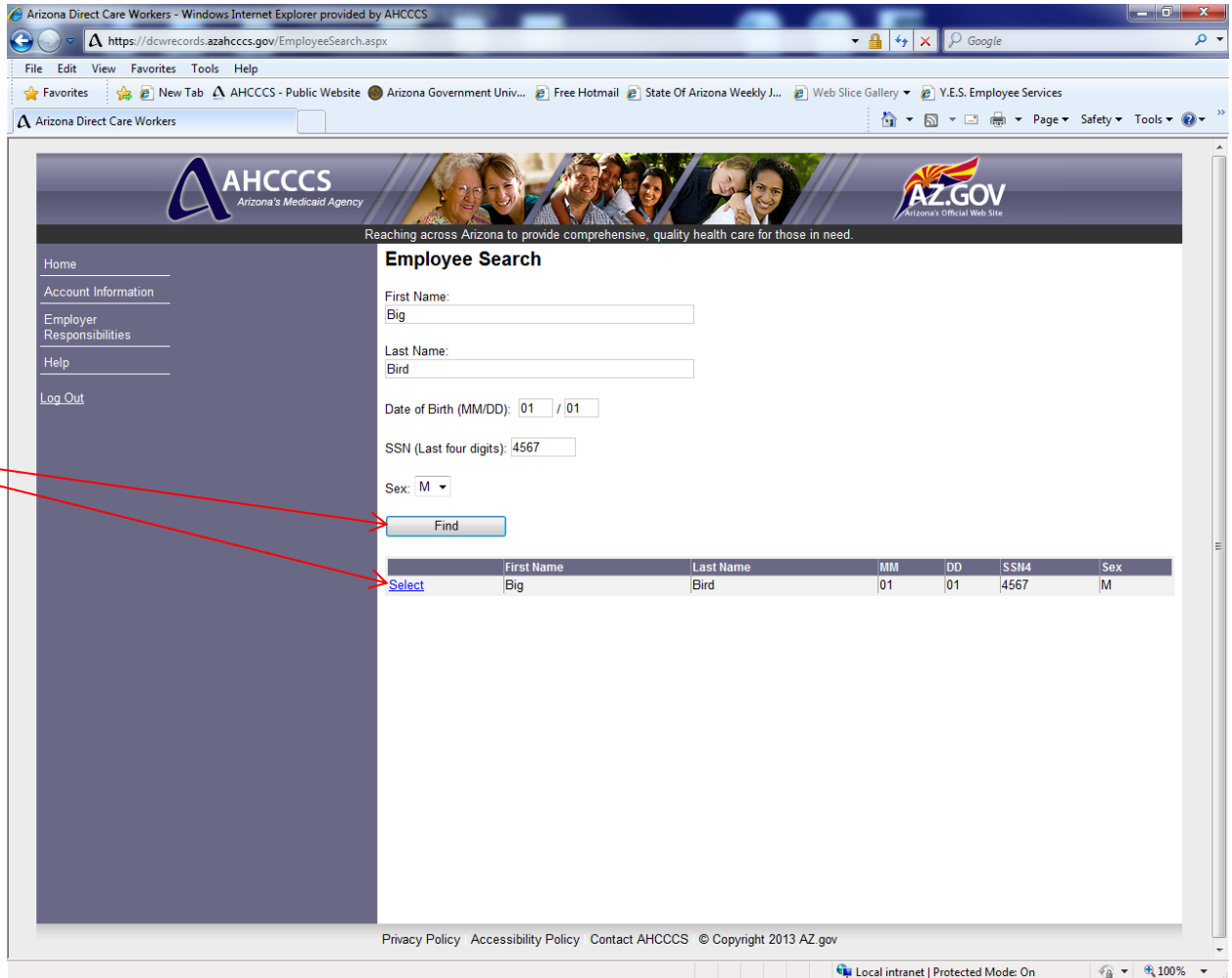
CLICK: Find

RESULT: *Employee not found.* If a prospective employee's testing record is not found in the online database, the following may apply:

- There is no testing record
- The first/last name may not match the records in the online database
[Contact the AHCCCS Help Desk to research the correct spelling of the first/last name]
- The Approved Training and Testing Program may not have yet entered in the testing record
[While awaiting the testing record to be entered, send the fax verification form to the previous employer.]
[Fax Verification Form](#)

NOTE: *If the user employs the individual, the individual must be entered into the employee listing using the "add new employee function."*

STEP THREE Employer Role: Testing Records Search: Employee Found



ENTER: The following information of the prospective employee

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

CLICK: Find

RESULT: *Employee found.*

CLICK: "Select" if the correct information for the individual is displayed.

STEP FOUR

Employer Role: Testing Records Search: Employee Found

The screenshot shows the AHCCCS Employee Record page. The browser address bar is <https://dcwrecords.azahcccs.gov/Employee/EmployeeDemographics.aspx?IdEmployee=129>. The page title is "Employee Record". The employee information is as follows:

First Name:	Big
Last Name:	Bird
(DOB) MM / DD / 01	01 / 01
SSN Last 4:	4567
Sex:	M

The "Overall Progress" section shows the following tests:

- Level 1 Fundamentals - Written Test
- Level 1 Fundamentals - Skills Test
- Level 2 Developmental Disabilities - Written Test
- Level 2 Developmental Disabilities - Skills Test
- Level 2 Aging and Physical Disabilities - Written Test
- Level 2 Aging and Physical Disabilities - Skills Test

Buttons visible include "Add Individual to Employee list" and "View Detailed Testing History".

NOTE:

The "Overall Progress" section provides information on the tests that have been successfully completed. The check marks are automatically generated by the system. A check mark next to the specified test denotes the test(s) completed successfully. For example, a check mark next to the Level 1 Fundamentals - Skills Tests denotes that all skills have been passed for the Level 1 Fundamentals Module. It is important to note:

- An individual DCW or Trainer may have taken more than one written/skills tests to successfully pass the tests and, therefore, demonstrate they meet the competencies
- Users should click on the "View Detailed Testing History" to see if any tests have been taken because the employee may have taken tests, but simply not passed the written tests or skills tests.

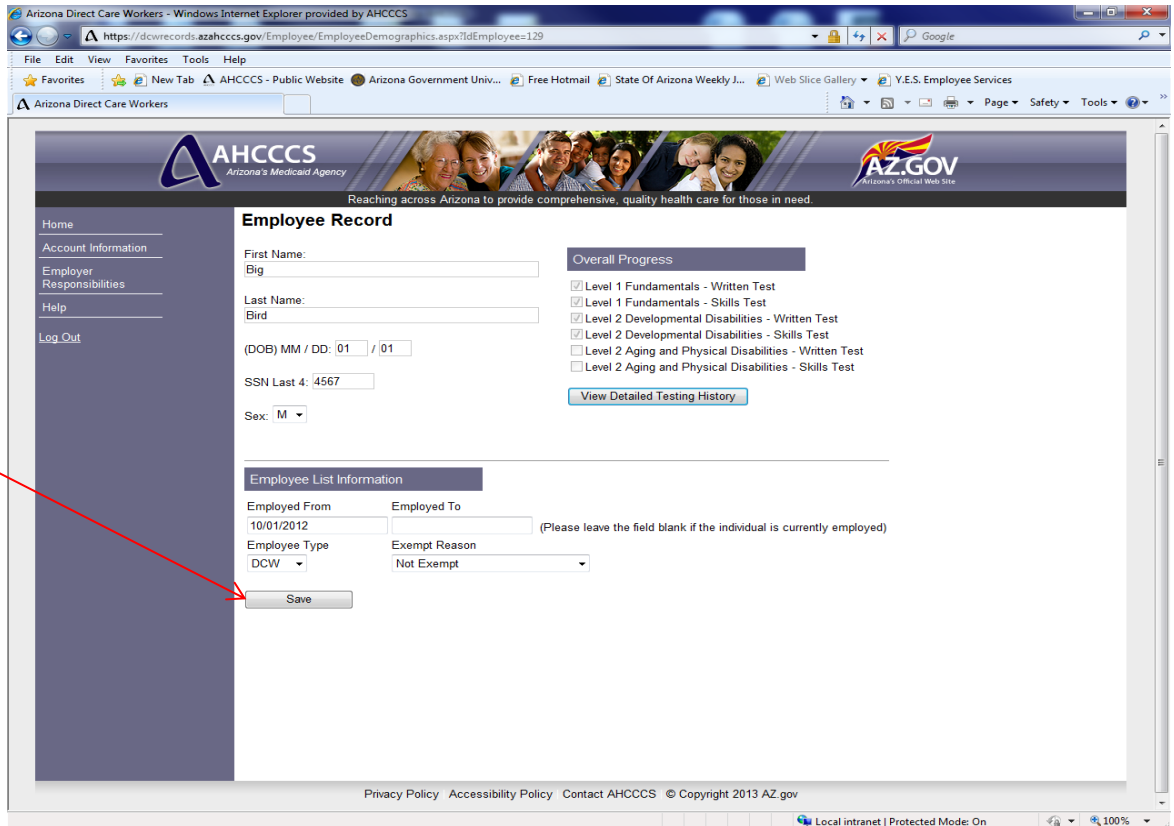
CLICK:

"View Detailed Testing History" to view the testing history including testing dates and written and skills testing outcomes.

CLICK:

"Add Individual to Employee List" at the point in time the individual becomes employed with the DCW Agency/Approved Program.

STEP FIVE Employer Role: Testing Records Search: Employee Found



- ENTER:** “Employed From” date, date of hire (*Note: Date training initiated for “Trainee” status employees*)
- ENTER:** “Employed To” date if applicable. (*Note: Leave the field blank if the individual is currently employed. Enter date testing was completed for “Trainee” status employees.*)
- SELECT:** “Employee Type” from the drop down menu. Choices include:
- **DCW** - A direct care worker that provides services to individuals residing in their own home
 - **Trainer** - An individual who is employed by an Approved DCW Training and Testing Program and qualified to train direct care workers
 - **Both** – An employee that serves in both capacities as an direct care worker and trainer
 - **Trainee** – An individual who is a prospective employee and not yet employed by a DCW Agency
- SELECT:** “Exempt Reason” from the drop down menu. Choices include:
- **Not Exempt** - Individuals providing attendant care, personal care or homemaker services and not otherwise exempt
 - **Exempt – General** – Individuals that do not provide one of the required services noted above (i.e. respite or habilitation) and/or provide privately paid services
 - **RN** - Registered Nurses
 - **LPN** - Licensed Practical Nurses
 - **CNA** - Certified Nursing Assistants
 - **Family Member – Level 2 Exempt** - Individuals only providing care to family members
 - **Grandfathered** - Individuals employed by the DCW Agency prior to 09/30/12.
- NOTE:** All trainers should be designated as “not exempt” because they are required to pass the written and skills tests, at the level required of a trainer, regardless of their exempt status as a DCW.
- CLICK:** “Save” (*Note: “Save” changes to “Update” when the information has been saved and the employee has been added to the employee listing.*)

STEP ONE Employer Role: Add New Employee

Click Here

The screenshot shows the AHCCCS Employer/Employee Management interface. The left navigation menu includes: Home, Account Information, Employer Responsibilities, Help, and Log Out. The main content area is titled 'Employee List Management' and contains the following links and text:

- [Testing Records Search](#) - Search for DCW or Trainer Test Results
- NOTE: Before you can access a current/prospective employee testing records, you must attest that the individual gave their consent to you to access their testing record and a hard copy of the consent is on record.
- [Add New Employee](#) - Add new DCW or Trainer to the Employee List
- [View Employee List](#) - View the Employee List

Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none"> To search for testing records of a prospective employee 	<ul style="list-style-type: none"> First Name Last Name Date of Birth (MM/DD) Last four digits of the Social Security Number Sex
Add New Employee	<ul style="list-style-type: none"> To add a new employee to the list and check to see if they have a testing record 	
View Employee List	<ul style="list-style-type: none"> To update an employee's list information (For example, the last date of employment.) To check to see if a testing record has been entered for an employee To run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests 	

At the bottom of the page, there are links for Privacy Policy, Accessibility Policy, and Contact AHCCCS, along with a copyright notice for 2013 AZ.gov.

PURPOSE: To add a new employee to the list and check to see if they have a testing record.

CLICK: "Add New Employee"

Operational Guideline:

Users add employees in the employee listing who will be or have been sent by the employer for training/testing (including employees who are no longer working for the organization) and meet the following criteria:

- Employees who are required to comply with the AHCCCS requirement because they provide attendant care, personal care or homemaker services *[This would include prospective employees who are not yet employed by a DCW Agency]*
- Employees who are DCW Trainers
- Employees who are exempt from the AHCCCS requirement, but nevertheless have been trained and tested according to AHCCCS standards
- Employees who do not provide services to ALTCS members (i.e. private pay), but nevertheless have been trained and tested according to AHCCCS standards.

STEP TWO Employer Role: Add New Employee

Click Here

Arizona Direct Care Workers - Windows Internet Explorer provided by AHCCCS

https://dcwrecords.azahcccs.gov/Employee/EmployeeDemographics.aspx

File Edit View Favorites Tools Help

Home

Account Information

Employer Responsibilities

Help

Log Out

AHCCCS
Arizona's Medicaid Agency

Reaching across Arizona to provide comprehensive, quality health care for those in need.

Employee Record

First Name:

Last Name:

(DOB) MM / DD: /

SSN Last 4:

Sex:

New employee created.

Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

Done Local intranet | Protected Mode: On 100%

ENTER: The following information of the employee

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

NOTE: *Do not enter middle initials/names into the database (i.e. Cookie (Nice) Monster or Cookie N. Monster). Simply enter the first and last name.*

CLICK: "Save" (Note: A confirmation will be displayed stating that the new employee has been created)

CLICK: "Add Individual to Employee List"

Operational Guideline:

Data must be updated within 30 days. Users must add a new employee to the employee listing in the online database within 30 days of hire.

STEP THREE

Employer Role: Add New Employee

Click Here

The screenshot shows a web browser window displaying the AHCCCS Employee Record form. The browser address bar shows the URL: https://dcwrecords.azahcccs.gov/Employee/EmployeeDemographics.aspx. The page header includes the AHCCCS logo and the AZ.GOV logo. The main content area is titled "Employee Record" and contains several input fields: First Name (Cookie), Last Name (Monster), (DOB) MM / DD (02 / 14), and SSN Last 4 (1234). Below these fields, there is a "New employee created." message. The "Employee List Information" section includes fields for Employed From (11/01/2012), Employed To, Employee Type (DCW), and Exempt Reason (Family Member - Level 2 Exempt). A "Save" button is located at the bottom of the form. A red box labeled "Click Here" points to this button.

- ENTER:** "Employed From" date, date of hire (*Note: Date training initiated for "Trainee" status employees*)
- ENTER:** "Employed To" date if applicable. (*Note: Leave the field blank if the individual is currently employed. Enter date testing was completed for "Trainee" status employees.*)
- SELECT:** "Employee Type" from the drop down menu. Choices include:
- **DCW** - A direct care worker that provides services to individuals residing in their own home
 - **Trainer** - An individual who is employed by an Approved DCW Training and Testing Program and qualified to train direct care workers.
 - **Both** - An employee that serves in both capacities as a direct care worker and trainer
 - **Trainee** - An individual who is a prospective employee and not yet employed by a DCW Agency
- SELECT:** "Exempt Reason" from the drop down menu. Choices include:
- **Not Exempt** - Individuals providing attendant care, personal care or homemaker services and not otherwise exempt
 - **Exempt - General** - Individuals that do not provide one of the required services noted above (i.e. respite or habilitation) and/or provide privately paid services
 - **RN** - Registered Nurses
 - **LPN** - Licensed Practical Nurses
 - **CNA** - Certified Nursing Assistants
 - **Family Member - Level 2 Exempt** - Individuals only providing care to family members
 - **Grandfathered** - Individuals employed by the DCW Agency prior to 09/30/12.
- NOTE:** All trainers should be designated as "not exempt" because they are required to pass the written and skills tests, at the level required of a trainer, regardless of their exempt status as a DCW.
- CLICK:** "Save" (*Note: "Save" changes to "Update" when the information has been saved and the employee has been added to the employee listing.*)

STEP ONE Employer Role: View Employee List

Click Here

The screenshot shows the AHCCCS Employer/Employee Management interface. The left navigation menu includes: Home, Account Information, Employer Responsibilities, Help, and Log Out. The main content area is titled 'Employee List Management' and contains the following links and text:

- [Testing Records Search](#) - Search for DCW or Trainer Test Results
- NOTE: Before you can access a current/prospective employee testing records, you must attest that the individual gave their consent to you to access their testing record and a hard copy of the consent is on record.**
- [Add New Employee](#) - Add new DCW or Trainer to the Employee List
- [View Employee List](#) - View the Employee List

Below the links is a table with three columns: Function, When Would I Use This?, and Information I Need.

Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none"> To search for testing records of a prospective employee 	<ul style="list-style-type: none"> First Name Last Name Date of Birth (MM/DD) Last four digits of the Social Security Number Sex
Add New Employee	<ul style="list-style-type: none"> To add a new employee to the list and check to see if they have a testing record 	
View Employee List	<ul style="list-style-type: none"> To update an employee's list information (For example, the last date of employment.) To check to see if a testing record has been entered for an employee To run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests 	

At the bottom of the page, there are links for Privacy Policy, Accessibility Policy, and Contact AHCCCS, along with a copyright notice for 2013 AZ.gov.

PURPOSE: The following are instances when you might use the “View Employee List” function:

- To update an employee’s list information (For example, add the last date of employment)
- To check to see if a testing record has been entered for an employee
- To run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests

Operational Guidelines:

Data must be updated within 30 days. Users must update the employee listing within 30 days of an employee status change (hired, resigned or terminated).

Users must have back-up documentation retained for a minimum period of 6 years for all entered data in either an electronic or hard copy filing system.

STEP TWO Employer Role: View Employee List

Read

Employee List

NOTE: You do not have authorization to delete an individual from your employee list. Individuals with an end date of employment will continue to remain on your employee list. To inquire about removing an individual from your employee list, please call or email the help desk (602-417-4401 or DCW@azahcccs.gov).

ATTESTATION STATEMENT: I have notified and received permission from the current/perspective employee to access and retrieve their testing record from the online database. A hard copy of the consent is on record. My sole purpose for accessing the record is to ensure that employees meet the testing standards required by AHCCCS. Failure to maintain the security of and/or access testing records for any other purposes for which it is intended, will result in the termination of my access to the online testing records database.

	First Name	Last Name	DOB MM/DD	SSN (Last Four Digits)	Sex	Employed From	Employed To	Employee Type	Exempt Reason
Select	Big	Bird	01 /01	4567	M	10/1/2012		DCW	Not Exempt
Select	Cookie	Monster	02 /14	1234	M	11/1/2012		DCW	Family Member - Level 2 Exempt

READ: The attestation statement regarding the integrity and security of the testing records search.

NOTE: *You do not have authorization to delete an individual from your employee list. Individuals with an end date of employment will continue to remain on your employee list. To inquire about removing an individual from your employee list, please call or email the help desk (602-417-4401 or DCW@azahcccs.gov)*

STEP ONE Employer Role: View Employee List: Update Employee Information

Click Here

Home
Account Information
Employer Responsibilities
Help
Log Out

Employee List

NOTE: You do not have authorization to delete an individual from your employee list. Individuals with an end date of employment will continue to remain on your employee list. To inquire about removing an individual from your employee list, please call or email the help desk (602-417-4401 or DCW@azahcccs.gov).

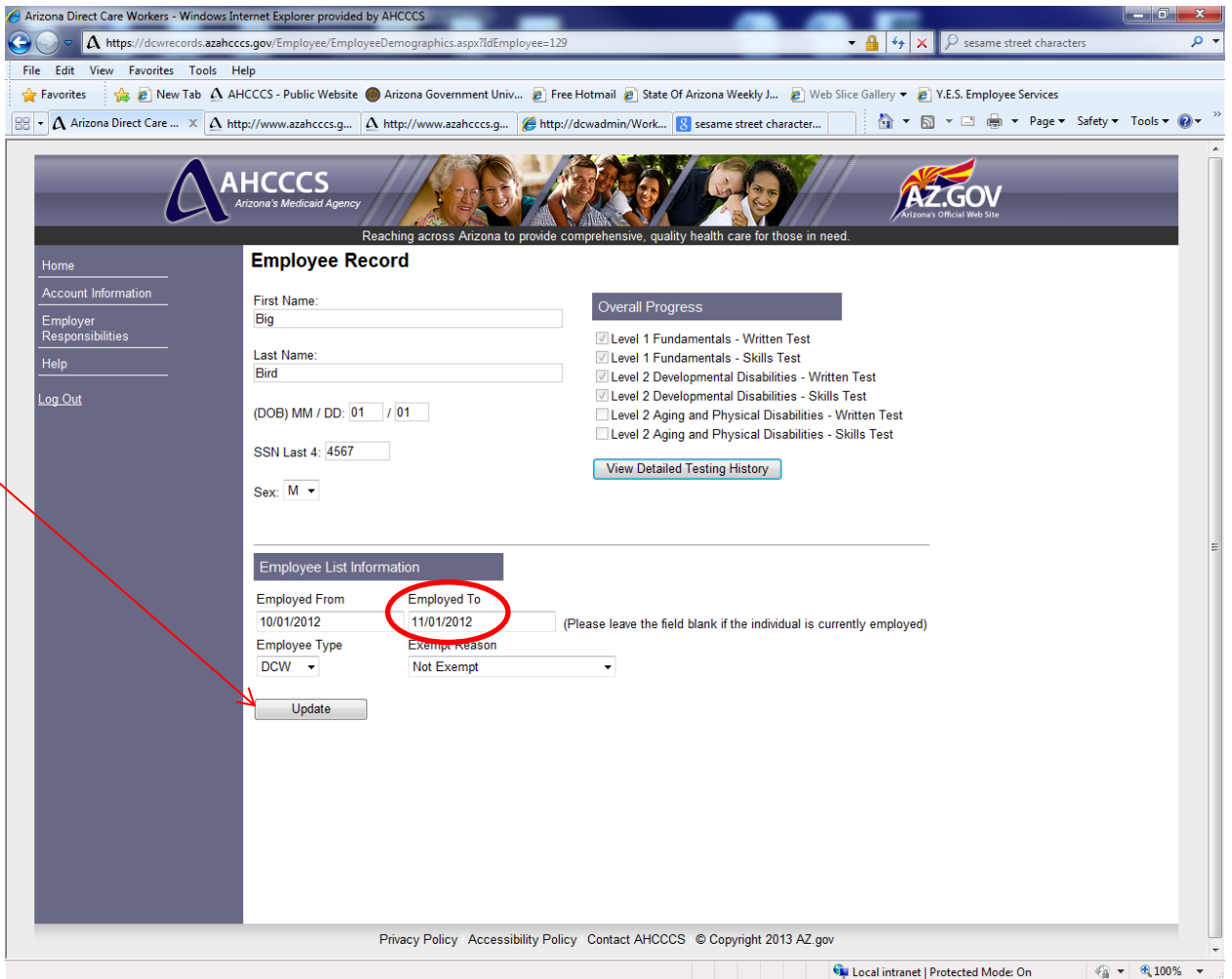
ATTESTATION STATEMENT: I have notified and received permission from the current/perspective employee to access and retrieve their testing record from the online database. A hard copy of the consent is on record. My sole purpose for accessing the record is to ensure that employees meet the testing standards required by AHCCCS. Failure to maintain the security of and/or access testing records for any other purposes for which it is intended, will result in the termination of my access to the online testing records database.

	First Name	Last Name	DOB MM/DD	SSN (Last Four Digits)	Sex	Employed From	Employed To	Employee Type	Exempt Reason
Select	Big	Bird	01 /01	4567	M	10/1/2012		DCW	Not Exempt
Select	Cookie	Monster	02 /14	1234	M	11/1/2012		DCW	Family Member - Level 2 Exempt

Privacy Policy | Accessibility Policy | Contact AHCCCS | © Copyright 2013 AZ.gov

CLICK: "Select" next to the employee for which information needs to be updated.

STEP TWO Employer Role: View Employee List: Update Employee Information



EXAMPLE: Enter a date in the “Employed To” field because the employee either resigned or was terminated from employment. Another example would be to enter the date testing was completed for “Trainee” status employees.

NOTE: Any of the “Employee List Information” fields can be updated.

CLICK: “Update” (Note: A confirmation will be displayed stating the employee information has been updated.)

STEP ONE Employer Role: View Employee List: Check Testing Record

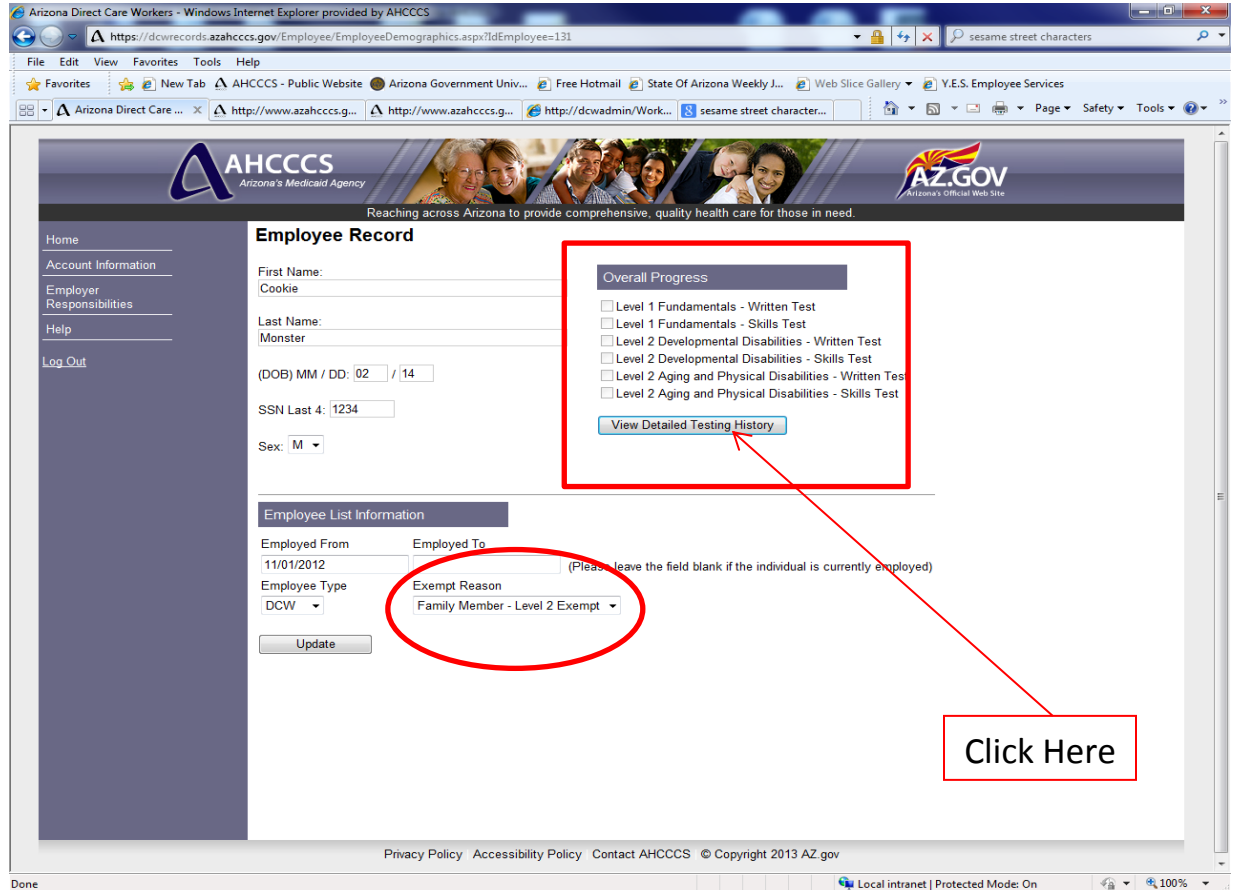
Click Here

The screenshot shows the AHCCCS Employer/Employee Roster page. The browser address bar is <https://dcwrecords.azahcccs.gov/Employer/EmployeeRoster.aspx>. The page header includes the AHCCCS logo and the AZ.GOV logo. A navigation menu on the left contains links for Home, Account Information, Employer Responsibilities, Help, and Log Out. The main content area is titled "Employee List" and contains a note about authorization and an attestation statement. Below the text is a table with the following data:

	First Name	Last Name	DOB MM/DD	SSN (Last Four Digits)	Sex	Employed From	Employed To	Employee Type	Exempt Reason
Select	Big	Bird	01 /01	4567	M	10/1/2012	11/1/2012	DCW	Not Exempt
Select	Cookie	Monster	02 /14	1234	M	11/1/2012		DCW	Family Member - Level 2 Exempt

CLICK: "Select" next to the employee in order to check to see if a testing record has been entered

STEP TWO Employer Role: View Employee List: Check Testing Record



EXAMPLE: View the testing record of an employee. In this example, the DCW is exempt from Level 2 testing. So, the employer would only be looking for check marks in the Level 1 Fundamentals written and skills tests categories. The “Overall Progress” indicates that the individual has not yet passed the Level 1 Fundamentals tests. That said, the user must check the “View Detailed Testing History” to see if tests have been taken and not passed.

NOTE: *The “Overall Progress” section provides information on the tests that have been successfully completed. The check marks are automatically generated by the system. A check mark next to the specified test denotes the test(s) completed successfully. For example, a check mark next to the Level 1 Fundamentals - Skills Tests denotes that all skills have been passed for the Level 1 Fundamentals Module. It is important to note:*

- *An individual DCW or Trainer may have taken more than one written/skills tests to successfully pass the tests and, therefore, demonstrate they meet the competencies*
- *Users should click on the “View Detailed Testing History” to see if any tests have been taken because the employee may have taken tests, but simply not passed the written tests or skills tests.*

CLICK: “View Detailed Testing History” to view the testing history including testing dates and written and skills testing outcomes.

STEP ONE Employer Role Special Feature: Import Function

Note: AHCCCS has created an import function which will allow selected users to import data into the online database versus manually entering data. Currently, the import function is only available for Employer Role Users to add new employees or update employee information. In the future, AHCCCS will create an import function for Trainer Role Users to enter testing results. AHCCCS will only allow selected users to utilize the import function. Users who are interested in accessing and using the import function must send an email to AHCCCS (DCW@azahcccs.gov) justifying the need to import data versus manually entering data. For example, a user may be entering large volumes of employee data due to the size of the organization. AHCCCS may choose to grant the user permissions within the system to import data one time or import data on an ongoing basis.

The screenshot shows the AHCCCS Employee List Management interface. A red box labeled "Click Here" points to the "Upload Employee File" link located below the table.

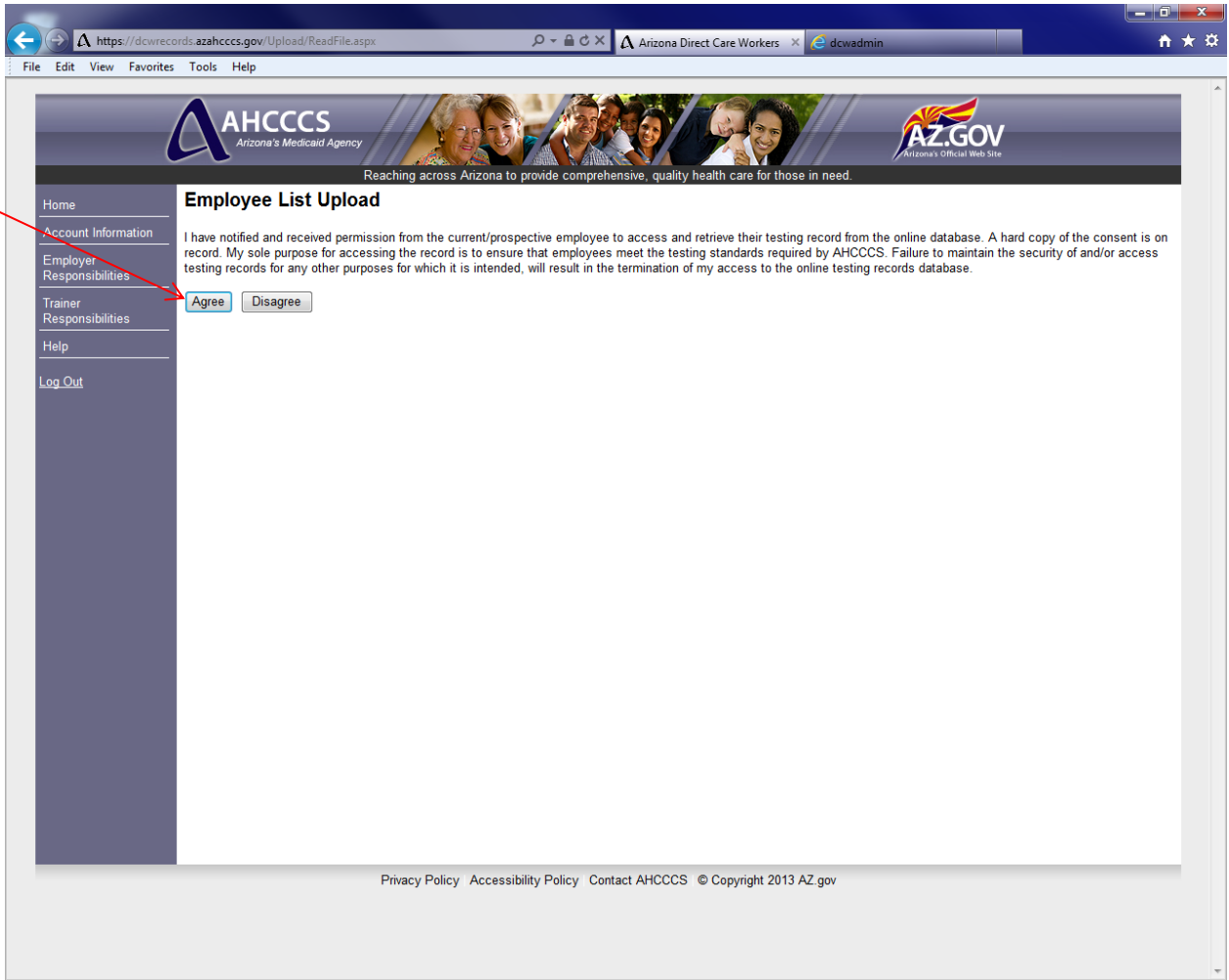
Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none"> To search for testing records of a prospective employee 	<ul style="list-style-type: none"> First Name Last Name Date of Birth (MM/DD) Last four digits of the Social Security Number Sex
Add New Employee	<ul style="list-style-type: none"> To add a new employee to the list and check to see if they have a testing record 	
View Employee List	<ul style="list-style-type: none"> To update an employee's list information (For example, the last date of employment.) To check to see if a testing record has been entered for an employee To run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests 	

NOTE: The link to the import function will only be visible and accessible once AHCCCS grants permission to the user. The import function allows Employer Role Users to import new employees or update employee information by uploading a document into the database.

CLICK: Upload Employee File

STEP TWO Employer Role Special Feature: Import Function

Click Here



READ: The attestation statement regarding the integrity and security of the testing records search.

CLICK: Agree, and the user can proceed with uploading the employee file

CLICK: Disagree, and the user cannot proceed with uploading the employee file

STEP THREE Employer Role Special Feature: Import Function: Prepare Data

A user would use the import function to:

- Add a new individual to the employee listing that is not already in the database
- Add a new individual to the employee listing that is already in the database
- Update information for an individual that is currently listed in the employee listing

It is important to note that a user's account is associated to a DCW agency by the AHCCCS Provider ID. This association occurred during the account creation and activation process. Therefore, a user can only import the data noted above for individuals that are employees of the DCW agency that is associated to the user's account.

The data and file must meet the following conditions. If there are errors in any part of the file, no data will be imported. Only files with no errors will be imported. A sample of a data file is provided for reference.

	A	B	C	D	E	F	G	H	I	J
1	Frank	Smith	9	29	1234	M	10/2/2000	12/4/2001	DCW	Not Exempt
2	Mary	Johnson	3	23	7689	F	2/8/2013	12/8/2013	Trainer	Family Member - Level 2 Exempt
3	Barb	Jones	8	24	2567	F	10/24/2013	12/23/2013	DCW	Not Exempt
4	John	Brown	2	12	2456	M	11/10/2013	1/1/1900	DCW	Family Member - Level 2 Exempt
5	George	Jones	11	5	4975	M	11/4/2013	1/1/1900	DCW	Not Exempt
6	Susie	Brown	4	4	2346	F	11/4/2013	1/1/1900	DCW	Family Member - Level 2 Exempt
7	Bob	Smith	2	4	1111	M	11/2/2013	1/1/1900	DCW	Not Exempt
8	Ann	Johnson	9	7	2222	F	11/11/2013	1/1/1900	DCW	Family Member - Level 2 Exempt
9	Mark	Adams	6	13	4545	M	11/1/2013	1/1/1900	DCW	Not Exempt
10	Amy	Brown	7	5	2323	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
11	Sharon	Brown	8	4	1212	F	11/1/2013	1/2/1900	DCW	Not Exempt
12	Barbie	James	11	4	2537	F	10/14/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
13	Stacy	Glass	2	14	7825	F	11/1/2013	1/2/1900	DCW	Not Exempt
14	Steve	Brothers	9	6	5237	M	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
15	Joe	Cool	10	4	2323	M	11/1/2013	1/2/1900	DCW	Not Exempt
16	Diana	Peters	8	6	4242	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
17	Matthew	White	12	13	2424	M	11/1/2013	1/2/1900	DCW	Not Exempt
18	Carmen	Black	1	4	3232	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
19	Bob	Franks	10	4	7766	M	11/1/2013	1/2/1900	DCW	Not Exempt
20	Tracey	Long	8	2	3333	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt

STEP THREE Employer Role Special Feature: Prepare Data

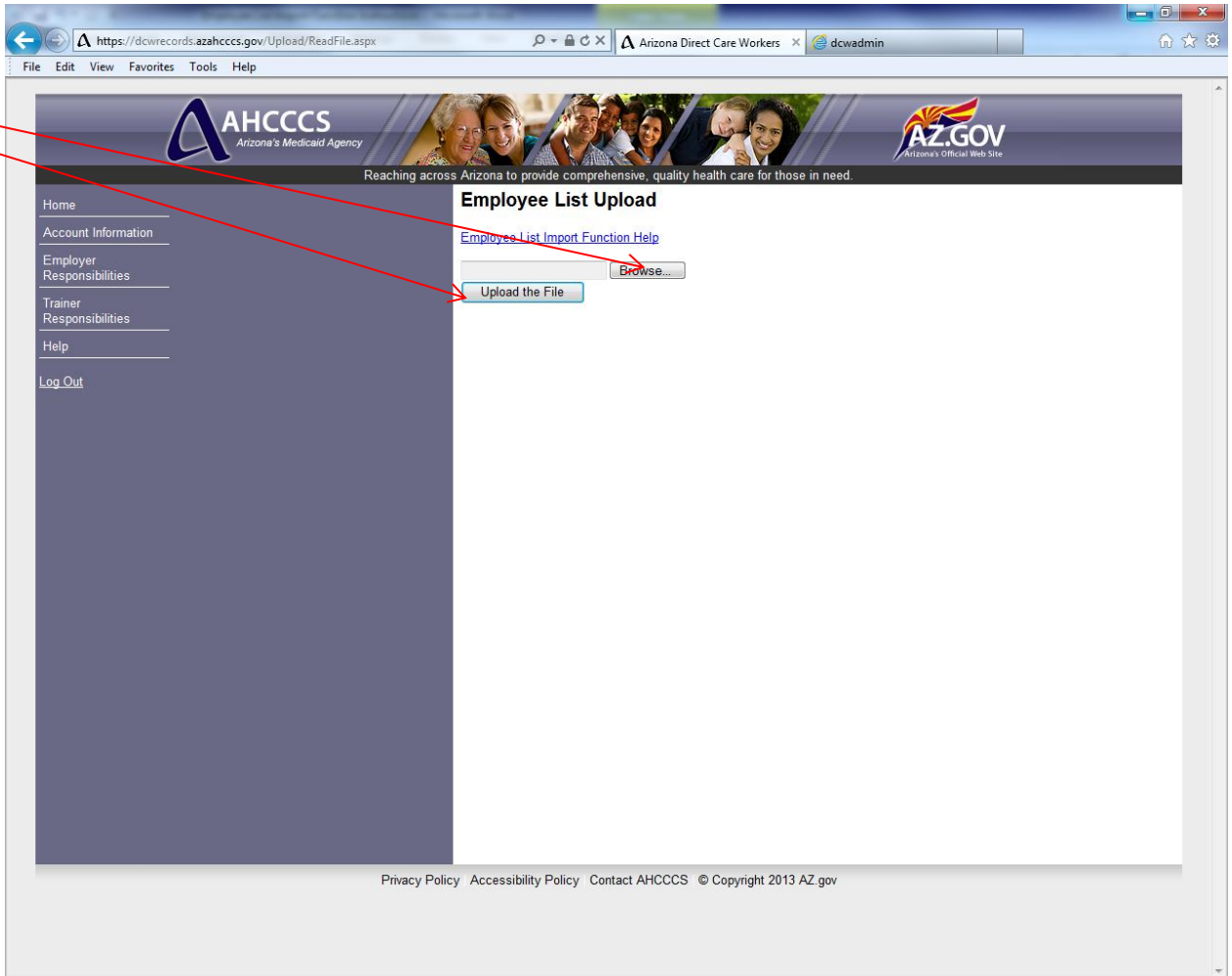
Column	Description	Data Requirements/Limitations
A	First Name (FirstName)	Text Format: Must be equal to or less than 50 characters
B	Last Name (LastName)	Text Format: Must be equal to or less than 50 characters
C	Month of Birth (MM)	Text Format: 2 Digits: Must be a number between 1-12
D	Day of Birth (DD)	Text Format: 2 Digits: Must be a number between 1-31
E	Last 4 of SSN (SSN4)	Text Format: 4 Digits: Must be a number between 0-9
F	Sex	Text Format: Must be either M or F
G	Hire Date (EmployedFrom)	Date Format: Must be a valid date (Example: 10/01/2012)
H	Employment End Date (EmployedTo)	Date Format: Must be a valid date (Example: 10/01/2012) or left blank if the individual is still employed
I	Employee Type (EmpType)	Text Format: Must be only one of the following: DCW Trainer Both Trainee
J	Exempt Reason (ExemptReason)	Text Format: Must be only one of the following: Not Exempt Exempt – General RN LPN CNA Family Member – Level 2 Exempt Grandfathered

General Data Requirements:

- Enter data exactly how it is outlined above in an excel spreadsheet
- Do not enter spaces in the data fields unless it is required. For example the following exempt reasons require a space.
 - Exempt – General
 - Family Member – Level 2 Exempt
- All data should be entered using the proper case. A combination of upper and lower case letters are required with the exception of abbreviations (DCW, RN, LPN, CNA).
- Only include individuals in the excel spreadsheet that are either new employees or employees that have information that needs to be updated. The demographic information for an employee that had been previously entered into the system cannot be updated, only columns G – J can be updated for existing employees.
- Save the prepared excel spreadsheet as a (.csv) file and include the date for the import in the file name.

STEP FOUR Employer Role Special Feature: Import Function

Click Here



CLICK "Browse" and locate the file

CLICK Upload the File

STEP FIVE Employer Role Special Feature: Import Function: No Errors



https://dcwrecordsdvl.azahcccs.gov/Upload/ReadFile.aspx

Arizona Direct Care Workers

Home Page

File Edit View Favorites Tools Help

AHCCCS
Arizona's Medicaid Agency

AZ.GOV
Arizona's Official Web Site

Reaching across Arizona to provide comprehensive, quality health care for those in need.

Home
Account Information
Employer Responsibilities
Trainer Responsibilities
Help
Log Out

Employee List Upload

Upload the File

Upload the File

Rows Read: 27, EmployeeInsert: 1, Roster Update: 26, Roster Insert: 1

RowId	FirstName	LastName	MM	DD	SSN4	Sex	EmployedFrom	EmployedTo	EmpType	ExemptReason
0	Frank	Smith	9	29	1234	M	10/2/2000	12/4/2001	DCW	Not Exempt
1	Mary	Johnson	3	23	7689	F	2/8/2013	12/8/2013	Trainer	Family Member - Level 2 Exempt
2	Barb	Jones	8	24	2567	F	10/24/2013	12/23/2013	DCW	Not Exempt
3	John	Brown	2	12	2456	M	11/10/2013	1/1/1900	DCW	Family Member - Level 2 Exempt
4	Dara	Johnson	1	2	8976	F	10/2/2013	10/31/2013	DCW	Family Member - Level 2 Exempt
5	Jami	Snyder	3	4	4282	F	11/1/2013	1/1/1900	DCW	Not Exempt
6	George	Jones	11	5	4975	M	11/4/2013	1/1/1900	DCW	Not Exempt
7	Susie	Brown	4	4	2346	F	11/4/2013	1/1/1900	DCW	Family Member - Level 2 Exempt
8	Bob	Smith	2	4	1111	M	11/2/2013	1/1/1900	DCW	Not Exempt
9	Ann	Johnson	9	7	2222	F	11/1/2013	1/1/1900	DCW	Family Member - Level 2 Exempt
10	Mark	Adams	6	13	4545	M	11/1/2013	1/1/1900	DCW	Not Exempt
11	Amy	Brown	7	5	2323	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
12	Sharon	Brown	8	4	1212	F	11/1/2013	1/2/1900	DCW	Not Exempt
13	Barbie	James	11	4	2537	F	10/14/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
14	Stacy	Glass	2	14	7825	F	11/1/2013	1/2/1900	DCW	Not Exempt
15	Steve	Brothers	9	6	5237	M	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
16	Joe	Cool	10	4	2323	M	11/1/2013	1/2/1900	DCW	Not Exempt
17	Diana	Peters	8	6	4242	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
18	Kari	Price	2	10	4444	F	11/1/2013	1/2/1900	DCW	Not Exempt
19	Kijuana	Write	6	5	7777	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
20	Matthew	White	12	13	2424	M	11/1/2013	1/2/1900	DCW	Not Exempt
21	Carmen	Black	1	4	3232	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
22	Demo	Person	1	1	1111	F	11/1/2013	1/2/1900	DCW	Not Exempt
23	New	Person	10	10	2222	F	11/13/2013	1/2/1900	DCW	Not Exempt
24	new	new	10	10	1010	F	12/1/2013	1/2/1900	DCW	Not Exempt
25	Bob	Franks	10	4	7766	M	11/1/2013	1/2/1900	DCW	Not Exempt
26	Tracey	Long	8	2	3333	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt

Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

NOTE: *The demographic information for an employee previously entered into the system cannot be updated.*

NOTE: *The data file was imported successfully with no errors. The following is a breakdown of the results of the data file import.*

Results Finding	Definition of Finding
Rows Read	Number of rows on the spreadsheet that included data or the number of employees on the spreadsheet
EmployeeInsert	Number of new employees entered into the database for the first time. Data on these individuals did not previously exist in the database.
RosterUpdate	Number of employees for which data was updated
Roster Insert	Number of new employees that previously existed in the database and are now associated to the user's DCW Agency

STEP FIVE Employer Role Special Feature: Import Function: Errors Detected

Click Here

The screenshot shows the AHCCCS website's 'Employee List Upload' page. A red box labeled 'Click Here' points to the 'Cancel' button. The page displays an error message: 'File Not Accepted. Please fix the errors below.' Below this is a table with two columns: 'RowId' and 'ErrorMsg'. The table lists 22 rows of errors, such as 'Not valid MM.', 'Not valid DD.', and 'Not valid SSN.'. Below the error table is a detailed data table with columns: RowId, FirstName, LastName, MM, DD, SSN, Sex, EmployedFrom, EmployedTo, EmpType, and ExemptReason. This table contains 14 rows of employee data.

RowId	ErrorMsg
0	Not valid MM.
1	Not valid MM.
2	Not valid MM.
3	Not valid Employed To. Not valid MM. Not valid EmpType.
4	Not valid DD.
5	Not valid MM. Not valid DD.
6	Not valid MM. Not valid DD.
7	Not valid MM. Not valid DD.
8	Not valid MM.
9	Not valid MM. Not valid DD.
10	Not valid MM. Not valid DD. Not valid SSN. Not valid SSN.
11	Not valid EmpType.
12	Not valid MM.
13	Not valid MM. Not valid DD. Not valid Exempt Reason.
14	Not valid DD.
15	Not valid MM. Not valid DD.
17	Not valid MM. Not valid DD.
18	Not valid MM. Not valid DD.
20	Not valid DD. Not valid Sex Code.
21	Not valid MM. Not valid DD.

RowId	FirstName	LastName	MM	DD	SSN	Sex	EmployedFrom	EmployedTo	EmpType	ExemptReason
0	Frank	Smith	9	29	1234	M	10/2/2000	12/4/2001	DCW	Not Exempt
1	Mary	Johnson	3	23	7689	F	2/8/2013	12/8/2013	Trainer	Family Member - Level 2 Exempt
2	Barb	Jones	8	24	2567	F	10/24/2013	12/23/2013	DCW	Not Exempt
3	John	Brown	2	12	2456	M	11/10/2013	0725xx		Family Member - Level 2 Exempt
4	George	Jones	11	5	4975	M	11/4/2013	1/1/1900	DCW	Not Exempt
5	Susie	Brown	4	4	2346	F	11/4/2013	1/1/1900	DCW	Family Member - Level 2 Exempt
6	Bob	Smith	2	4	1111	M	11/2/2013	1/1/1900	DCW	Not Exempt
7	Ann	Johnson	9	7	2222	F	11/11/2013	1/1/1900	DCW	Family Member - Level 2 Exempt
8	Mark	Adams	6	13	4545	M	11/1/2013		DCW	Not Exempt
9	Amy	Brown	7	5	2323	F	11/1/2013	1/2/1900	DCW	Family Member - Level 2 Exempt
10	Sharon	Brown	8	4	12 12	F	11/1/2013	1/2/1900	DCW	Not Exempt
11	Barbie	James	11	19	2537	F	10/14/2013	1/2/1900	B	Family Member - Level 2 Exempt
12	Stacy	Glass	2	14	7825	F	11/1/2013	1/2/1900	DCW	Not Exempt
13	Steve	Brothers	9	6	5237	M	11/1/2013	1/2/1900	DCW	Family MemberLevel 2 Exempt
14	Joe	Coel	10	4	2222	M	11/1/2013	1/2/1900	DCW	Not Exempt

NOTE *The data file was not imported because there were errors detected during the upload process. The error report will inform the user of the row (RowID) and column (ErrorMsg) for each error. It is possible for a row to have more than one error or a column to have more than one error.*

CLICK "Cancel" to return to the "Employer Responsibilities" homepage.

STEP ONE Employer Role Special Feature: Training Period Report

Click Here

Home

Account Information

Employer Responsibilities

Trainer Responsibilities

Help

Log Out

Employee List Management

[Testing Records Search](#) - Search for DCW or Trainer Test Results

NOTE: Before you can access a current/prospective employee testing records, you must attest that the individual gave their consent to you to access their testing record and a hard copy of the consent is on record.

[Add New Employee](#) - Add new DCW or Trainer to the Employee List

[View Employee List](#) - View the Employee List

[Training Period Report](#) - View the overall training progress for each employee

Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none">To search for testing records of a prospective employee	<ul style="list-style-type: none">First NameLast NameDate of Birth (MM/DD)Last four digits of the Social Security NumberSex
Add New Employee	<ul style="list-style-type: none">To add a new employee to the list and check to see if they have a testing record	
View Employee List	<ul style="list-style-type: none">To update an employee's list information (For example, the last date of employment.)To check to see if a testing record has been entered for an employeeTo run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests	

[Upload Employee File](#)

Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

NOTE: *The report allows users to filter their employee listing to identify whether or not the employees have successfully completed the testing requirements during the 90-day training period.*

STEP TWO

Employer Role Special Feature: Training Period Report

Home

Account Information

Employer Responsibilities

Trainer Responsibilities

Help

Log Out

Training Period Report

Exempt Reason: All

Days since hired: All [View](#)

Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

Click Here

SELECT

“Exempt Reason” from the drop down menu. Choices include:

- **All** – All employees regardless of exempt status
- **Not Exempt** - Individuals providing attendant care, personal care or homemaker services and not otherwise exempt
- **Exempt – General** – Individuals that do not provide one of the required services noted above (i.e. respite or habilitation) and/or provide privately paid services
- **RN** - Registered Nurses
- **LPN** - Licensed Practical Nurses
- **CNA** - Certified Nursing Assistants
- **Family Member – Level 2 Exempt** - Individuals only providing care to family members
- **Grandfathered** - Individuals employed by the DCW Agency prior to 09/30/12.

SELECT

“Days since hired” from the drop down menu: Choices include:

- **All** – All employees regardless of hire date
- **< 90** – Employees with a hire date less than 90 days
- **< 60** – Employees with a hire date less than 60 days
- **< 30** – Employees with a hire date less than 30 days

STEP THREE Employer Role Special Feature: Training Period Report: (example)

Click Here

Training Period Report

Exempt Reason: All
Days since hired: All [View](#)

Last Name	First Name	SSN#	Employed From	Employed To	Employee Type	Exempt Reason	L1 Written	L1 Skills	L2 Developmental Written	L2 Developmental Skills	L2 Aging Written	L2 Aging Skills	Total Days
Select Monster	Cookie	1234	10/1/2012	2/14/2014	DCW	Family Member - Level 2 Exempt	True	True	False	False	False	False	575
Select The Grouch	Oscar	9987	11/2/2013		DCW	Not Exempt	True	True	False	False	False	False	178

True = Passed Test
False = Failed Test OR Test Not Taken

Total number of days since the date of hire

Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

CLICK: "Select" to view detailed testing history for an employee

STEP ONE Employer Role Special Feature: Transcript Report

Click Here

Home

Account Information

Employer Responsibilities

Trainer Responsibilities

Help

Log Out

Employee List Management

[Testing Records Search](#) - Search for DCW or Trainer Test Results

NOTE: Before you can access a current/prospective employee testing records, you must attest that the individual gave their consent to you to access their testing record and a hard copy of the consent is on record.

[Add New Employee](#) - Add new DCW or Trainer to the Employee List

[View Employee List](#) - View the Employee List

[Training Period Report](#) - View the overall training progress for each employee

Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none">To search for testing records of a prospective employee	<ul style="list-style-type: none">First NameLast NameDate of Birth (MM/DD)Last four digits of the Social Security NumberSex
Add New Employee	<ul style="list-style-type: none">To add a new employee to the list and check to see if they have a testing record	
View Employee List	<ul style="list-style-type: none">To update an employee's list information (For example, the last date of employment.)To check to see if a testing record has been entered for an employeeTo run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests	

[Upload Employee File](#)

Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

NOTE: *The report allows users to view and/or print a report of an employee's testing history. Users may choose to print the report and provide it to employees for their personal records.*

CLICK: View Employee List

STEP TWO Employer Role Special Feature: Transcript Report

Click Here

Employee List

NOTE: You do not have authorization to delete an individual from your employee list. Individuals with an end date of employment will continue to remain on your employee list. To inquire about removing an individual from your employee list, please call or email the help desk (602-417-4401 or DCW@azahcccs.gov).

ATTESTATION STATEMENT: I have notified and received permission from the current/perspective employee to access and retrieve their testing record from the online database. A hard copy of the consent is on record. My sole purpose for accessing the record is to ensure that employees meet the testing standards required by AHCCCS. Failure to maintain the security of and/or access testing records for any other purposes for which it is intended, will result in the termination of my access to the online testing records database.

Provider Employee List

	First Name	Last Name	DOB MM/DD	SSN (Last Four Digits)	Sex	Employed From	Employed To	Employee Type	Exempt Reason
Select	Cookie	Monster	02 /14	1234	M	10/1/2012	2/14/2014	DCW	Family Member - Level 2 Exempt
Select	Oscar	The Grouch	03 /03	9987	M	11/2/2013		DCW	Not Exempt

Privacy Policy | Accessibility Policy | Contact AHCCCS | © Copyright 2013 AZ.gov

CLICK: "Select" to view detailed history for an employee

STEP THREE Employer Role Special Feature: Transcript Report

Click Here

The screenshot shows a web browser window with the URL <https://dcwrecords.azahcccs.gov/Employee/EmployeeDemographics.aspx?id=Employee>. The page header includes the AHCCCS logo and the slogan "Reaching across Arizona to provide comprehensive, quality health care for those in need." The main content area is titled "Employee Record" and contains several sections:

- Employee Information:** First Name: Cookie, Last Name: Monster, (DOB) MM / DD: 02 / 14, SSN Last 4: 1234, Sex: M.
- Overall Progress:** A list of tests with checkboxes: Level 1 Fundamentals - Written Test, Level 1 Fundamentals - Skills Test, Level 2 Developmental Disabilities - Written Test, Level 2 Developmental Disabilities - Skills Test, Level 2 Aging and Physical Disabilities - Written Test, Level 2 Aging and Physical Disabilities - Skills Test. Buttons for "View Detailed Testing History" and "Add New Testing Record" are present.
- Employee List Information:** Employed From: 10/01/2012, Employed To: 02/14/2014 (with a note: "(Please leave the field blank if the individual is currently employed)"), Employee Type: DCW, Exempt Reason: Family Member - Level 2 Exempt. An "Update" button is at the bottom.

A red arrow originates from a box labeled "Click Here" and points to the "Display Transcript" link located below the "Add New Testing Record" button.

CLICK: Display Transcript

STEP FOUR Employer Role Special Feature: Transcript Report

Transcript Report

01/15/14

Name: COOKIE MONSTER
Birthday MM/DD: 02 / 14

Approved DCW Training and Testing Program: Ability LLC
 Test Date: 1/15/2014
 Test Type: Re-test

Level 1 Fundamentals		Level 2 Developmental Disabilities		Level 2 Aging and Physical Disabilities	
Written Fundamentals	Pass 80	Written DD	N/A	Written APD	N/A
Hand Washing	Pass	Assistance With Eating	N/A	Assistance With Eating	N/A
Gloving	Pass	Assistance With Positioning In Wheelchair / Chair	N/A	Assistance With Positioning In Wheelchair / Chair	N/A
Fire Extinguisher Use	Pass	Gait Belt Use	N/A	Gait Belt Use	N/A
Calling 911	Pass	Wheelchair Transfer	N/A	Wheelchair Transfer	N/A
Moving Objects Safely	Pass	Assistance With Ambulation	N/A	Assistance With Ambulation	N/A
		Assistance With Dressing	N/A	Assistance With Dressing	N/A
		Assistance With Standing From Bed	N/A	Assistance With Standing From Bed	N/A
		Redirecting	N/A	Redirecting	N/A
		Assistance With Positioning In Bed	N/A	Assistance With Positioning In Bed	N/A
		Oral Hygiene	N/A		
				Assistance With Bed Bath	N/A
				Assistance With Positioning on the Bedpan	N/A
				Emptying Catheter Bag	N/A

Click Here

NOTE: *The report can be filtered by testing date(s). The most recent testing date is the default date. If a user selects the most recent testing date, the report will display the most up-to-date testing progress. Users can view and/or print a report of an employee’s testing history. Similarly, users may choose to print the report and provide it to employees for their personal records.*

SELECT: Testing date from the menu

CLICK: View

CLICK: “File” and “Print” to print a hard copy of the report.