

AHCCCS Direct Care Worker Testing Records Online Database

<https://dcwrecords.azahcccs.gov>

User Guide

INTRODUCTION

The online database was created to support Direct Care Worker (DCW) Agencies and Approved DCW Training and Testing Programs (Approved Programs) to comply with AHCCCS policies and standards for the DCW Training and Testing initiative. DCW and DCW Trainer testing records are portable or transferrable from one employer to another. For more information about the AHCCCS policies and standards for DCW training and testing, please visit www.azahcccs.gov/dcw.

Access and utilization of the database is based upon the role an individual plays within their organization (Employer, Trainer or both) and the type of organization they represent (DCW Agency or Approved Program).

Type of Program	Employer Role Responsibilities	Trainer Role Responsibilities
DCW Agency	<ul style="list-style-type: none"> ▪ Add DCWs to and manage an employee listing ▪ Search for testing records of prospective/new DCW employees 	
Approved DCW Training and Testing Program	<ul style="list-style-type: none"> ▪ Add Trainers to and manage an employee listing ▪ Search for testing records of prospective/new Trainer employees 	<ul style="list-style-type: none"> ▪ Input DCW or Trainer testing records into the database

Operational Guideline:

AHCCCS requests DCW Agency and Approved Program administrators to identify and assign user roles to individuals within the organization to serve as online database users. Organizations are asked to keep the number of assigned users to a minimum to support data management and security. DCW Agencies and Approved Programs are responsible for keeping a record of database users associated with their organization. AHCCCS must be notified via E-mail (DCW@azahcccs.gov) when a user account should be deleted or rendered inactive. For example, AHCCCS must be notified when an online database user no longer works for the organization.

Users are strongly encouraged to review the User Guide prior to entering or reviewing any information in the online database. The User Guide is available for reference under the “Help” tab in the menu on the left-hand side of the page in the online database. If you are having trouble accessing or using your account, please call or E-mail the help desk (602-417-4401 or DCW@azahcccs.gov).

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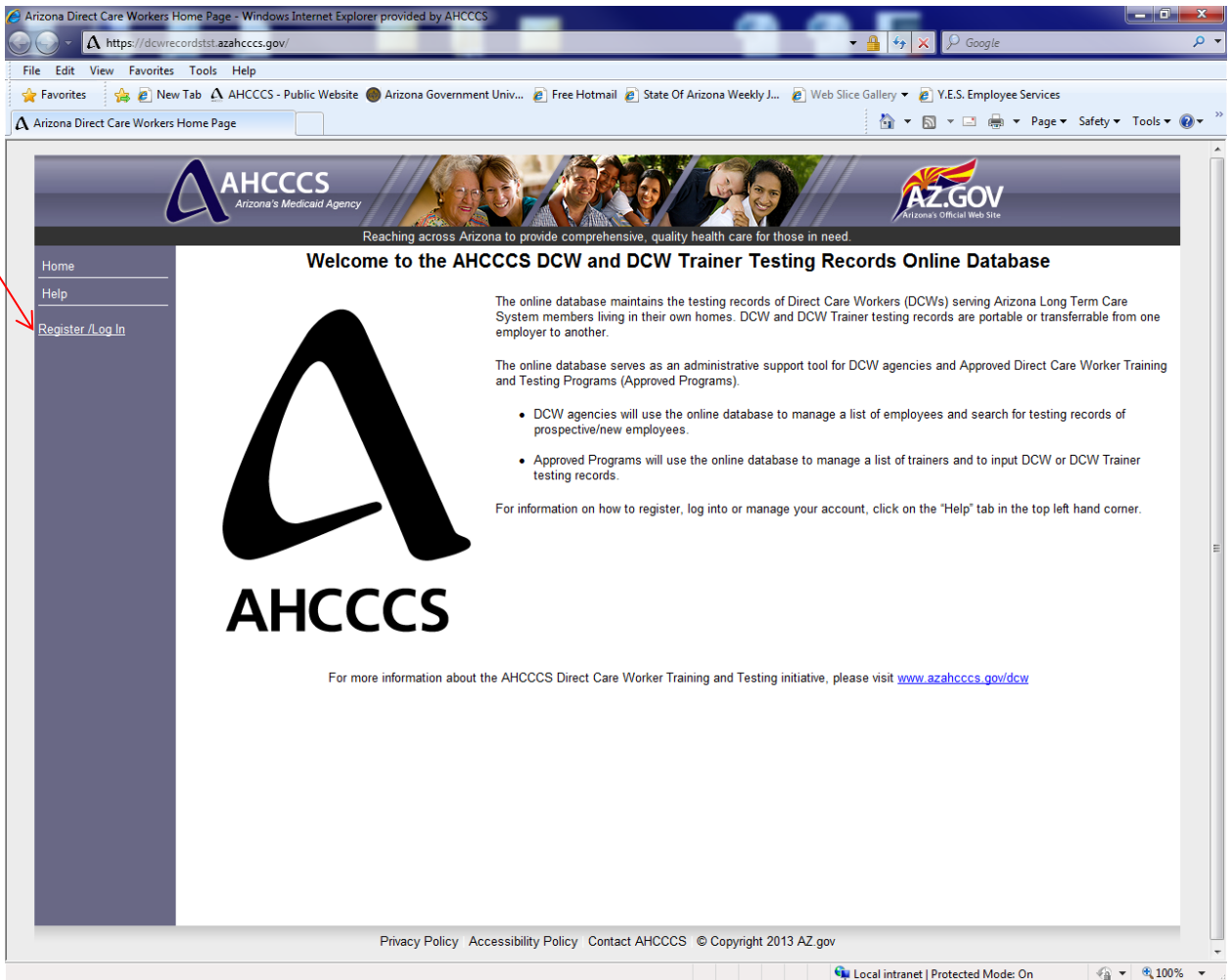
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STEP ONE Activate an Account: Create an Account

Click Here

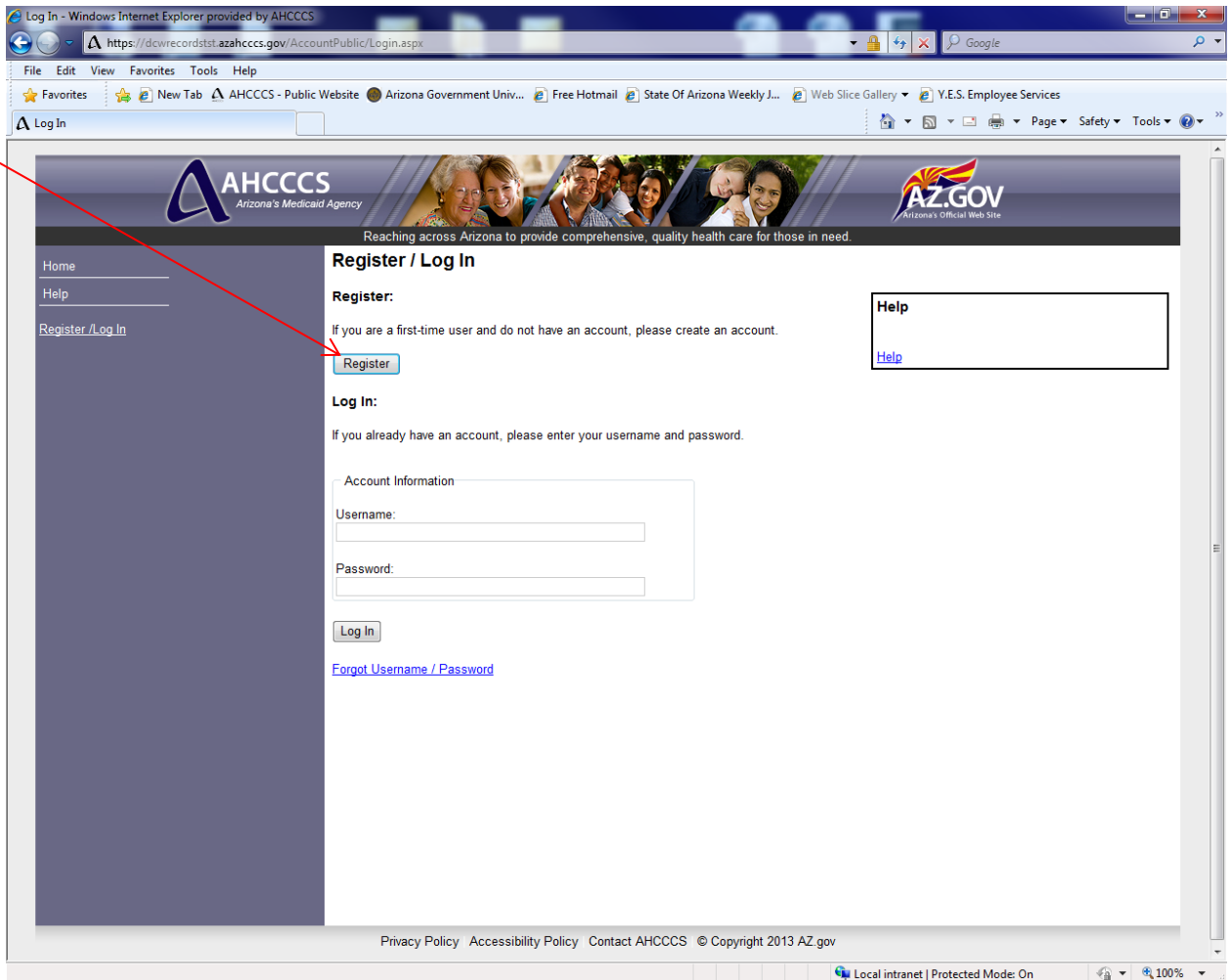


ENTER: <https://dcwrecords.azahcccs.gov/> in your web browser

CLICK: "Register/Log In," in the menu bar on the left-hand side of the page, to create an account

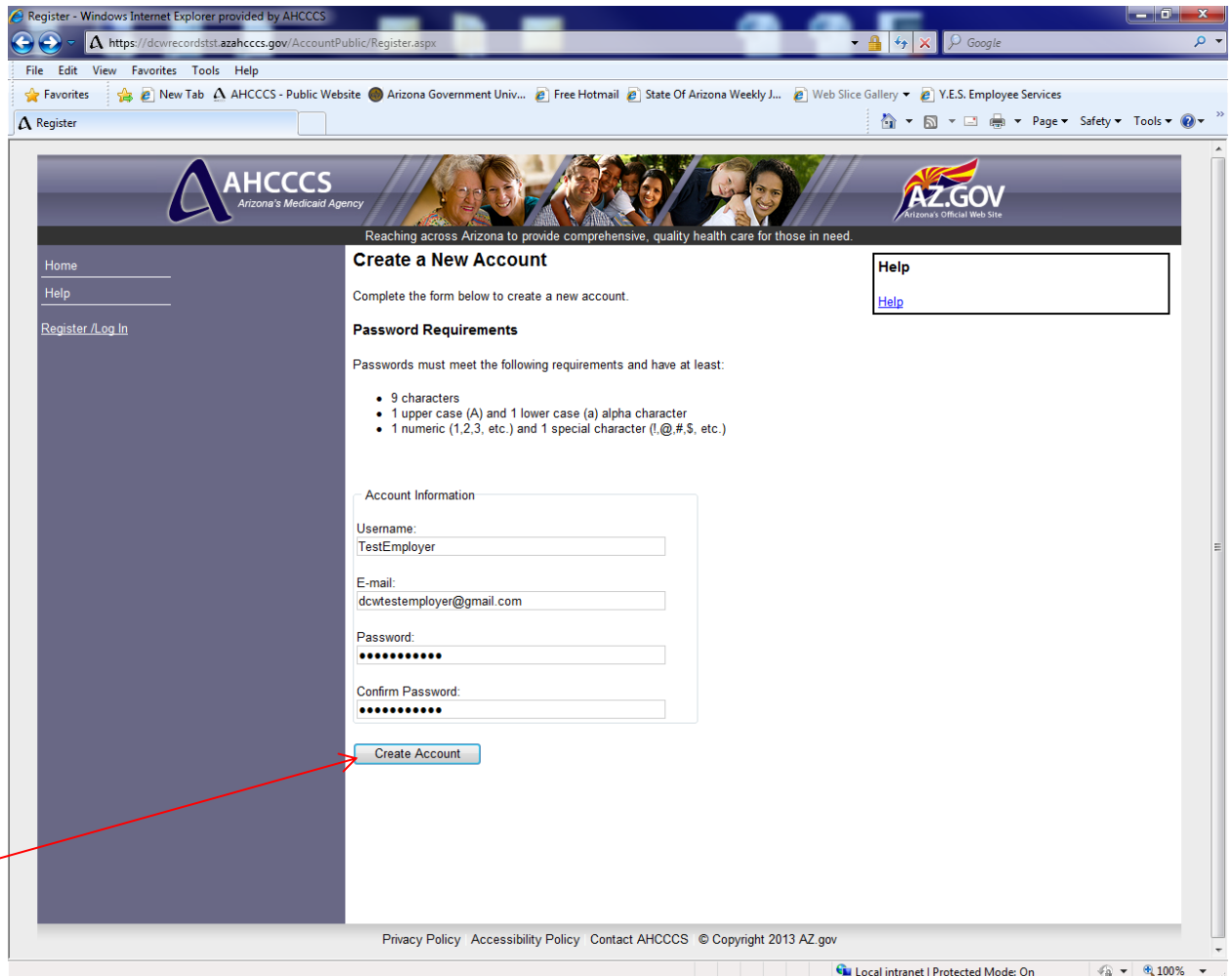
STEP TWO Activate an Account: Create an Account

Click Here



CLICK: "Register" to create an account for a first time user

STEP THREE Activate an Account: Create an Account



Click Here

ENTER: Username *(Note: The Username should not be an E-mail address)*

ENTER: Business E-mail Address *(Note: Each user must have their own, unique E-mail address)*

ENTER: Password twice

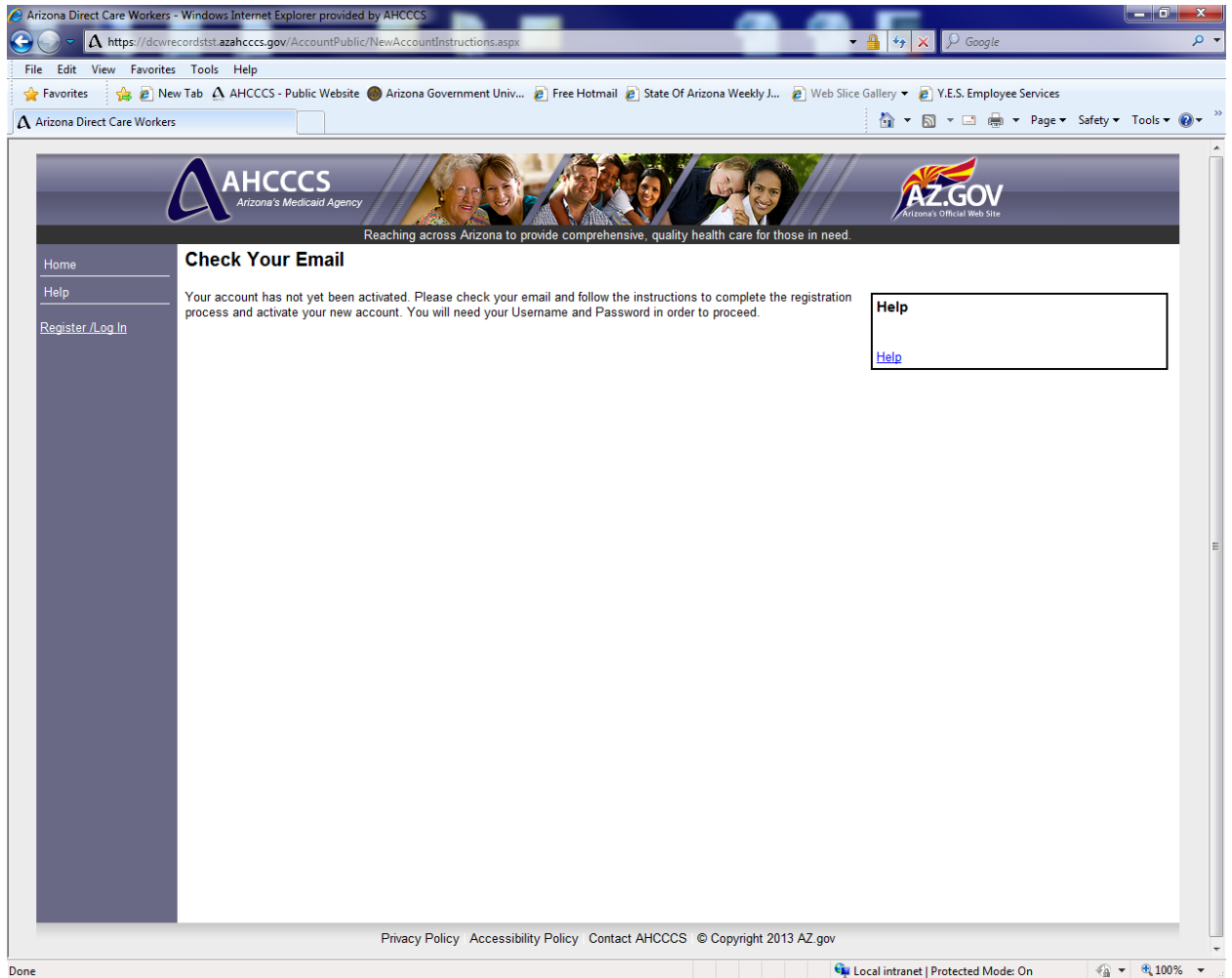
Passwords must meet the following requirements and have at least:

- 9 characters
- 1 upper case (A) and 1 lower case (a) alpha character
- 1 numeric (1,2,3, etc.) and 1 special character (!,@,#,&, etc.)

Note: Make sure to keep your Username and Password. The information will be required in order to proceed with activating the account.

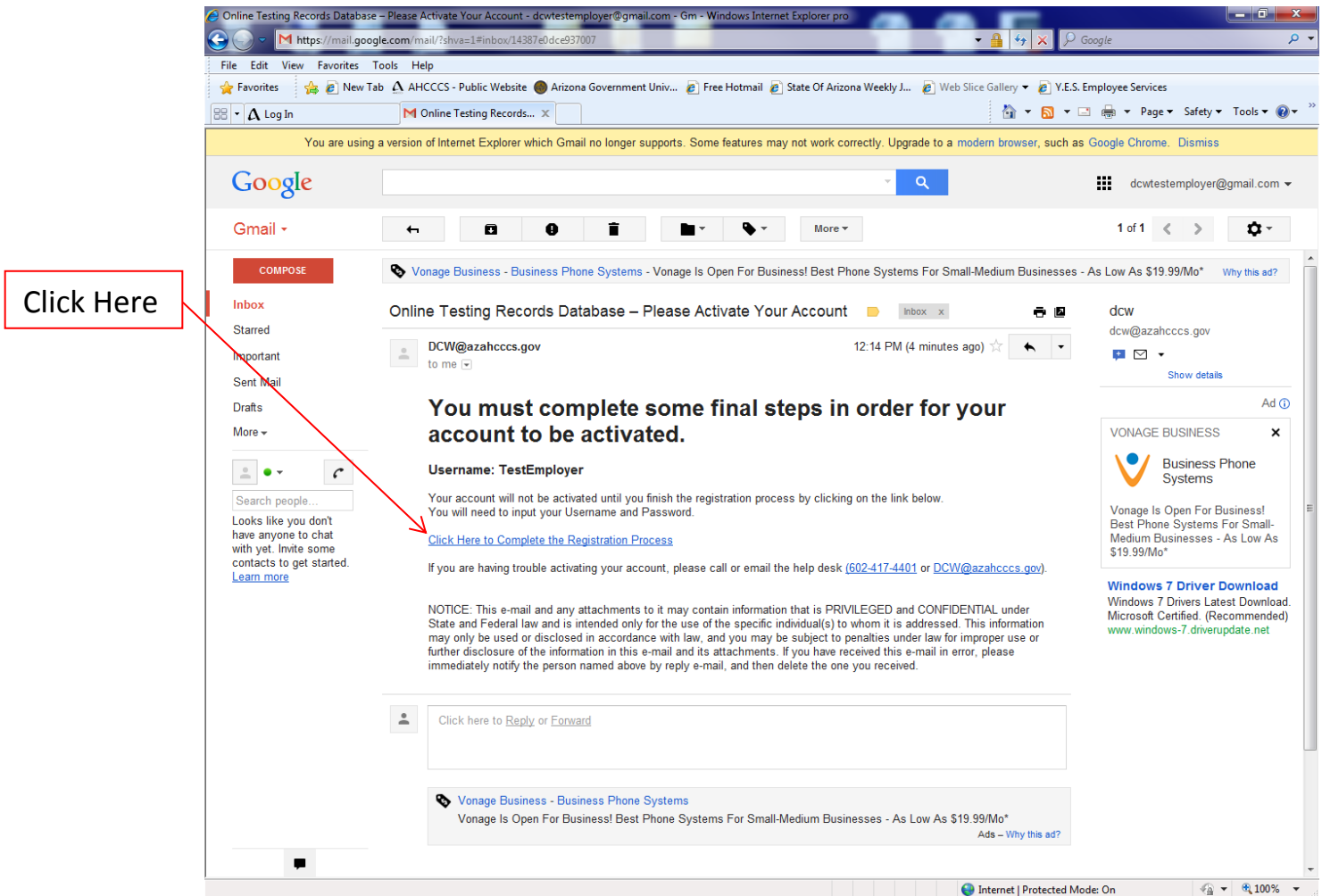
CLICK: Create Account

STEP FOUR Activate an Account: Create an Account



NOTE: *Check your E-mail inbox. If the E-mail was not received from DCW@azahcccs.gov, check your SPAM folder.*

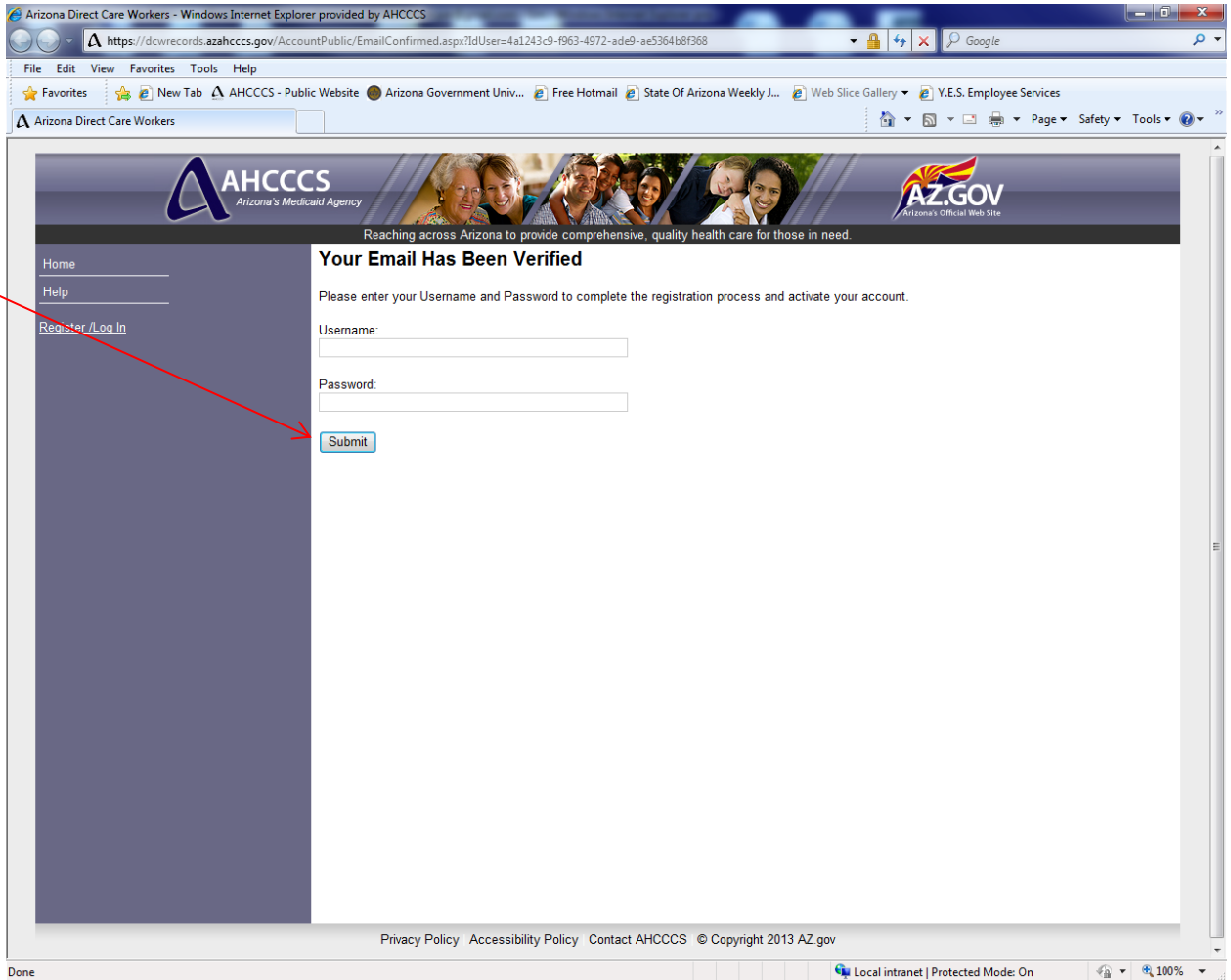
STEP FIVE Activate and Account: Create an Account



CLICK: Click Here to Complete the Registration Process

STEP SIX Activate an Account: Create an Account

Click Here



ENTER: Username

ENTER: Password

CLICK: Submit

STEP ONE Activate an Account: Add Business Contact Information

Read

Click Here

Arizona Direct Care Workers - Windows Internet Explorer provided by AHCCCS
https://dcwrecordstst.azahcccs.gov/Account/AccountInfo.aspx

File Edit View Favorites Tools Help

AHCCCS - Public Website Arizona Government Univ... Free Hotmail State Of Arizona Weekly J... Web Slice Gallery V.E.S. Employee Services

Arizona Direct Care Wo... Online Testing Records Da...

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
Help
Log Out

Account Information

Username: TestEmployer
[Change Password](#)

Help
[Help](#)

Please follow and complete the steps outlined below. There will be a total of four steps for you to complete. Some of the steps will be added incrementally as you progress through the process. Once you have completed each step, a check will appear in the appropriate box below. When step four has been completed, you will be notified that your account has been submitted for activation approval.

Account Activation Progress

- Email Verified
- Business Contact Information Completed
- Role Requested
- Account Activated

Step One: [Add/Edit Business Contact Information](#)

Step Two: [Add/Change User Role](#)

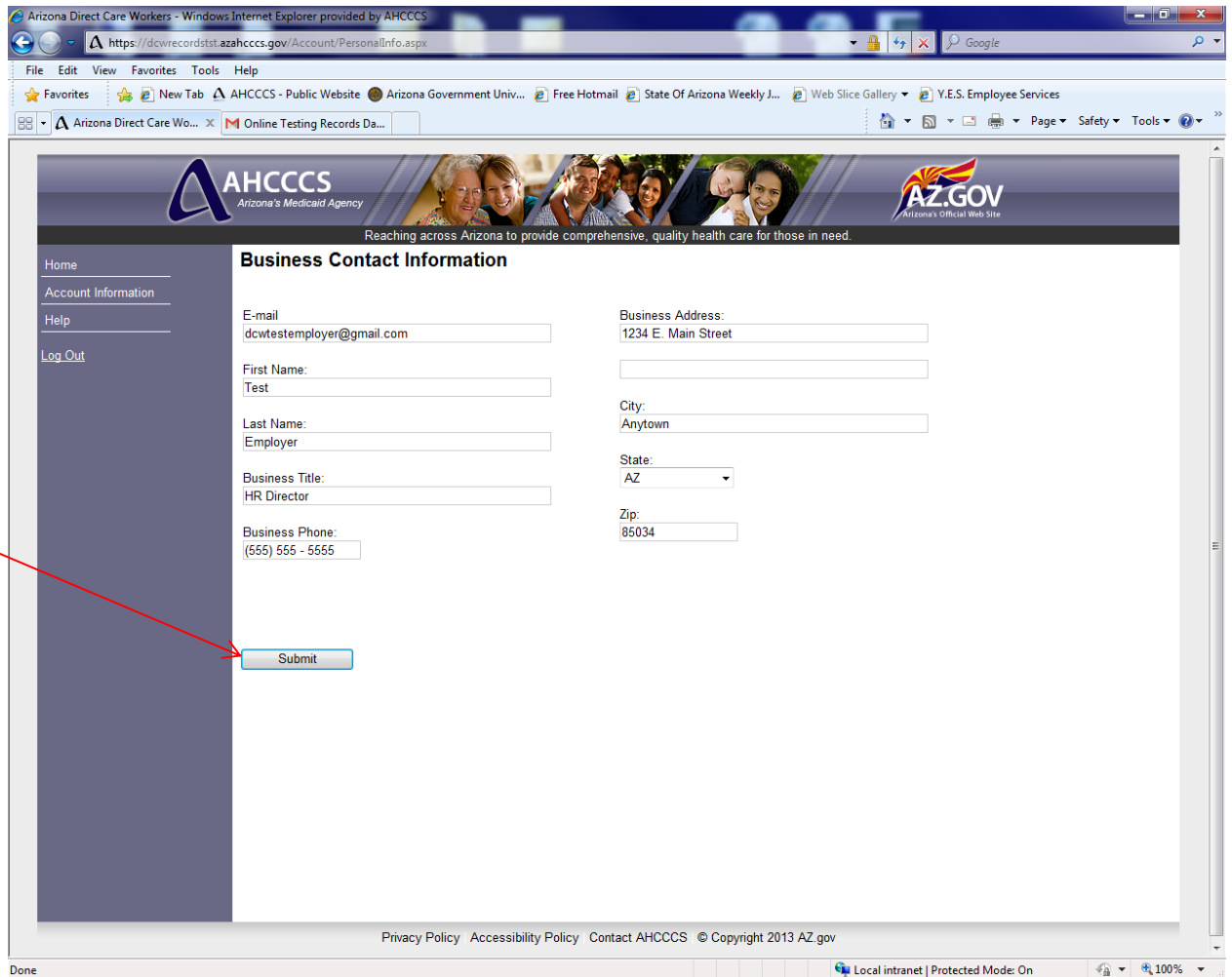
Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

Local intranet | Protected Mode: On 100%

NOTE: *Read instructional paragraph*

CLICK: Step One: Add/Edit Business Contact Information

STEP TWO Activate an Account: Add Business Contact Information



ENTER: Business E-mail address (Note: This should already be populated and show up automatically)

ENTER: First Name

ENTER: Last Name

ENTER: Business Position Title

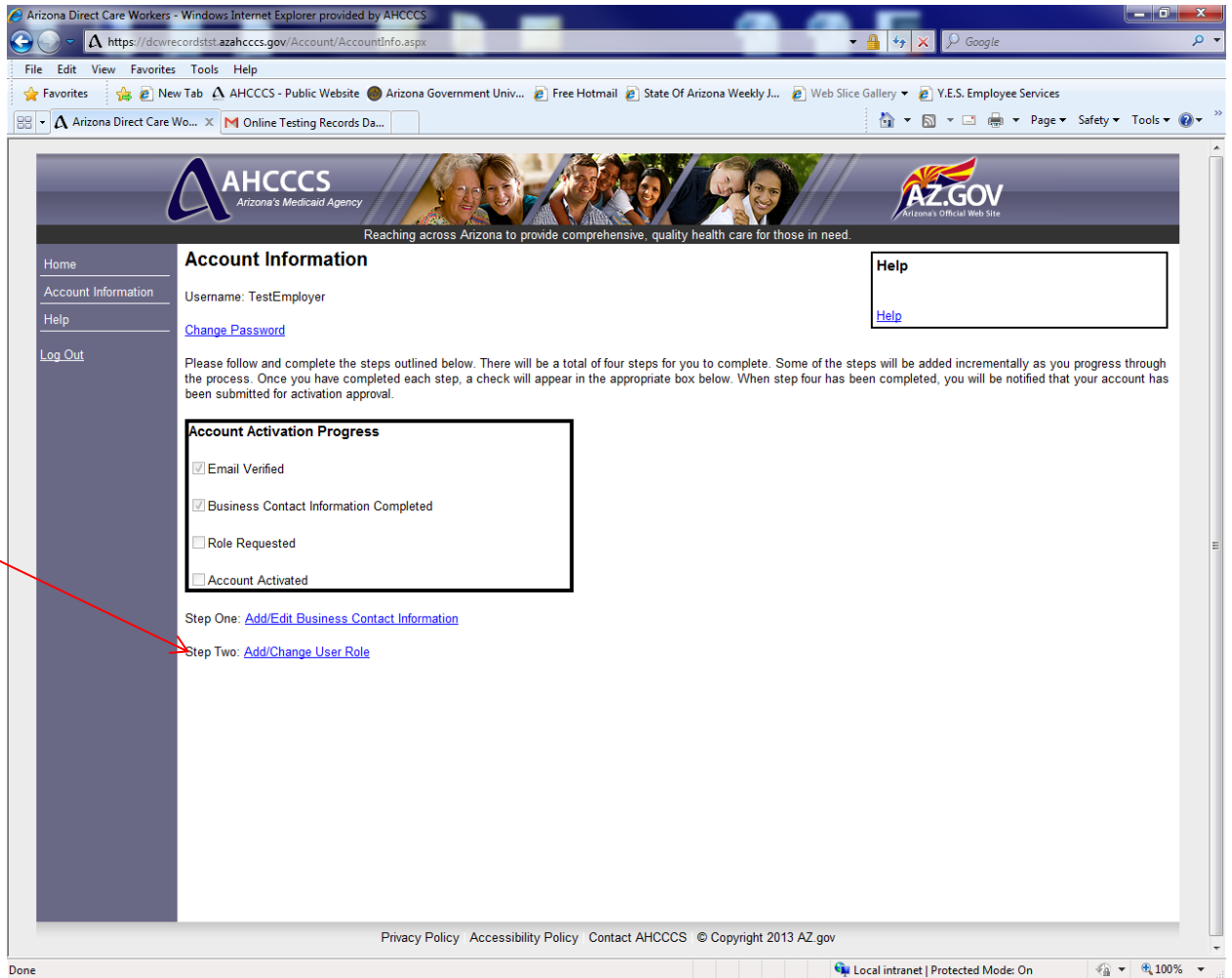
ENTER: Business Phone Number

ENTER: Business Address, City, State, Zip Code

CLICK: Submit (Note: "Submit" changes to "Update" when the information has been submitted)

CLICK: "OK" to go back to the "Account Information" page

STEP ONE Activate an Account: Designate User Role



CLICK: Step Two: Add/Change User Role

STEP TWO Activate an Account: Designate User Role: Employer Role User

Read

Click Here

Role Request

Please select the role(s) that should be associated with your account. It is important that you choose the correct role(s) otherwise you will be limited in the functions you can perform within the online database. A chart has been provided below to assist you in making the appropriate determination.

User Role Descriptions and Responsibilities

Type of Program	Employer Role Responsibilities	Trainer Role Responsibilities
DCW Agency	<ul style="list-style-type: none"> Add DCWs to and manage a company list Search for testing records of prospective/new DCW employees 	
Approved DCW Training and Testing Program	<ul style="list-style-type: none"> Add Trainers to and manage a company list Search for testing records of prospective/new Trainer employees 	Input DCW or Trainer testing records into the database

NOTE: A company may choose to have up to two people designated to serve in a role. If applicable, the company may also choose for one person to have multiple roles.

Select a user role(s)

Employer
 Trainer

NOTE: *Read instructional paragraph and chart. A user can choose to serve in the capacity of both user roles. In that instance, simply click both user roles and proceed to associate the account to a DCW Agency or Training Program or both.*

CHECK: Employer

NOTE: *In the next step, the user will be required to associate the account to either a DCW Agency or Training Program or both. The chart on the webpage can help a user determine whether or not to associate the account to a DCW Agency or Training Program. Identify which responsibilities the user will be performing within the database. If the responsibilities are located on the “DCW Agency” row on the chart, the user must associate the account to a DCW Agency. If the responsibilities are located on the “Approved Training and Testing Program” row, the user must associate the account to a Training Program. Lastly if the user will be performing responsibilities outlined in both rows, the user will associate the account to both entities.*

CLICK: Submit

CLICK: “OK” to go back to the “Account Information” page

STEP TWO Activate an Account: Designate User Role: Trainer Role User

Read

Click Here

NOTE: *Read instructional paragraph and chart. A user can choose to serve in the capacity of both user roles. In that instance, simply click both user roles and proceed to associate the account to a DCW Agency or Training Program or both.*

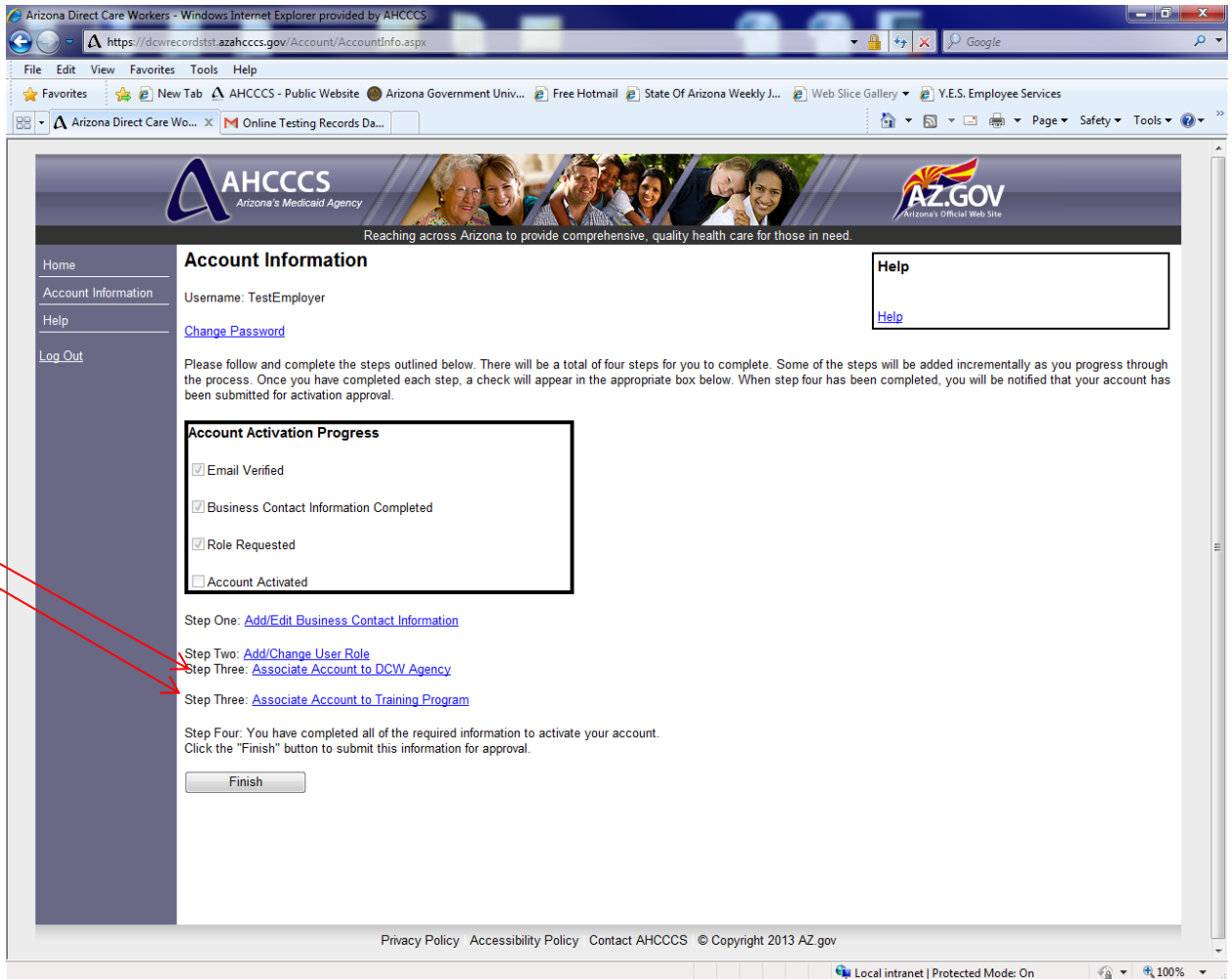
CHECK: Trainer

NOTE: *In the next step, the user will be required to associate the account to either a DCW Agency or Training Program or both. The chart on the webpage can help a user determine whether or not to associate the account to a DCW Agency or Training Program. Identify which responsibilities the user will be performing within the database. If the responsibilities are located on the “DCW Agency” row on the chart, the user must associate the account to a DCW Agency. If the responsibilities are located on the “Approved Training and Testing Program” row, the user must associate the account to a Training Program. Lastly if the user will be performing responsibilities outlined in both rows, the user will associate the account to both entities.*

CLICK: Submit

CLICK: “OK” to go back to the “Account Information” page

STEP ONE Activate an Account: Associate Account: DCW Agency

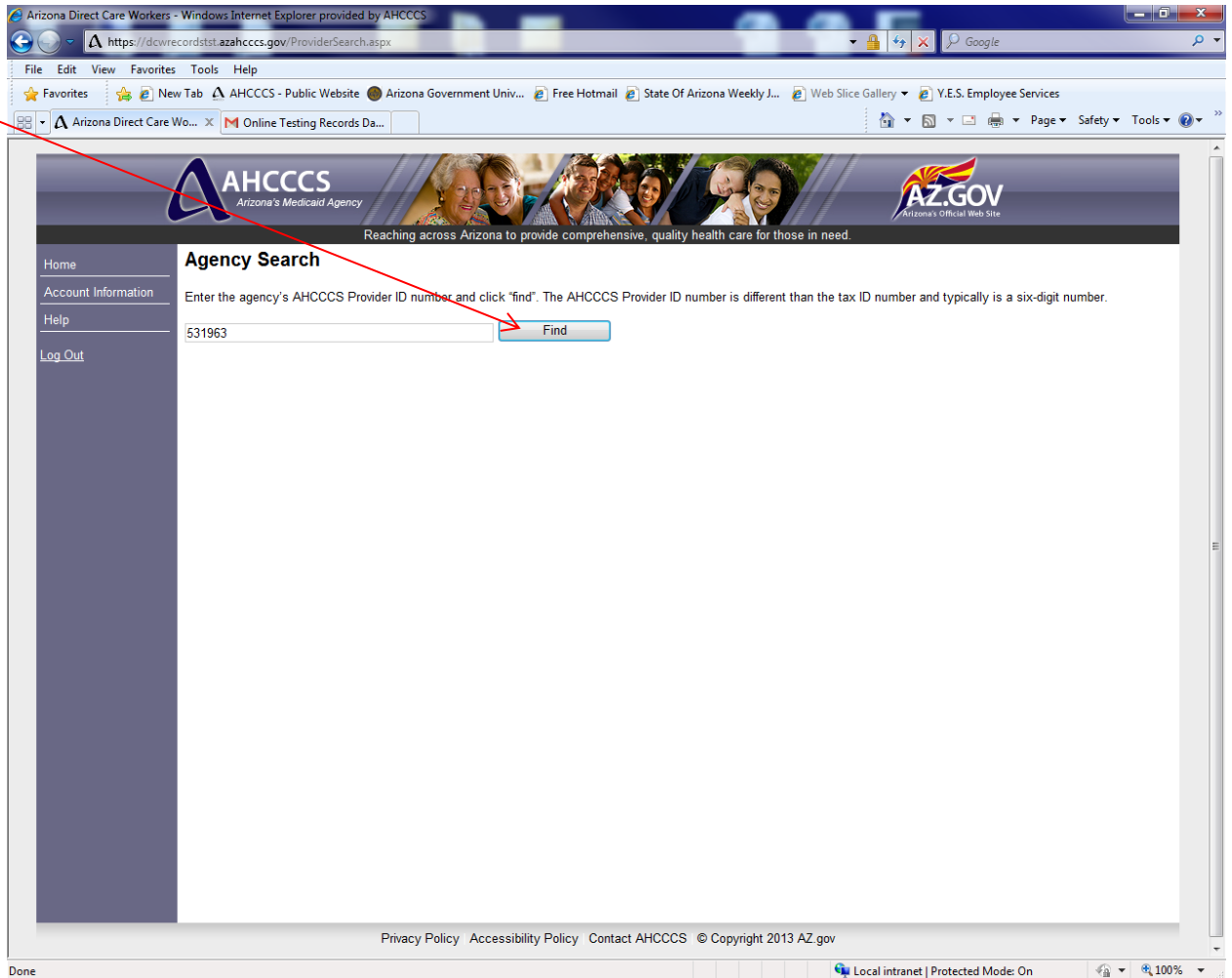


NOTE: *Users associating themselves to a DCW Agency, will need the AHCCCS Provider ID number in order to proceed. The AHCCCS Provider ID number is different than the tax ID number and typically is a six-digit number. It is important to note, DCW Agencies can have multiple Provider ID numbers (i.e. DCW Agency with regional offices). If there are multiple users from the same DCW Agency who will be charged with co-managing an employee listing, it is important that each user associate their respective account to the DCW Agency with the same Provider ID. Otherwise the users will not have shared access to an employee listing.*

CLICK: Step Three: Associate Account to DCW Agency

STEP TWO Activate an Account: Associate Account: DCW Agency

Click Here

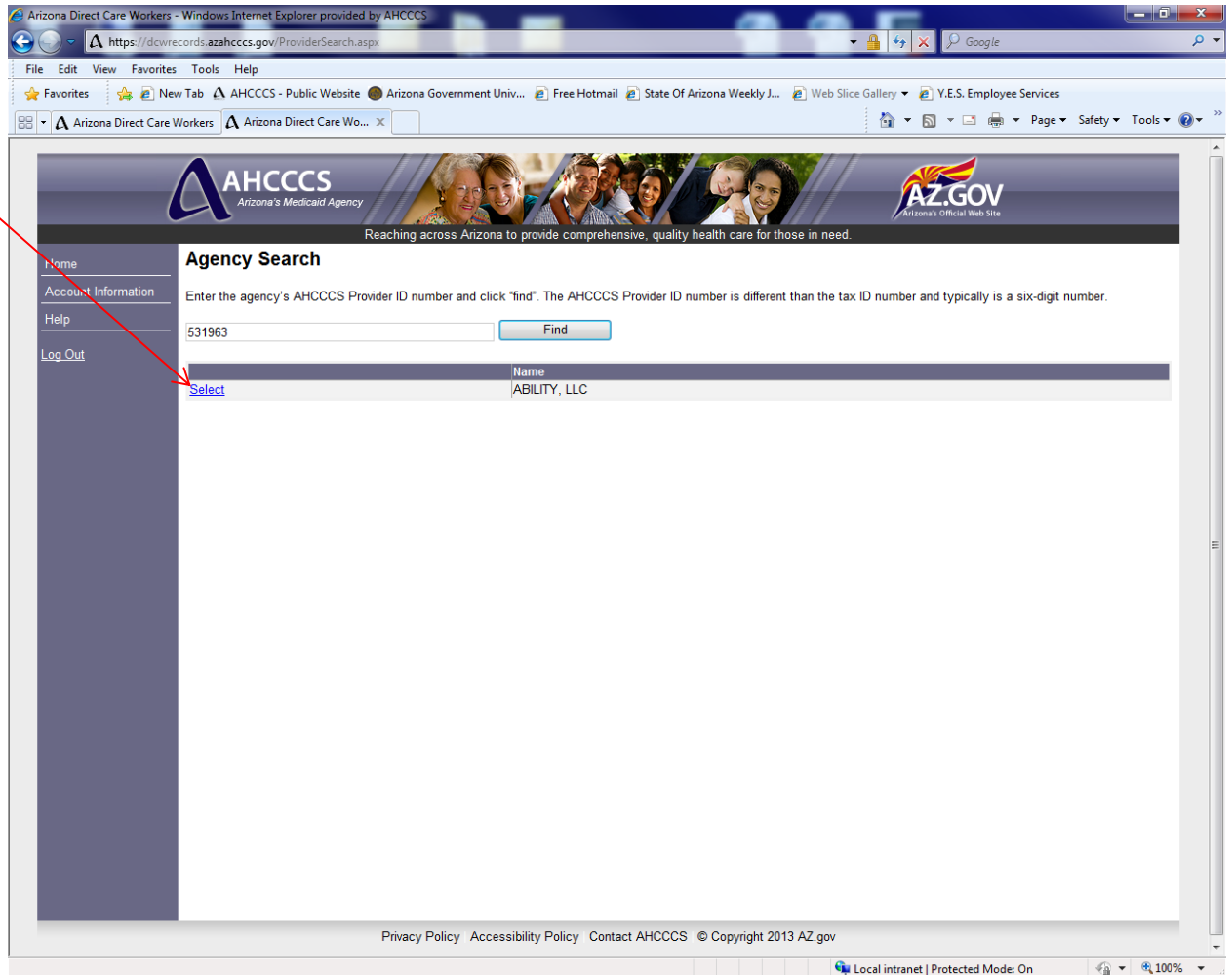


ENTER: The six-digit AHCCCS Provider ID

CLICK: Find

STEP THREE Activate an Account: Associate Account: DCW Agency

Click Here



CLICK: “Select” if the correct DCW Agency name is displayed. Otherwise, hit the back button and re-enter the AHCCCS Provider ID.

STEP FOUR Activate an Account: Associate Account: DCW Agency

The screenshot shows the AHCCCS Agency Search interface. The browser address bar displays <https://dcwrecords.azahcccs.gov/ProviderSearch.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 "Agency Search" and contains the following text: "Enter the agency's AHCCCS Provider ID number and click 'find'. The AHCCCS Provider ID number is different than the tax ID number and typically is a six-digit number." Below this is a search input field containing "531963" and a "Find" button. The results section states: "Your account will be associated to Provider ID: 531963" and "Agency Name: ABILITY, LLC". A note below reads: "If this information is correct, click 'Associate.' If the information is not correct, double check and re-enter the agency's Provider ID number." An "Associate" button is visible. Below the button is a table with one row:

Name
Select ABILITY, LLC

CLICK: “Associate” if the information is correct. If the information is not correct, double check and re-enter the DCW Agency’s Provider ID number and click “Find.”

CLICK: “OK” to go back to the “Account Information” page

NOTE: *The user can view the updated account information by selecting the “Account Information” from the menu on the left-hand side of the page and clicking on “Add/Edit Business Contact Information.”*

STEP ONE Activate an Account: Associate Account: Training Program

The screenshot shows a web browser window displaying the AHCCCS Account Information page. The page header includes the AHCCCS logo and the AZ.GOV logo. The main content area is titled 'Account Information' and shows the username 'TestTrainer'. Below this, there is a 'Change Password' link and a 'Help' button. A section titled 'Account Activation Progress' contains four items: 'Email Verified', 'Business Contact Information Completed', 'Role Requested', and 'Account Activated'. Below this section, there are four steps: 'Step One: Add/Edit Business Contact Information', 'Step Two: Add/Change User Role', 'Step Three: Associate Account to Training Program', and 'Step Four: You have completed all of the required information to activate your account. Click the "Finish" button to submit this information for approval.' A red box highlights the 'Step Three' link, and a red arrow points to it from a 'Click Here' label in a separate box on the left.

CLICK: Step Three: Associate Account to Training Program

NOTE: *Users only need to associate the account to a Training Program if the user is going to be performing responsibilities (of either an Employer or Trainer) associated with a Training Program. DO NOT associate a Training Program to the user account to simply identify the Training Program that has been delegated to train and test employees of the DCW Agency.*

STEP TWO Activate an Account: Associate Account: Training Program

Arizona Direct Care Workers - Windows Internet Explorer provided by AHCCCS
 https://dcwrecordstst.azahcccs.gov/Trainer/TrainingFacilitySearch.aspx

Home
 Account Information
 Help
 Log Out

Refresh List
 Find your training and testing program in the listing and click on "select"

Facility Name	Street1	City	State	Zip
Select Ability LLC	12180 E. Turquoise Cir.	Dewey	AZ	86327
Select ABRIIO Family Services & Supports, Inc.	5200 E. Cortland Blvd., #A-15	Flagstaff		
Select ACCENT on Family Care Services LLC	19322 E. Calle De Flores	Queen Creek	AZ	85142
Select AccentCare at Home, INC.	4001 N. 3rd Street.,	Phoenix	AZ	85012
Select Ace Education and Training Center, LLC	1039 E. Van Buren	Avondale	AZ	85323
Select Advanced Independence LLC	4410 W. Union Hills Dr., Suite 7, PMB 122	Glendale	AZ	85308
Select AIRES, LLC	824 E. Fort Lowell	Tucson	AZ	85719
Select Alarys Home Health	4250 N. Drinkwater Blvd., #100	Scottsdale	AZ	85251
Select Alexander's Abilities, Inc.	1116 West Palo Verde Dr	Chandler	AZ	85224
Select All Aboard Services	1892 S. Arroyo Lane	Gilbert	AZ	85295
Select All in the Family	916 S. 52nd St., #106	Tempe	AZ	85281
Select Alternatives in Home Care	2030 E. Broadway, #204	Tucson	AZ	85719
Select Always Say A Prayer (ASAP)	2825 Spruce Mtn Rd	Prescott	AZ	86303
Select American Emergency Response Training	9164 N. 43rd Ave., #7	Glendale	AZ	85302
Select Angels on Duty	8652 Eastridge Dr., #203	Prescott Valley	AZ	86314
Select Arcadia Home Care	4615 N. First Ave.	Tucson	AZ	
Select Archway Training, LLC	7227 N. 16th St., #125	Phoenix	AZ	85020
Select Arion Care Solutions	3738 W. Commonwealth Ave., #20	Chandler	AZ	85226
Select Arizona Bridge to Independent Living (ABIL)	5025 E. Washington St., #200 - no trainings here	Phoenix	AZ	85034
Select Arizona Care Providers	2432 W. Peoria Ave., Suite 1048, Bldg. 1	Phoenix	AZ	85029
Select Arizona Community Development Corporation	5704 E. Grant Rd.	Tucson	AZ	85712
Select Arizona Support Services and Intensive Skills Training	6741 Corsair Ave.	Prescott	AZ	86301
Select Ascent Human Services	6875 N. Greene Lane	Flagstaff	AZ	86001
Select Assisting Hands Home Care	10789 N. 90th St., Suite 102	Scottsdale	AZ	85260
Select Assured Care Healthcare Services	1837 S. Mesa Dr, Suite A202	Mesa	AZ	85210
Select At Home Solutions, LLC	1415 N. Trekel, Suite 103	Casa Grande	AZ	85122
Select Attentive Home Health	3624 N. 15th Ave.	Phoenix	AZ	85015
Select AZ Consumer Direct Personal Care, LLC	50 N. Alvernon Way	Tucson	AZ	85711
Select AZ Masquerade, LLC	2326 S. Layton	Tucson	AZ	85713
Select Blythe Center	7602 W. Indian School Rd.,	Phoenix	AZ	85033
Select Cactus Wren Training Program LLC - L	10640 N. 28th Dr., Bldg. C-107	Phoenix	AZ	85029
Select Care Corner Personal Service	1930 South Alma School Rd, B-104	Mesa	AZ	85210
Select CareGiver Training Institute	1940 E. Silverlake Rd., #402	Tucson	AZ	85713
Select Caregivers of Arizona	5501 N. 19th Avenue, #425	Phoenix	AZ	85015
Select Caring 4 Your Elders Inc.	9051 W. Kelton, #7	Peoria		
Select Caring Hearts Companion Care	PO Box 1775	Lakeside	AZ	85929
Select Central Arizona Council on DD	3687 S. Royal Palm	Apache Junction	AZ	85210
Select Central Arizona Valley Institute of Technology (CAVIT)	1789 Coolidge Ave	Coolidge	AZ	85128

Local intranet | Protected Mode: On

FIND: Name of the Approved DCW Training and Testing Program in the listing.

CLICK: Select

STEP THREE Activate an Account: Associate Account: Training Program

Click Here

Approved Training and Testing Program Search

Refresh List

Find your training and testing program in the listing and click on "select"

Your account will be associated to: Ace Education and Training Center, LLC
If this information is correct, click "Associate". If the information is not correct, re-select the name of training and testing program from the list.

Associate

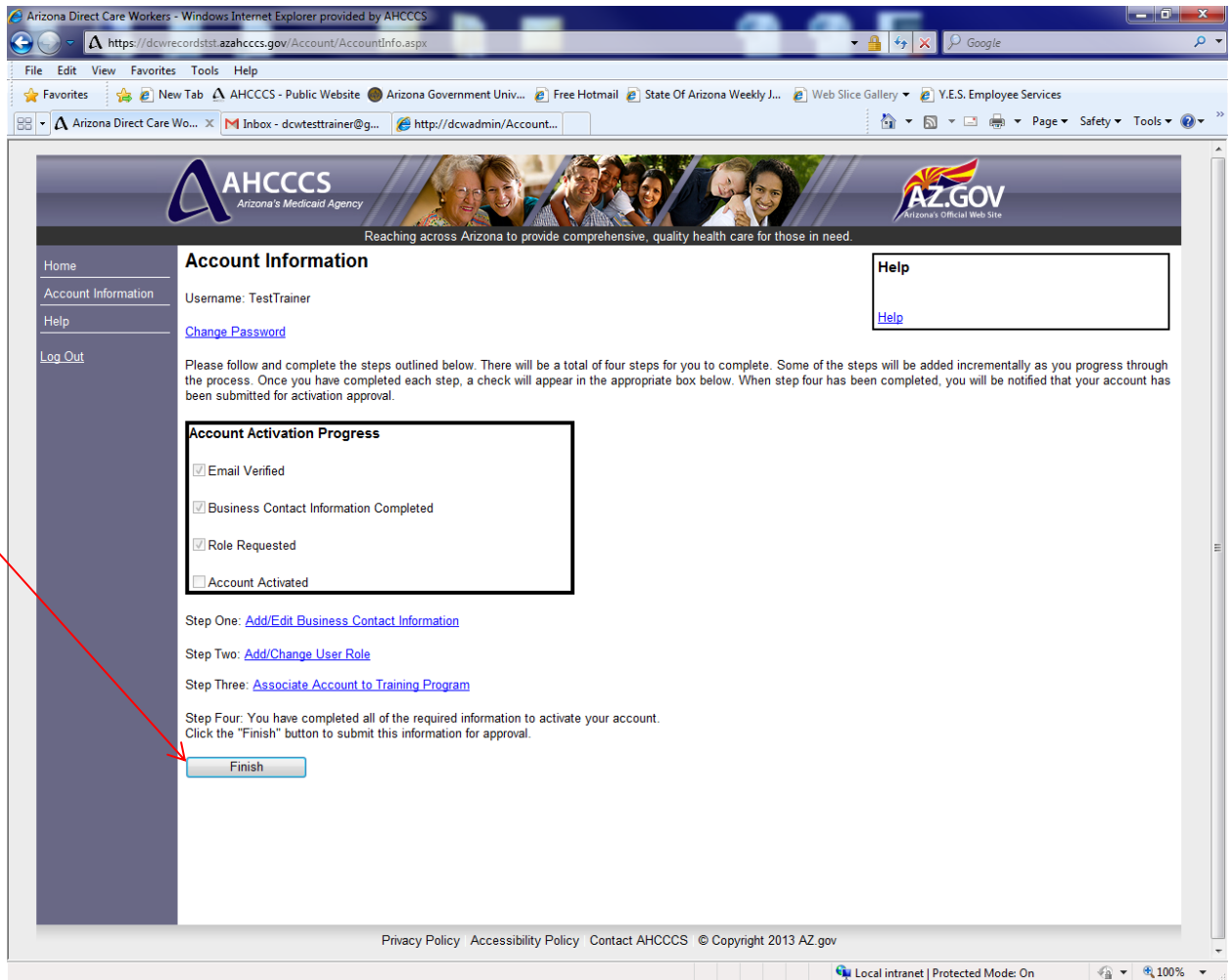
Facility Name	Street1	City	State	Zip
Select Ability LLC	12180 E. Turquoise Cir.	Dewey	AZ	86327
Select ABR/O Family Services & Supports, Inc.	5200 E. Cortland Blvd., #A-15	Flagstaff		
Select ACCENT on Family Care Services LLC	19322 E. Calle De Flores	Queen Creek	AZ	85142
Select AccentCare at Home, INC.	4001 N. 3rd Street.,	Phoenix	AZ	85012
Select Ace Education and Training Center, LLC	1039 E. Van Buren	Avondale	AZ	85323
Select Advanced Independence LLC	4410 W. Union Hills Dr., Suite 7, PMB 122	Glendale	AZ	85308
Select AIRES, LLC	824 E. Fort Lowell	Tucson	AZ	85719
Select Alarys Home Health	4250 N. Drinkwater Blvd., #100	Scottsdale	AZ	85251
Select Alexander's Abilities, Inc.	1116 West Palo Verde Dr	Chandler	AZ	85224
Select All Aboard Services	1892 S. Arroyo Lane	Gilbert	AZ	85295
Select All in the Family	916 S. 52nd St., #106	Tempe	AZ	85281
Select Alternatives in Home Care	2030 E. Broadway, #204	Tucson	AZ	85719
Select Always Say A Prayer (ASAP)	2825 Spruce Mtn Rd	Prescott	AZ	86303
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Select Angels on Duty	8652 Eastridge Dr., #203	Prescott Valley	AZ	86314
Select Arcadia Home Care	4615 N. First Ave.	Tucson	AZ	
Select Archway Training, LLC	7227 N. 16th St., #125	Phoenix	AZ	85020
Select Arion Care Solutions	3738 W. Commonwealth Ave., #20	Chandler	AZ	85226
Select Arizona Bridge to Independent Living (ABIL)	5025 E. Washington St., #200 - no trainings here	Phoenix	AZ	85034
Select Arizona Care Providers	2432 W. Peoria Ave., Suite 1048, Bldg. 1	Phoenix	AZ	85029
Select Arizona Community Development Corporation	5704 E. Grant Rd.	Tucson	AZ	85712
Select Arizona Support Services and Intensive Skills Training	6741 Corsair Ave.	Prescott	AZ	86301
Select Ascent Human Services	6875 N. Greene Lane	Flagstaff	AZ	86001
Select Assisting Hands Home Care	10789 N. 90th St., Suite 102	Scottsdale	AZ	85260
Select Assured Care Healthcare Services	1837 S. Mesa Dr, Suite A202	Mesa	AZ	85210
Select At Home Solutions, LLC	1415 N. Trekel, Suite 103	Casa Grande	AZ	85122

CLICK: "Associate" if the information is correct. If the information is not correct, re-select the name of the training and testing program from the list.

CLICK: "OK" to go back to the "Account Information" page

NOTE: *The user can view the updated account information by selecting the "Account Information" from the menu on the left-hand side of the page and clicking on "Add/Edit Business Contact Information."*

STEP ONE Activate an Account: Account Activation



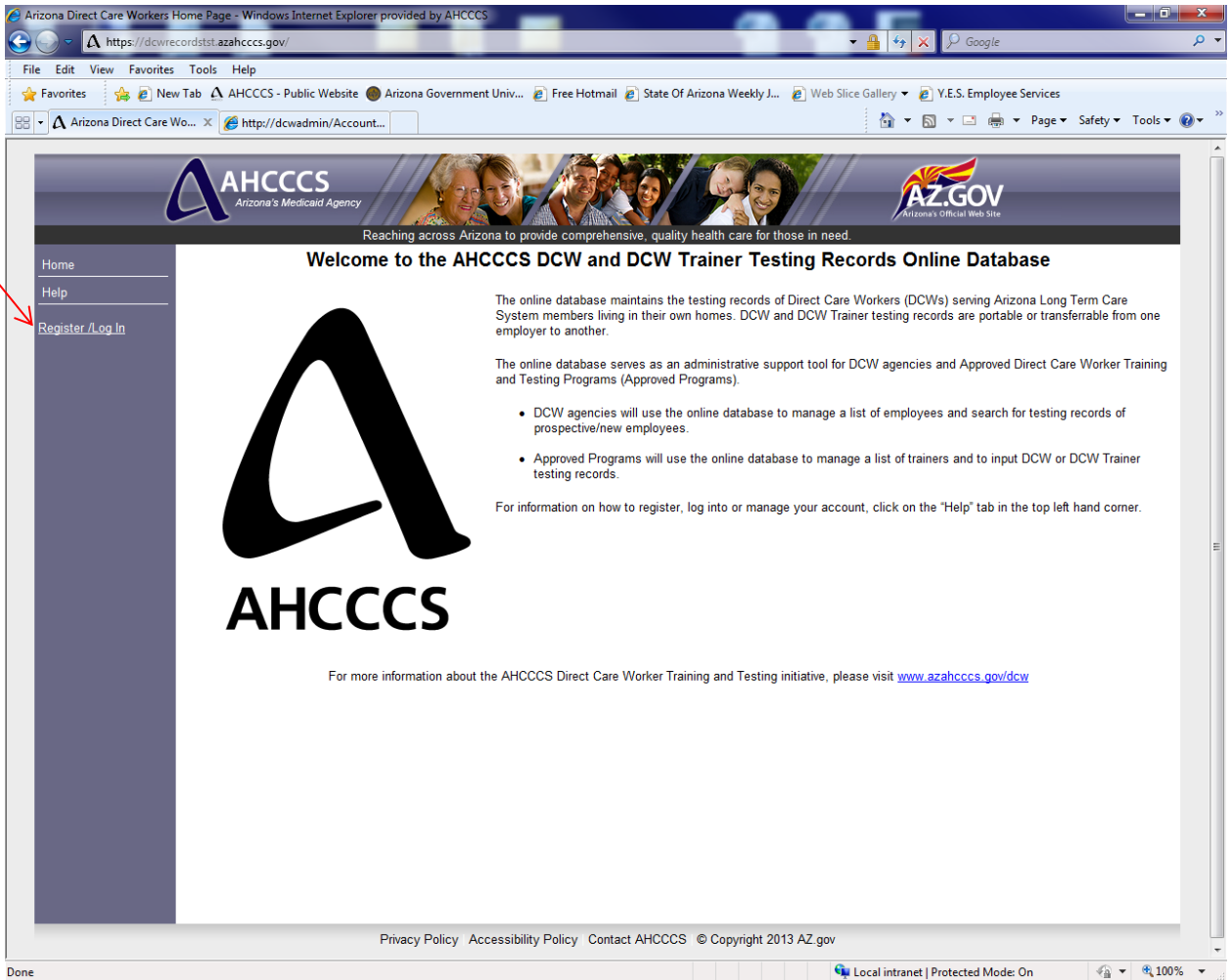
CLICK: "Finish", to complete the registration process and request the activation of your account.

NOTE: *Once you click "Finish" the User will be notified the request for account activation has been submitted. AHCCCS may take 3-5 business days to activate the account. Once activated, the user will receive E-mail notification along with instructions on how to proceed in using the online database.*

CLICK: OK

STEP ONE Account Maintenance: Log In to an Existing Account

Click Here



ENTER: <https://dcwrecords.azahcccs.gov> in the search line of your internet browser

CLICK: Register/Log In

STEP TWO Account Maintenance: Log In to an Existing Account

Click Here

Register / Log In

Register:

If you are a first-time user and do not have an account, please create an account.

Register

Log In:

If you already have an account, please enter your username and password.

Account Information

Username:
TestTrainer

Password:
●●●●●●●●

Log In

[Forgot Username / Password](#)

Help

[Help](#)

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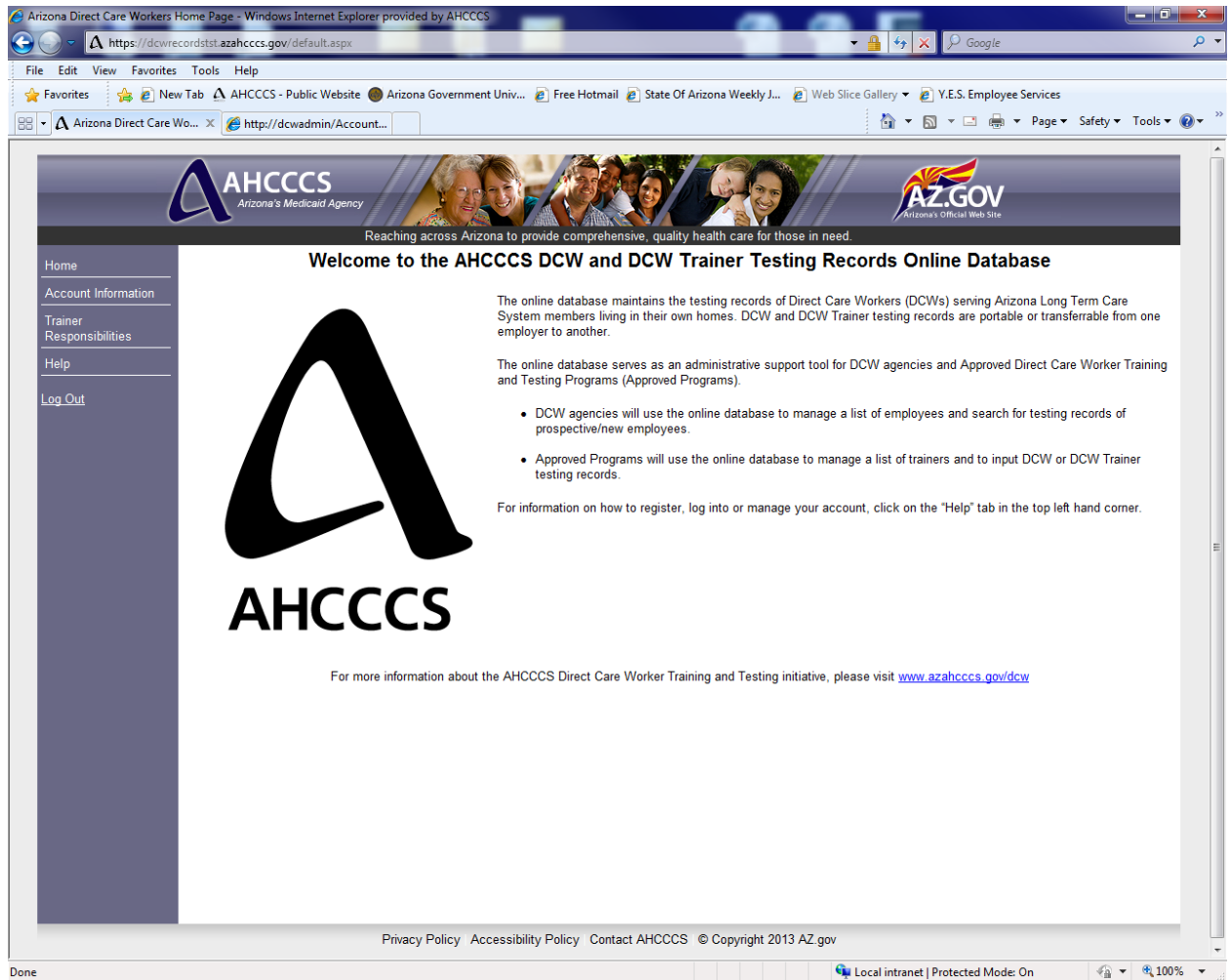
Done Local intranet | Protected Mode: On 100%

ENTER: Username

ENTER: Password

CLICK: Log In

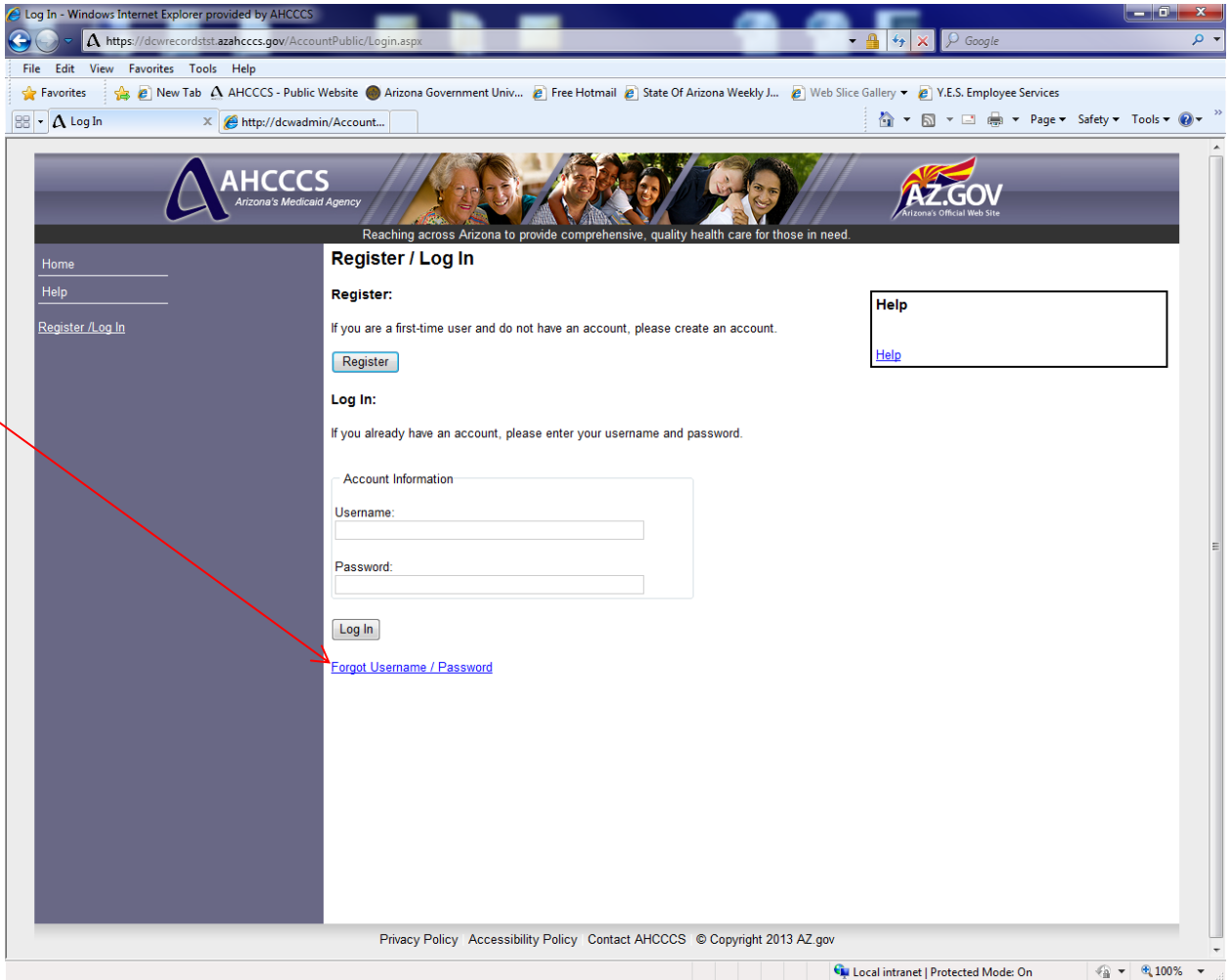
STEP THREE Account Maintenance: Log In to an Existing Account



NOTE: *On the left-hand side of the page, note a tab entitled “Account Information” and a tab reflecting the designated responsibilities(s) of the user within their organization as it pertains to the use of and access to the online database.*

STEP ONE Account Maintenance: Forgot Username/Password

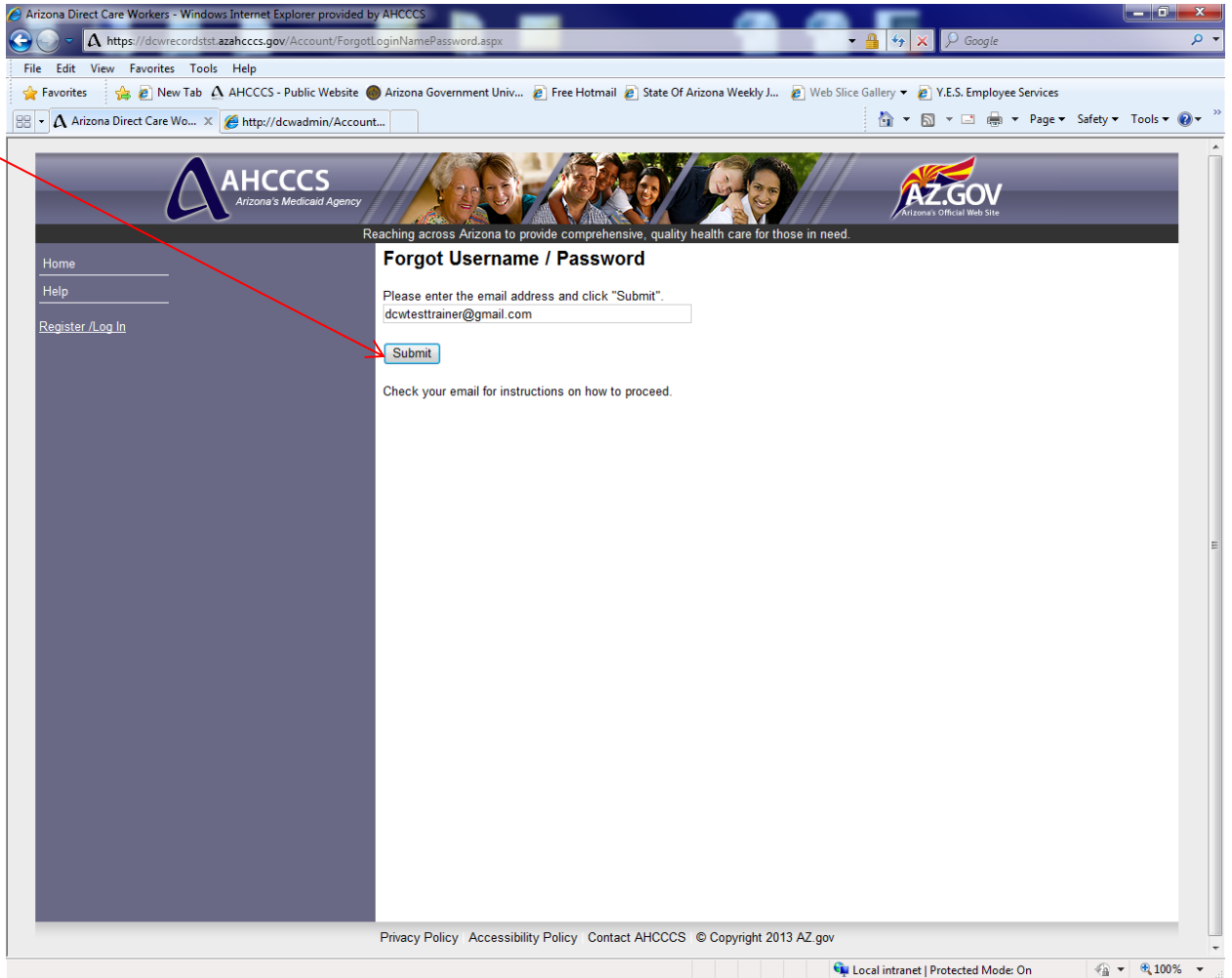
Click Here



CLICK: Forgot Username/Password

STEP TWO Account Maintenance: Forgot Username/Password

Click Here



ENTER: E-mail address for the user account

CLICK: Submit

NOTE: Check your E-mail inbox. If the E-mail was not received from DCW@azahcccs.gov, check your SPAM folder.

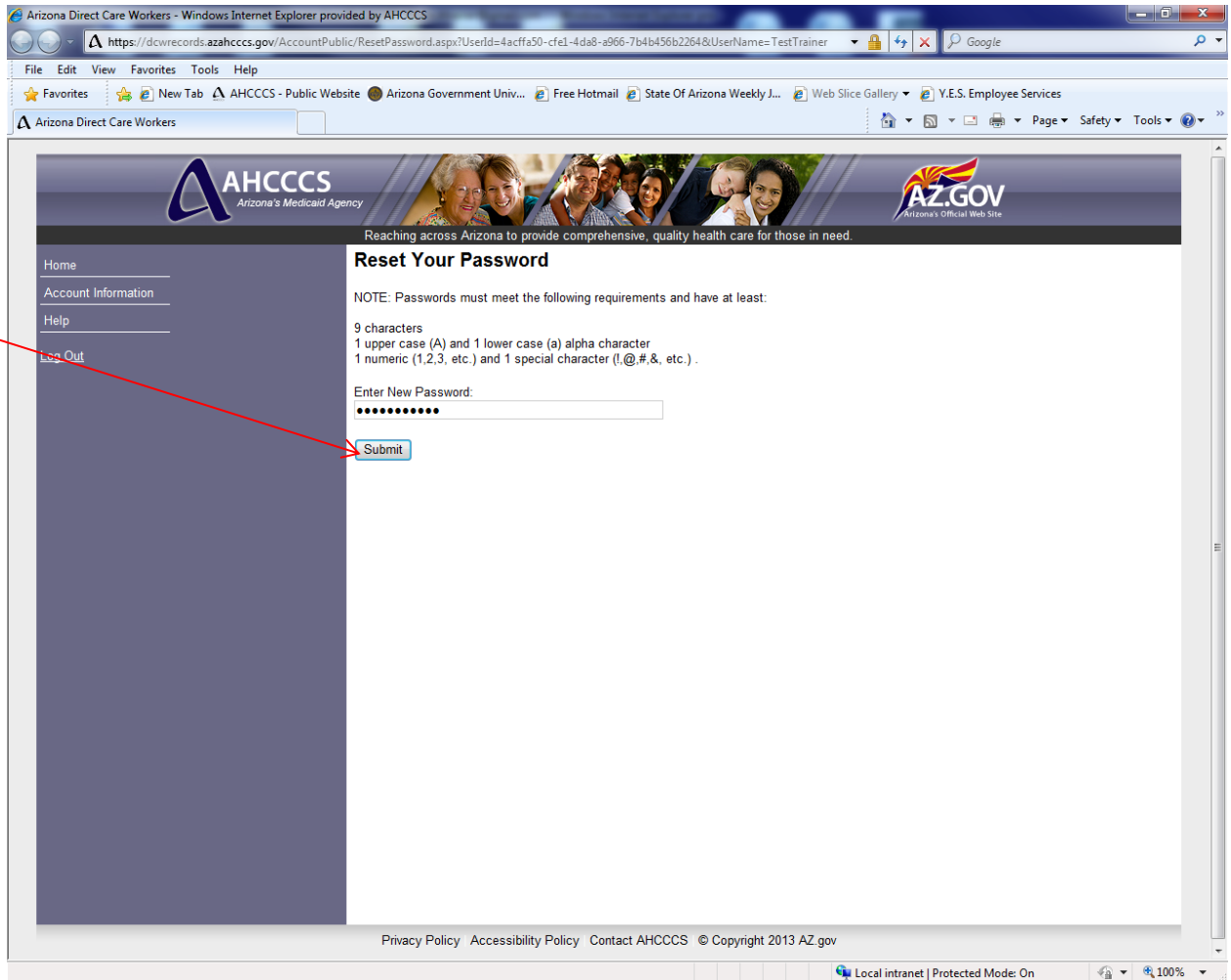
STEP TWO Account Maintenance: Forgot Username/Password

The screenshot shows a Gmail interface in Internet Explorer. The email subject is "Forgot Username/Password" from "DCW@azahcccs.gov". The email body contains the text "Username: TestTrainer" and a blue link "Click Here to change your password". A red box labeled "Username" has an arrow pointing to the text "TestTrainer". Another red box labeled "Click Here" has an arrow pointing to the link "Click Here to change your password". The email also includes a notice about privileged and confidential information and a "Click here to Reply or Forward" link.

CLICK: Click Here to Change Your Password

STEP THREE Account Maintenance: Forgot Username/Password

Click Here

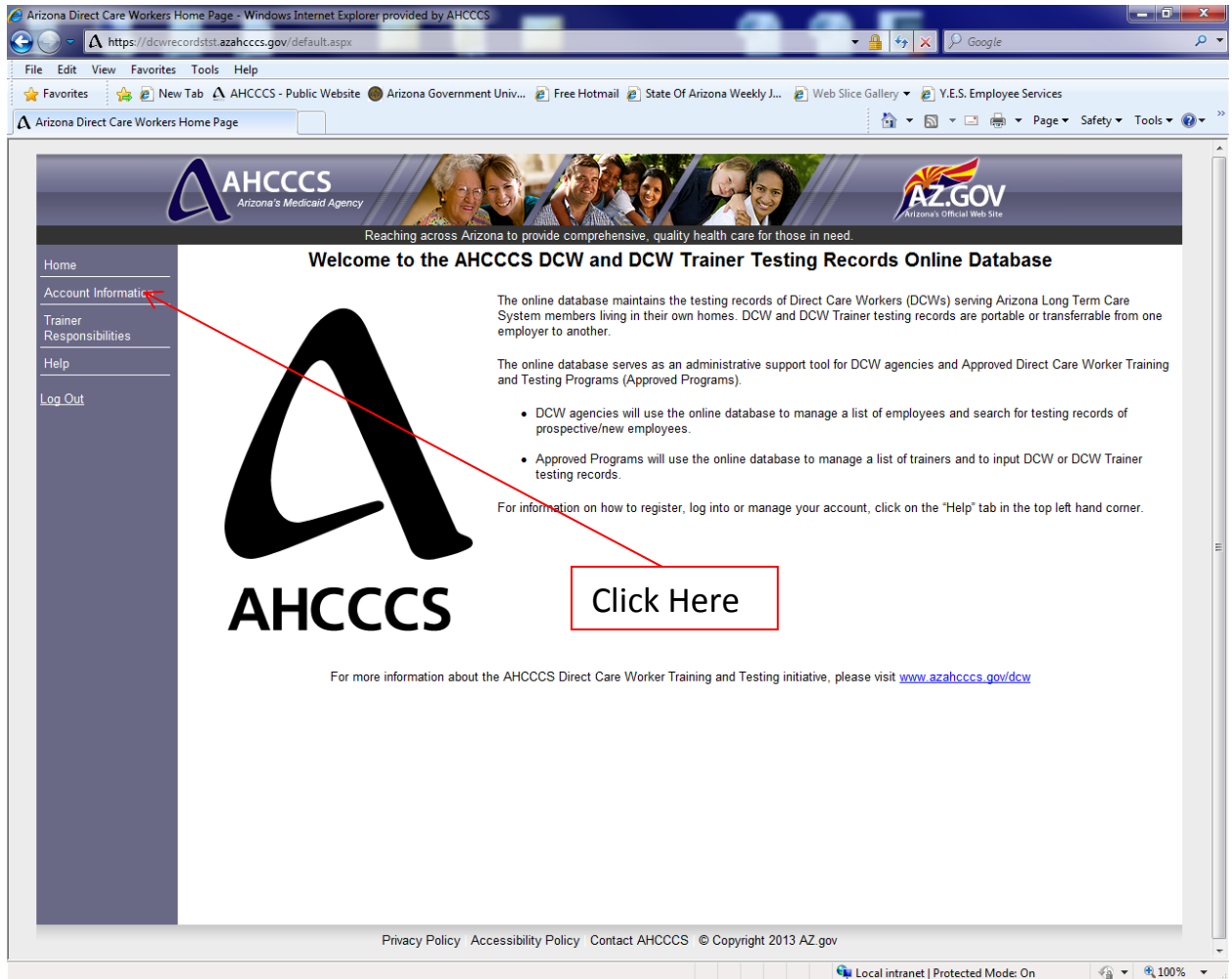


ENTER: New password

CLICK: Submit

CLICK: Ok

STEP ONE Account Maintenance: Update Account Information



CLICK: Account Information

NOTE: *All account information including contact information, user role(s) and account associations can be modified/updated.*

STEP TWO Account Maintenance: Update Account Information

The screenshot shows a web browser window with the URL <https://dcwrecordstst.azahcccs.gov/Account/AccountInfo.aspx>. The page header includes the AHCCCS logo and the AZ.GOV logo. The main content area is titled "Account Information" and displays the following information:

- Username:** TestTrainer
- [Change Password](#)
- Account Activation Progress:**
 - Email Verified
 - Business Contact Information Completed
 - Role Requested
 - Account Activated
- Step One:** [Add/Edit Business Contact Information](#)
- Step Two:** [Add/Change User Role](#)
- Step Three:** [Associate Account to Training Program](#)
- Step Four:** You have completed all of the required information to activate your account. Click the "Finish" button to submit this information for approval.

A "Finish" button is visible at the bottom of the instructions. The page footer contains links for Privacy Policy, Accessibility Policy, and Contact AHCCCS, along with a copyright notice for 2013 AZ.gov.

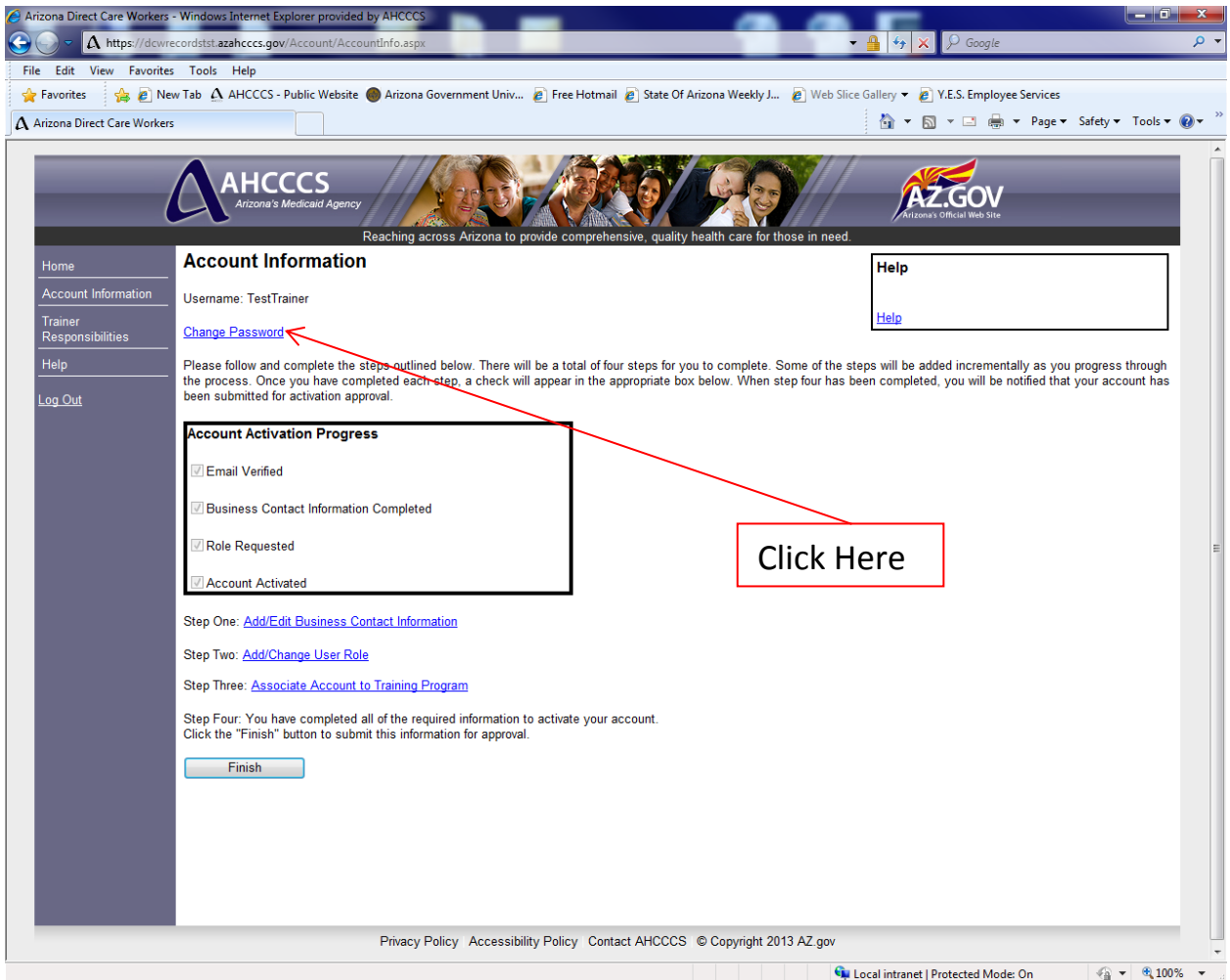
NOTE: Reference the "Activate an Account" section of the User Guide for information on how to update/add account information

CLICK: "Add/Edit Business Contact Information" to review all information relative to the user account and edit business contact information. *(Note: Users may view this screen to review a summary of all primary account information.)*

CLICK: "Add/Change User Role" to modify an existing user role(s) or add a user role.

CLICK: "Associate Account to DCW" or "Associate Account to Training Program" to modify an existing association or to add an association to the user account.

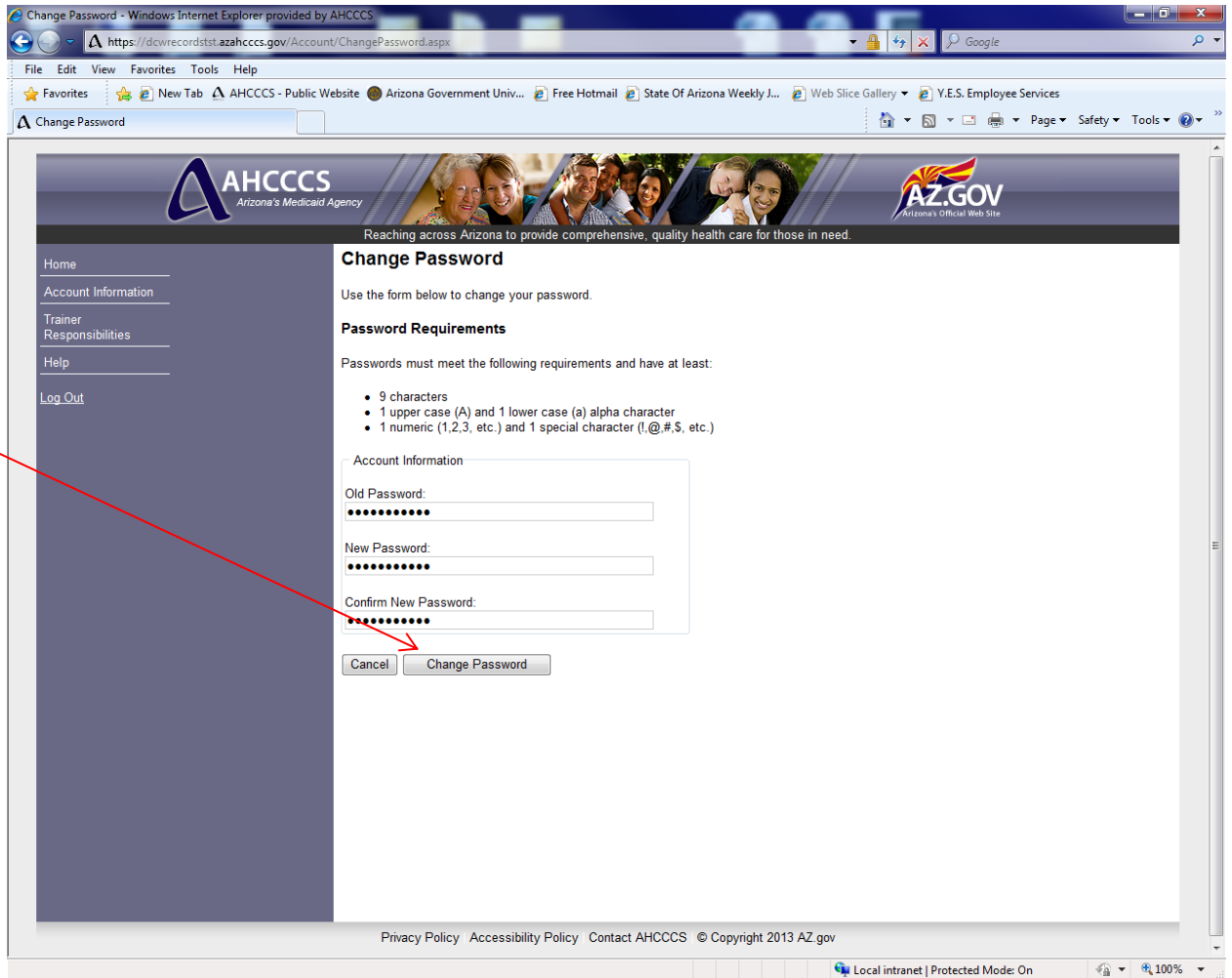
STEP ONE Account Maintenance: Create a New Password



CLICK: Change Password

NOTE: *Users will need to know the current password in order to change the password. If the current password is unknown, reference the "Account Maintenance: Forgot Username/Password" section of the User Guide.*

STEP TWO Account Maintenance: Create a New Password



ENTER: Old Password

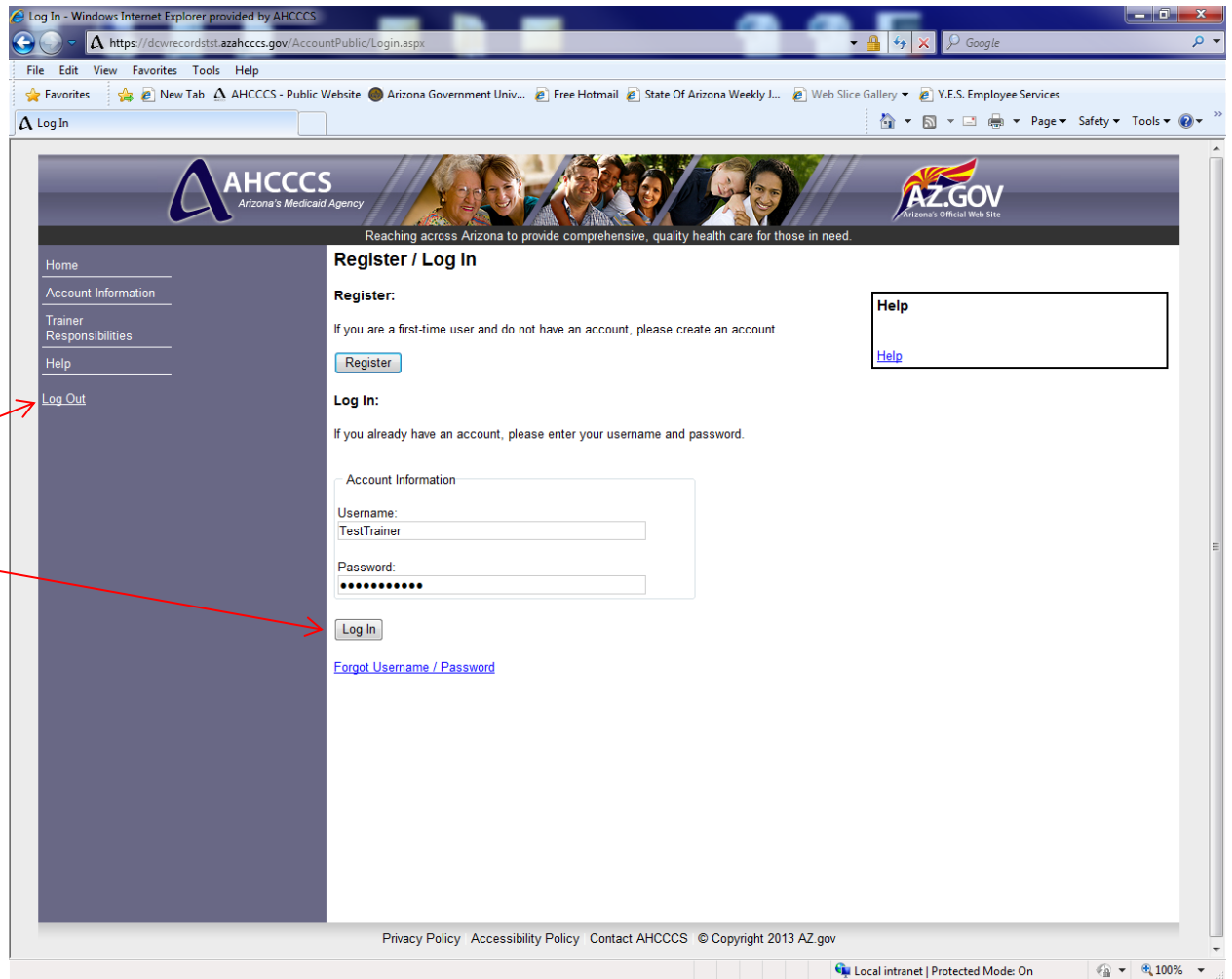
ENTER: New Password twice

Passwords must meet the following requirements and have at least:

- 9 characters
- 1 upper case (A) and 1 lower case (a) alpha character
- 1 numeric (1,2,3, etc.) and 1 special character (!,@,#,&, etc.)

CLICK: Change Password

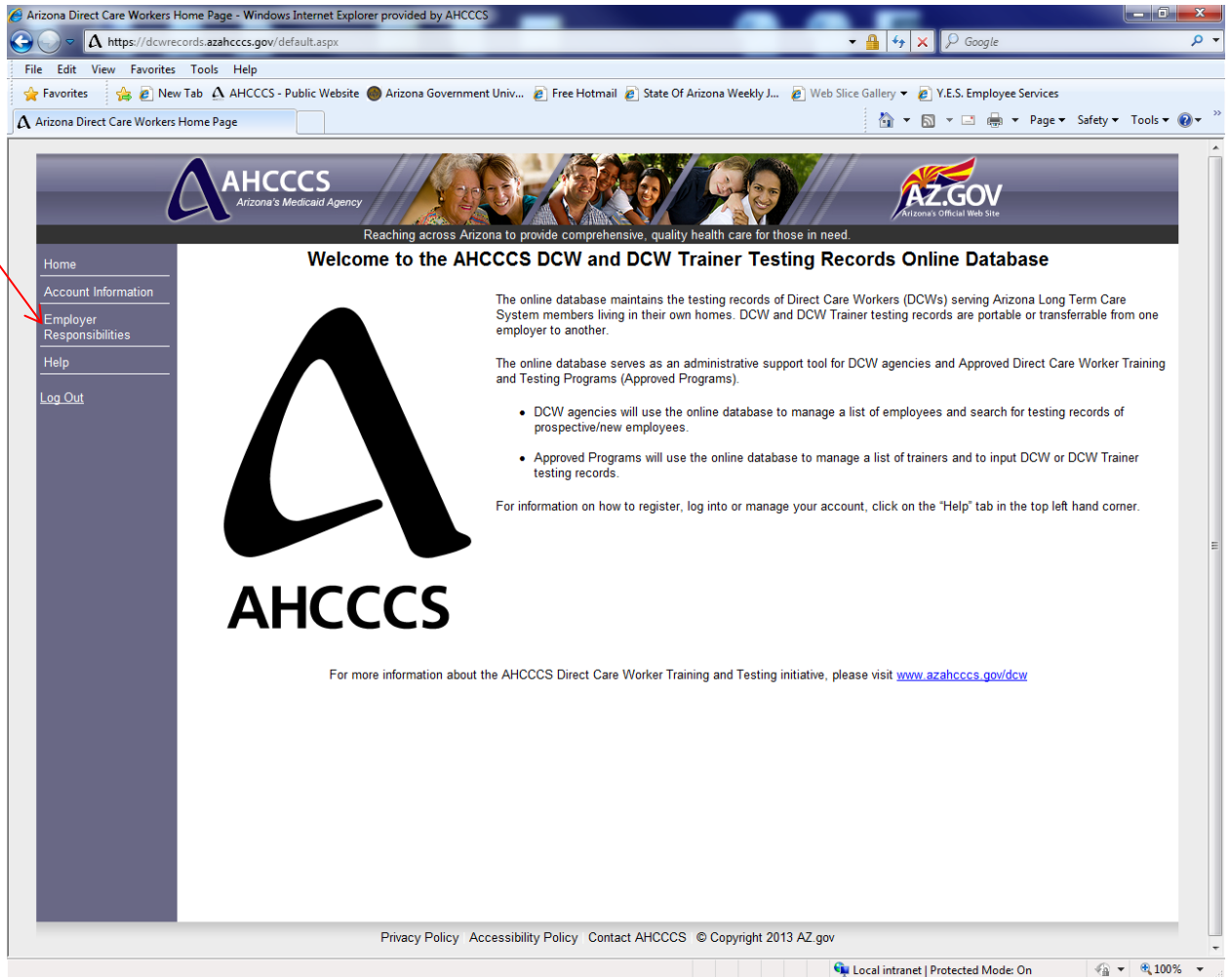
STEP THREE Account Maintenance: Create a New Password



NOTE: *Users will be referred back to the Log In page. Users may follow procedures to Log In or Log Out of the online database.*

STEP ONE Employer Role: Introduction

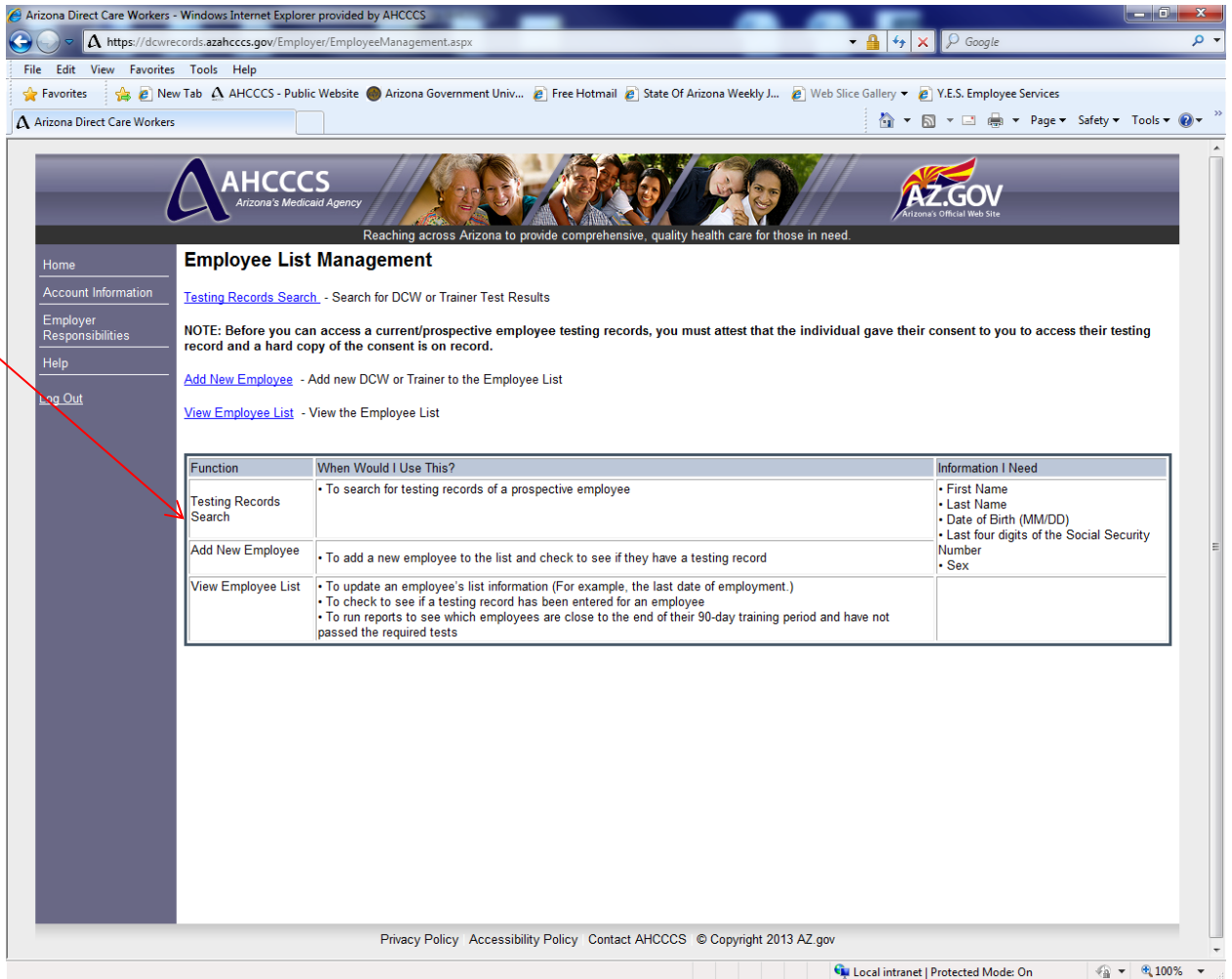
Click Here



CLICK: "Employer Responsibilities"

STEP TWO Employer Role: Introduction

Review



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

Arizona Direct Care Workers - Windows Internet Explorer provided by AHCCCS
https://dcwrecords.azahcccs.gov/Employer/EmployeeManagement.aspx

File Edit View Favorites Tools Help

Home
Account Information
Employer 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

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	

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

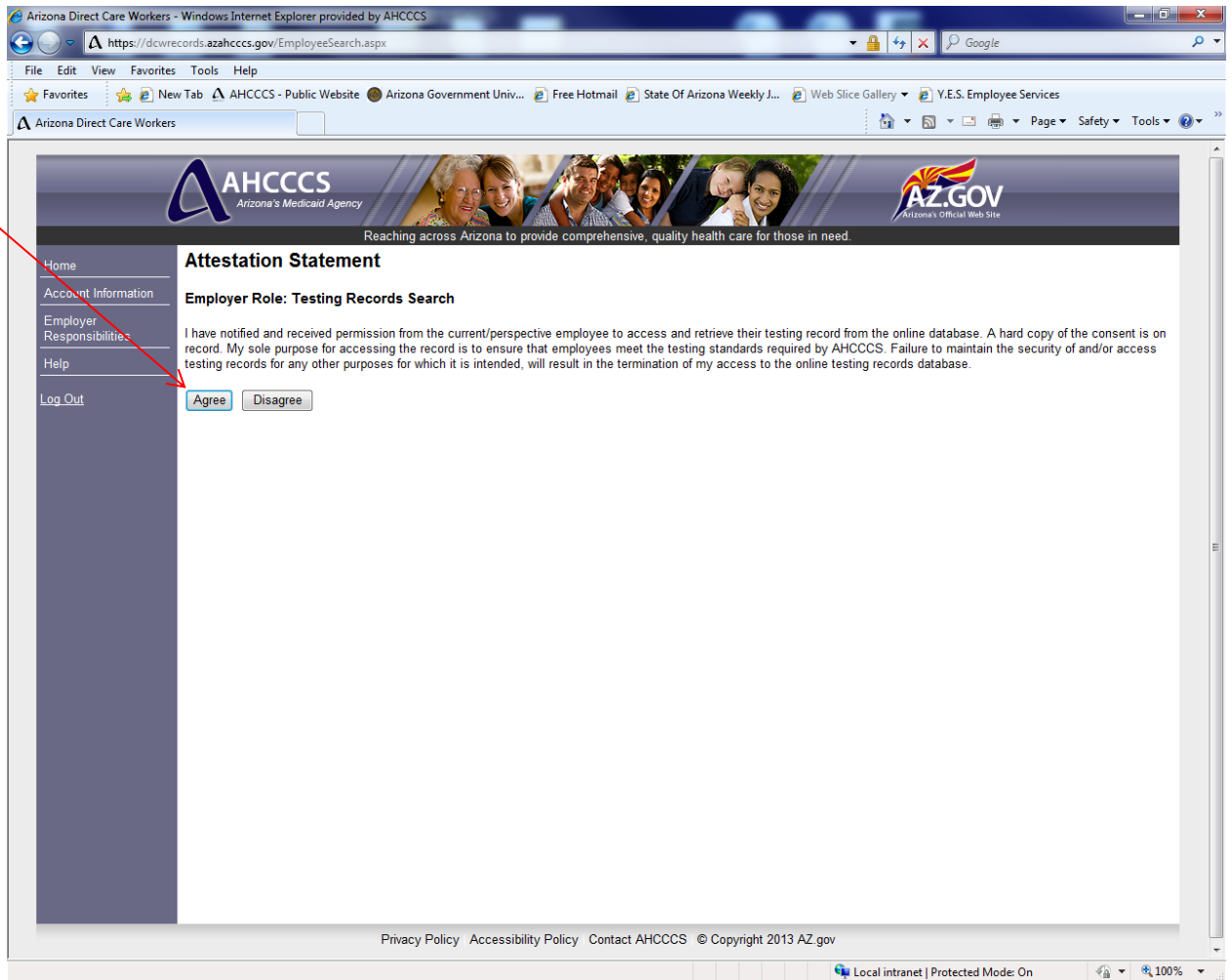
Local intranet | Protected Mode: On 100%

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 title is "Employee Search". The search criteria entered are: 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 highlighted with a red arrow pointing to it from the "Click Here" text in the adjacent block. Below the search criteria, the message "Employee not found." is displayed in a white box. The page footer includes "Privacy Policy", "Accessibility Policy", "Contact AHCCCS", and "© Copyright 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)

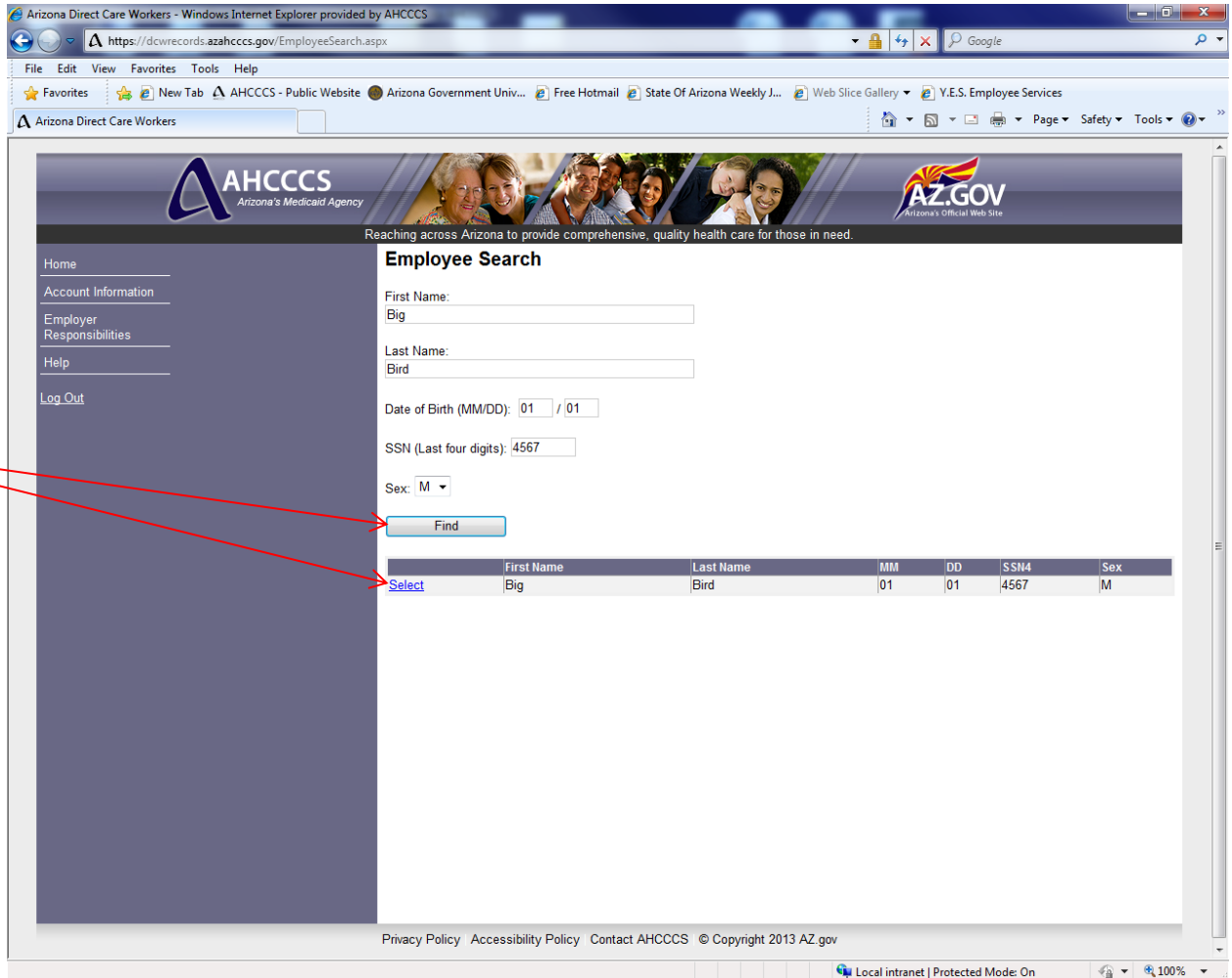
CLICK: Find

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 includes:

- First Name: Big
- Last Name: Bird
- (DOB) MM / DD / 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 "View Detailed Testing History" and "Add Individual to Employee list". A red box labeled "Click Here" points to the "View Detailed Testing History" button. Another red box points to the "Add Individual to Employee list" button.

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

The screenshot shows the AHCCCS Employee Record form. The browser address bar displays <https://dcwrecords.azahcccs.gov/Employee/EmployeeDemographics.aspx?IdEmployee=129>. The form includes the following fields and sections:

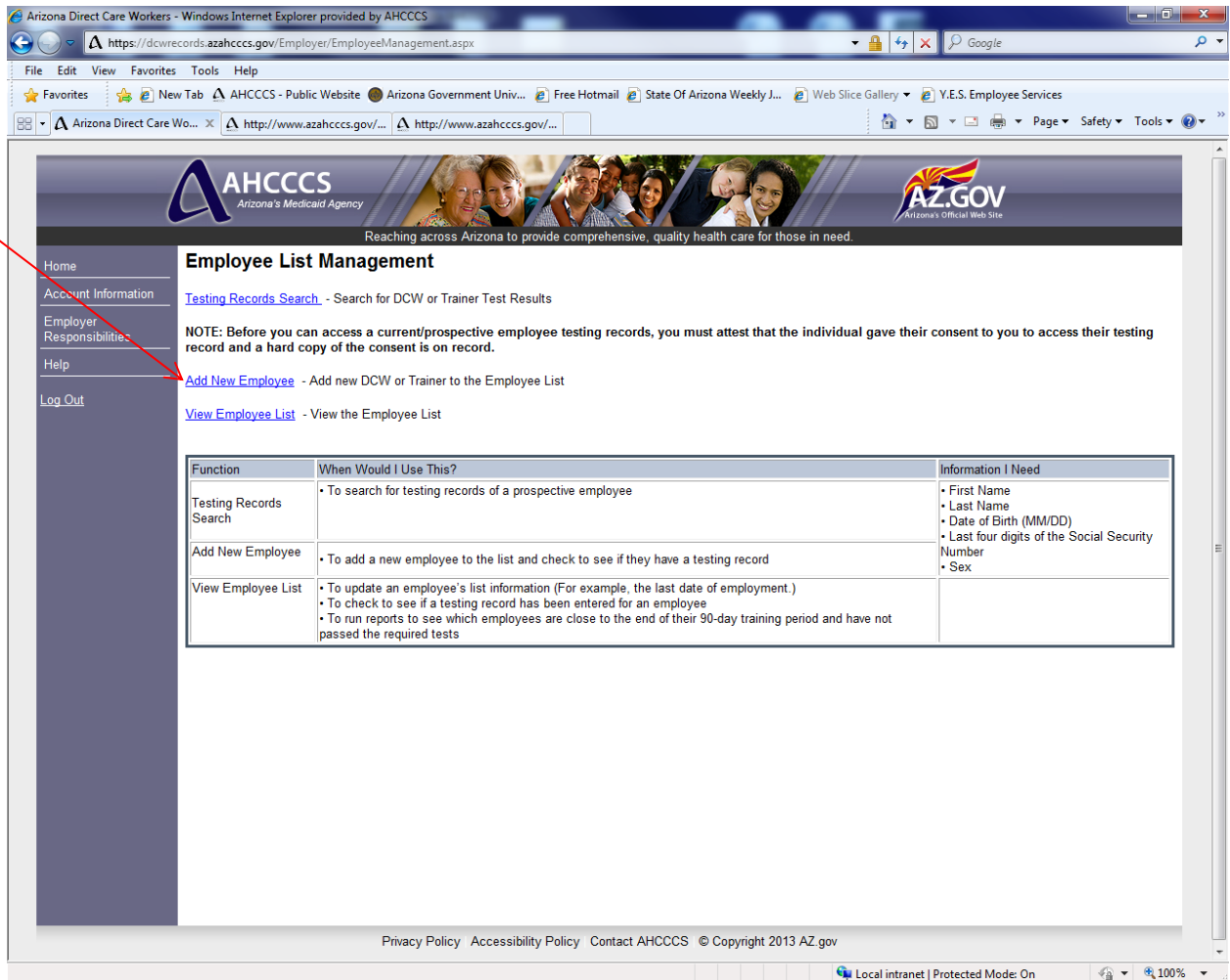
- Employee Record**
 - First Name: Big
 - Last Name: Bird
 - (DOB) MM / DD: 01 / 01
 - SSN Last 4: 4567
 - Sex: M
- Overall Progress**
 - Level 1 Fundamentals - Written Test
 - Level 1 Fundamentals - Skills Test
 - Level 2 Developmental Disabilities - Written Test
 - Level 2 Developmental Disabilities - Skills Test
 - Level 2 Aging and Physical Disabilities - Written Test
 - Level 2 Aging and Physical Disabilities - Skills Test
- Employee List Information**
 - Employed From: 10/01/2012
 - Employed To: (Please leave the field blank if the individual is currently employed)
 - Employee Type: DCW
 - Exempt Reason: Not Exempt
- Save** button

A red box labeled "Click Here" points to the "Save" 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: Add New Employee

Click Here



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 the AHCCCS Employee Record form. The form is titled "Employee Record" and includes the following fields and sections:

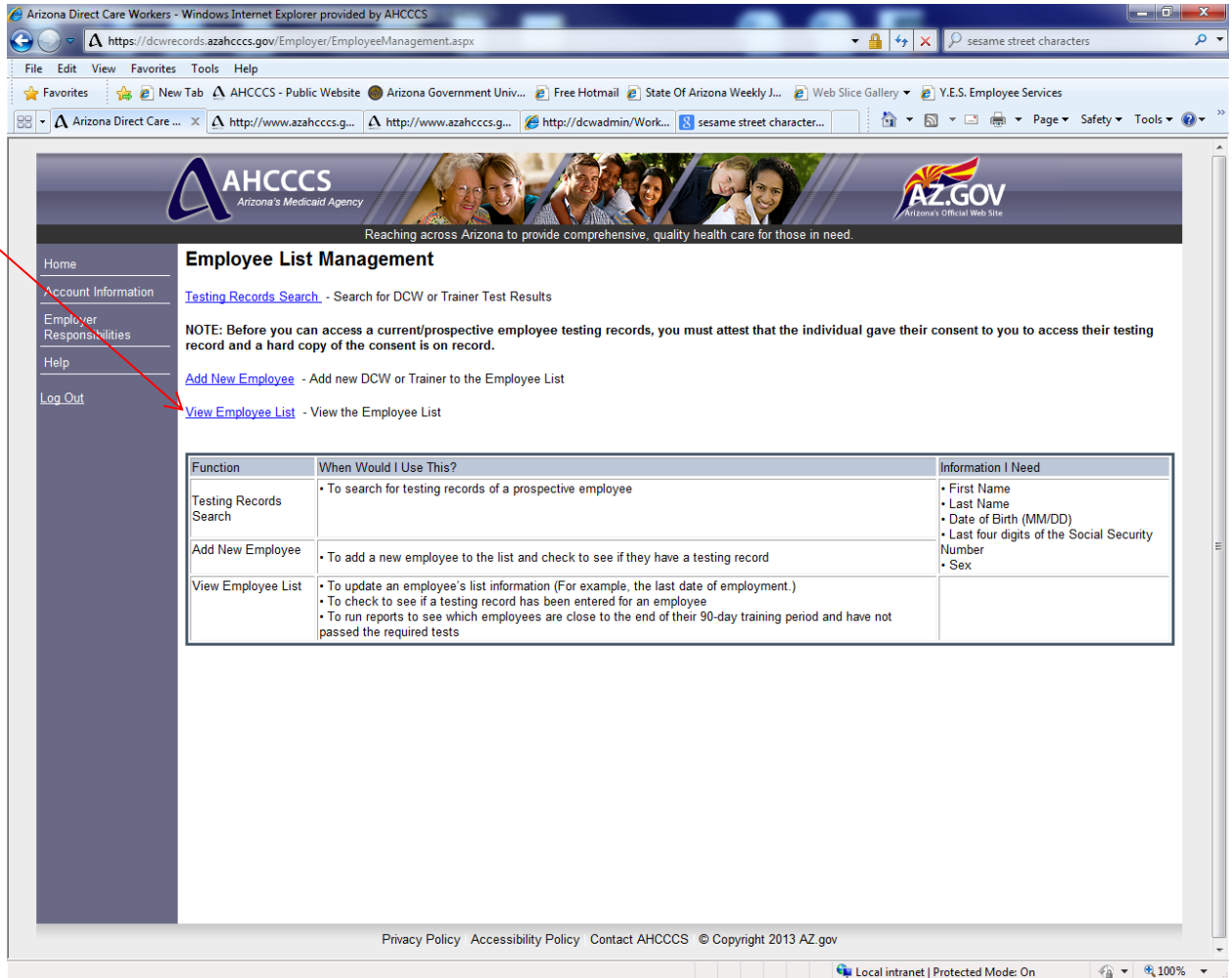
- First Name:** Cookie
- Last Name:** Monster
- (DOB) MM / DD:** 02 / 14
- SSN Last 4:** 1234
- Sex:** M
- Message:** New employee created.
- Employee List Information:**
 - Employed From:** 11/01/2012
 - Employed To:** (Please leave the field blank if the individual is currently employed)
 - Employee Type:** DCW
 - Exempt Reason:** Family Member - Level 2 Exempt
- Save** button

The "Save" button is highlighted with a red box and a red arrow pointing to it from the text "Click Here".

- 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



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

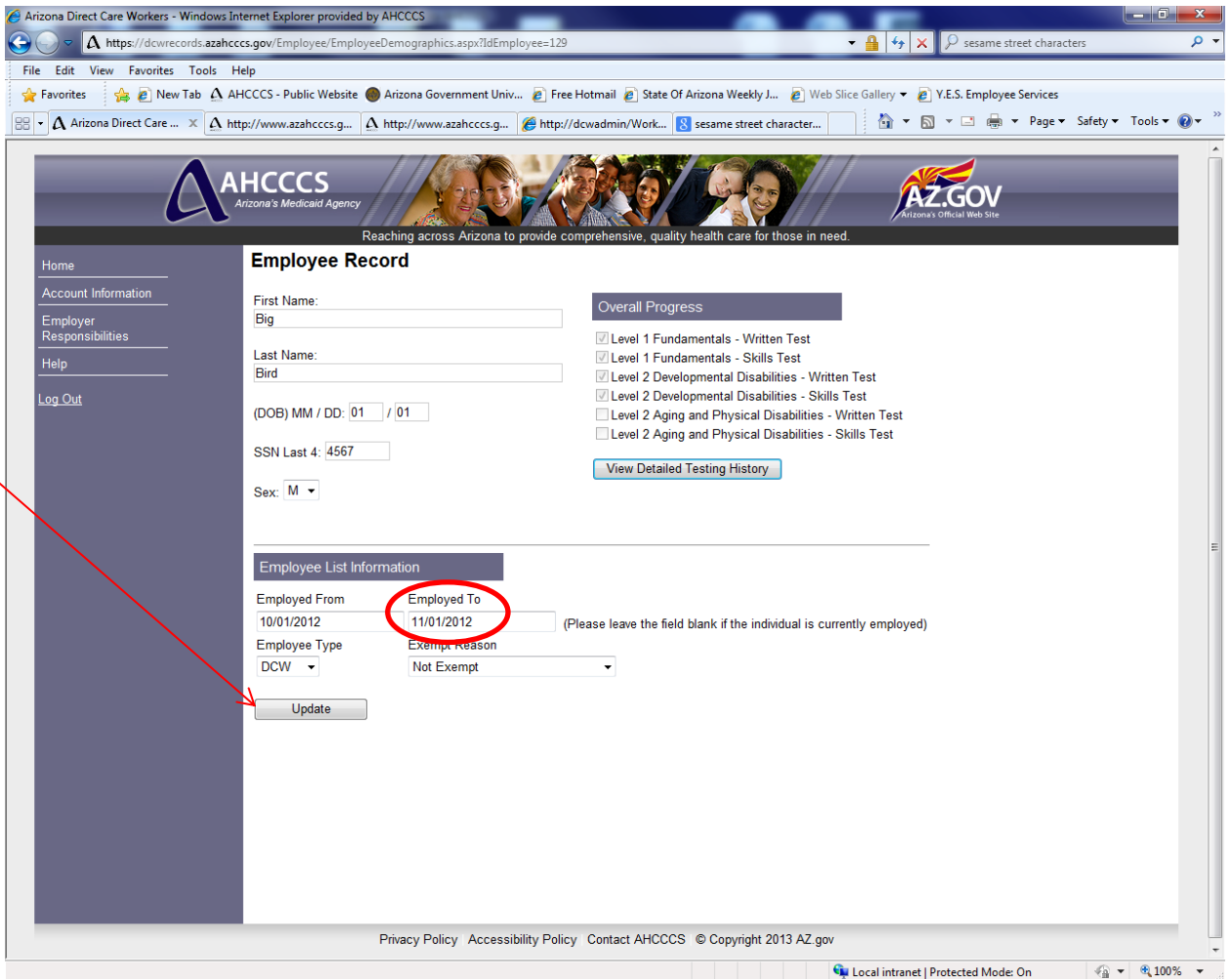
The screenshot shows the AHCCCS Employer/Employee Roster page. The browser address bar is <https://dcwrecords.azahcccs.gov/Employer/EmployeeRoster.aspx>. The page header includes the AHCCCS logo and the slogan "Reaching across Arizona to provide comprehensive, quality health care for those in need." A left-hand navigation menu 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 to delete employees 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		DCW	Not Exempt
Select	Cookie	Monster	02 /14	1234	M	11/1/2012		DCW	Family Member - Level 2 Exempt

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. The browser status bar at the bottom indicates "Local intranet | Protected Mode: On" and a zoom level of 100%.

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. The main content area is titled "Employee List" and contains 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

The screenshot shows the AHCCCS Employee Record page. The 'Employee Record' section includes fields for First Name (Cookie), Last Name (Monster), DOB (MM/DD/YY: 02/14), SSN Last 4 (1234), and Sex (M). The 'Employee List Information' section includes 'Employed From' (11/01/2012), 'Employed To' (blank), 'Employee Type' (DCW), and 'Exempt Reason' (Family Member - Level 2 Exempt). The 'Overall Progress' section lists several 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, and Level 2 Aging and Physical Disabilities - Skills Test. The 'View Detailed Testing History' button is highlighted with a red box, and a red arrow points from it to a 'Click Here' box.

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.

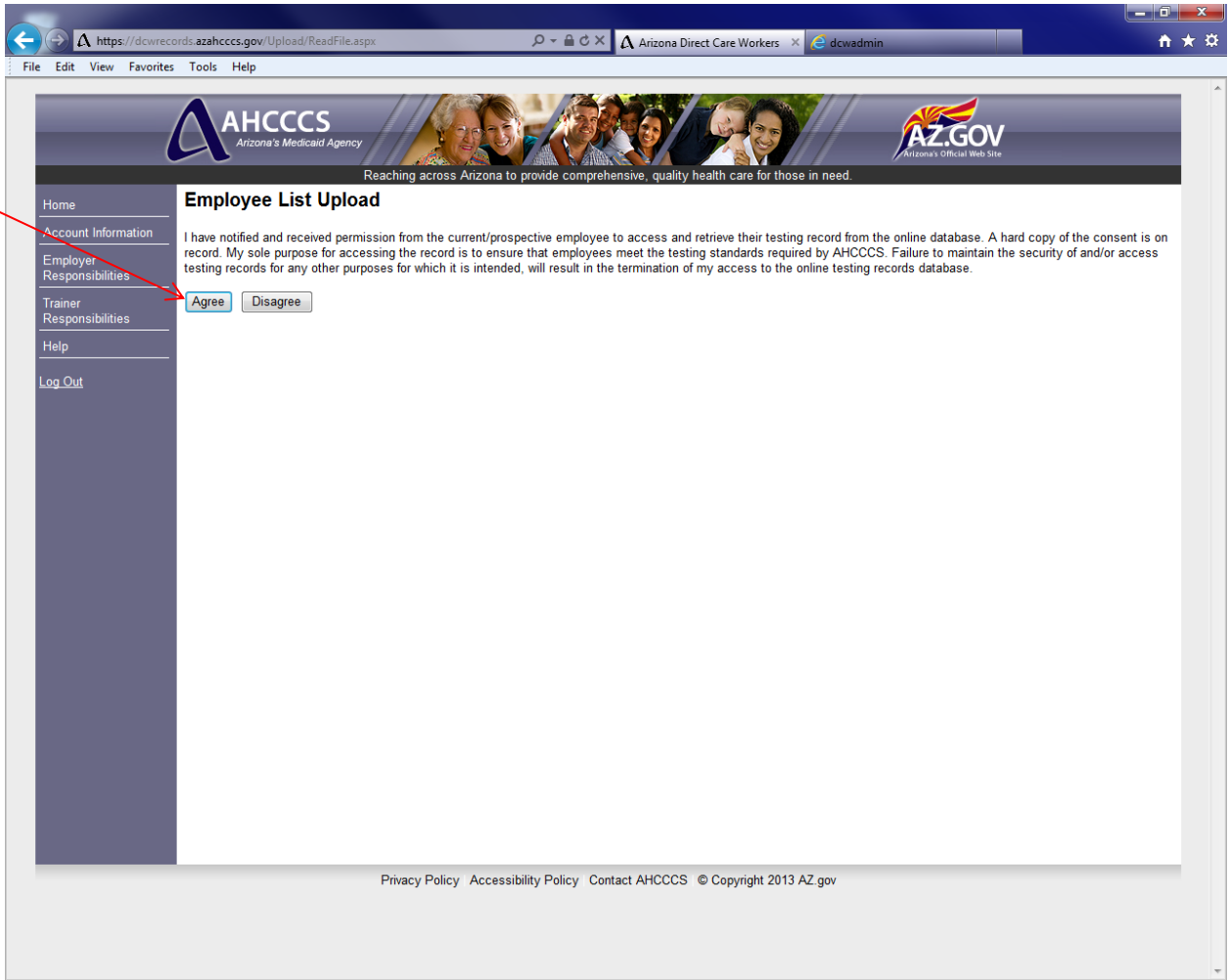
Function	When Would I Use This?	Information I Need
Testing Records Search	<ul style="list-style-type: none"> To search for testing records of a prospective employee 	<ul style="list-style-type: none"> First Name Last Name Date of Birth (MM/DD) Last four digits of the Social Security Number Sex
Add New 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

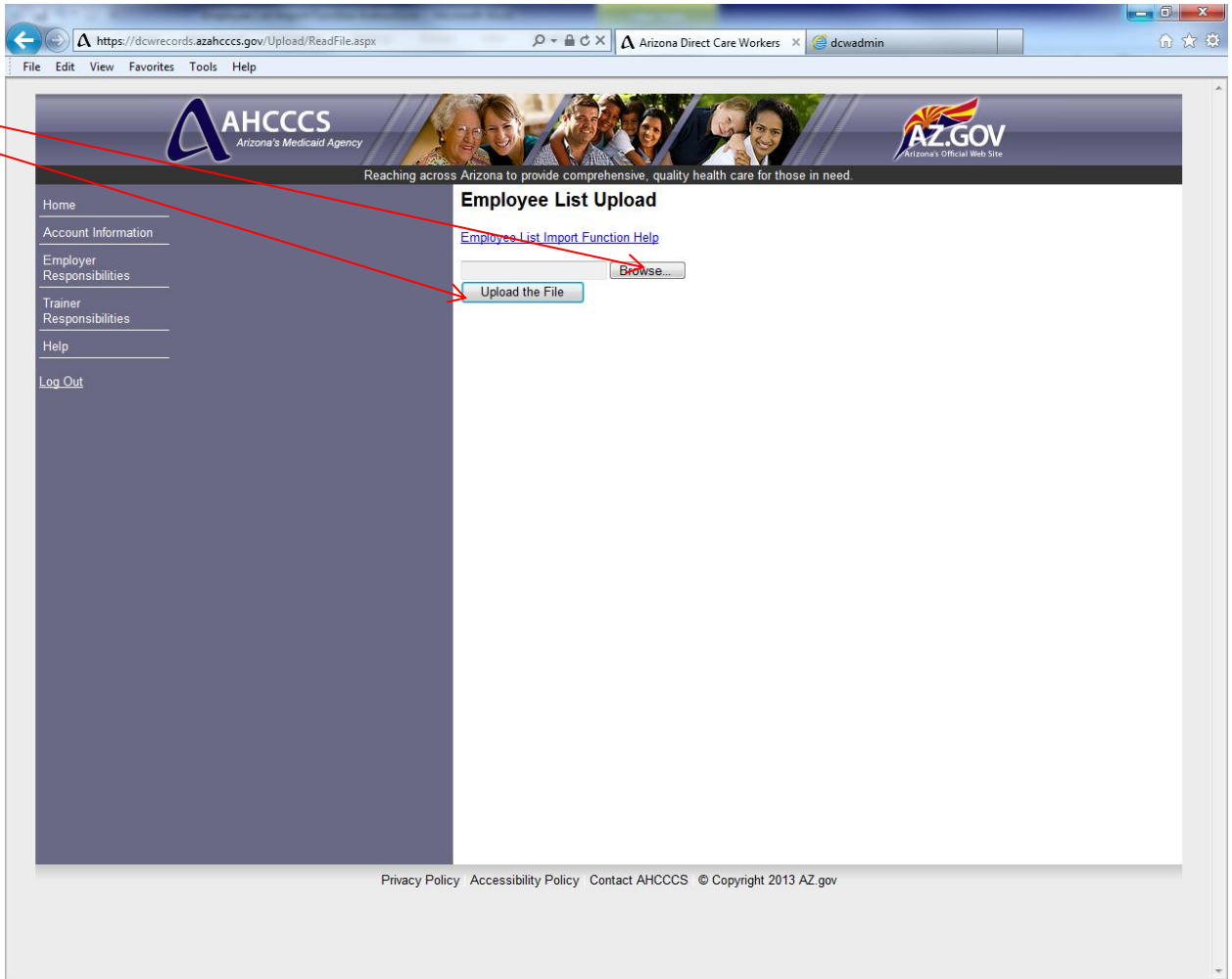
Column	Description	Data Requirements/Limitations
A	First Name (FirstName)	Text Format: Must be equal to or less than 50 characters
B	Last Name (LastName)	Text Format: Must be equal to or less than 50 characters
C	Month of Birth (MM)	Text Format: 2 Digits: Must be a number between 1-12
D	Day of Birth (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



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

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	

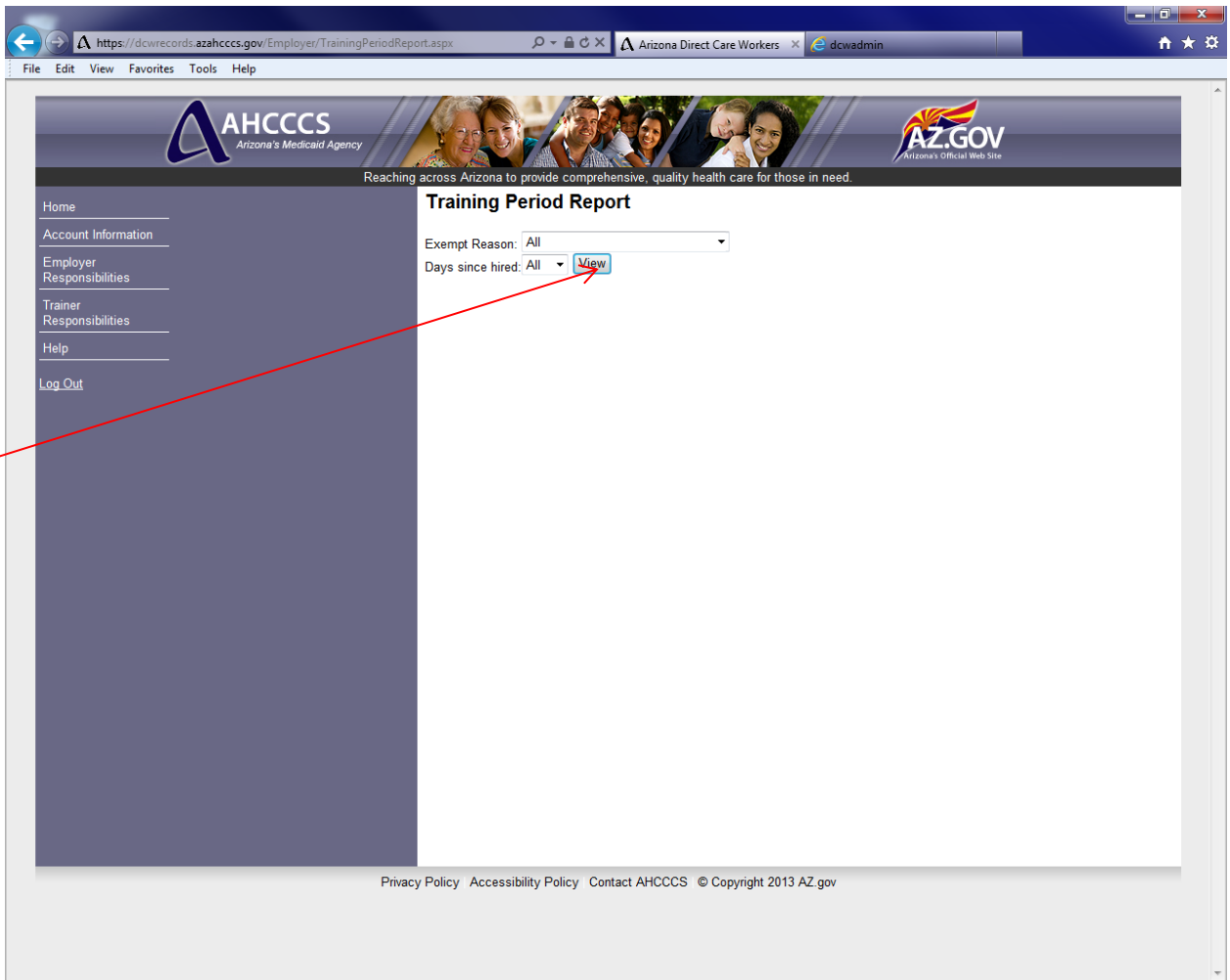
[Upload Employee File](#)

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



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

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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](#)

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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

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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 displaying the AHCCCS Employee Record page. The browser's address bar shows 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:** Fields for First Name (Cookie), Last Name (Monster), (DOB) MM / DD (02 / 14), SSN Last 4 (1234), and 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, and Level 2 Aging and Physical Disabilities - Skills Test. Below this are buttons for "View Detailed Testing History" and "Add New Testing Record".
- Employee List Information:** Fields for Employed From (10/01/2012), Employed To (02/14/2014), Employee Type (DCW), and Exempt Reason (Family Member - Level 2 Exempt). An "Update" button is located below these fields.

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.*

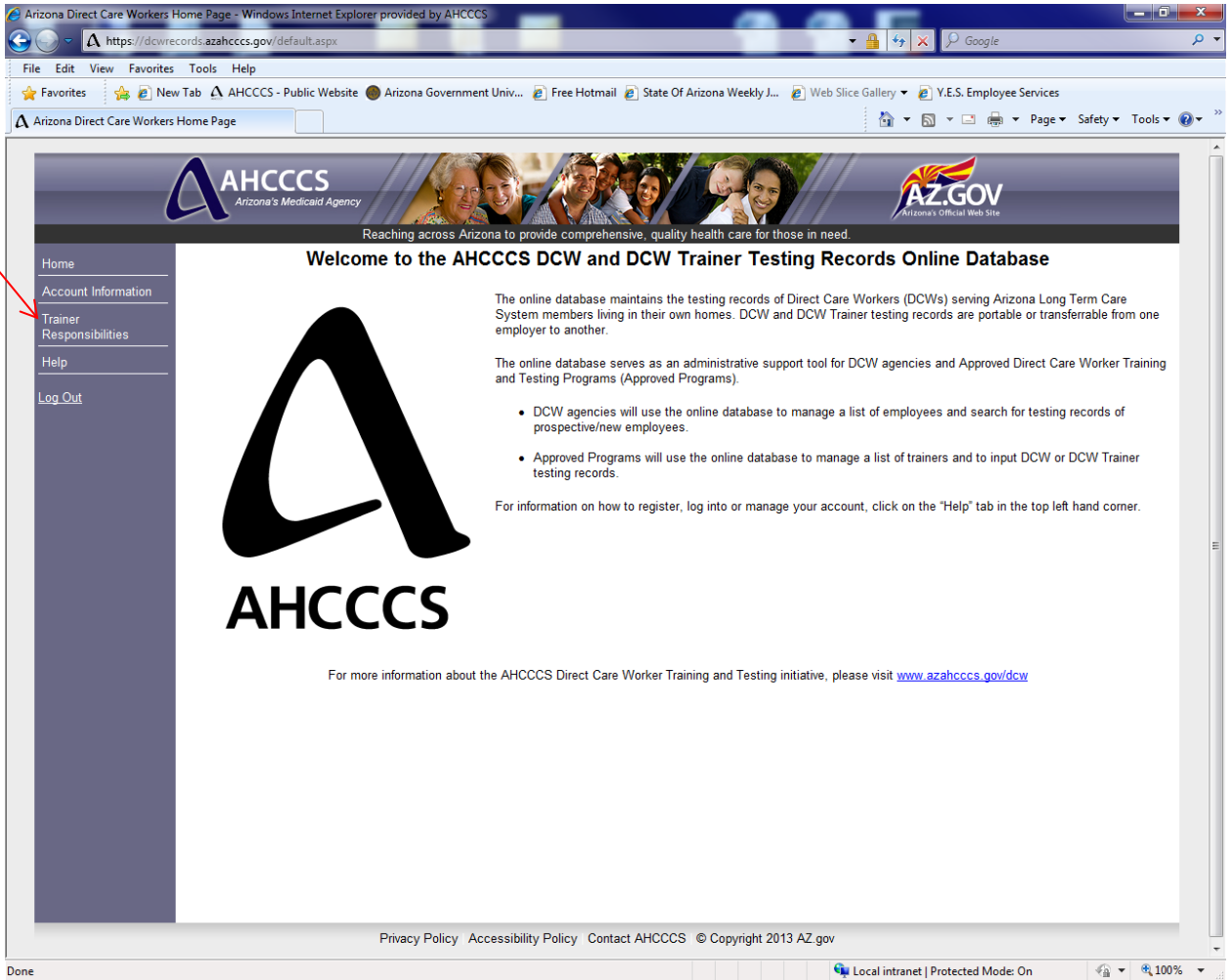
SELECT: Testing date from the menu

CLICK: View

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

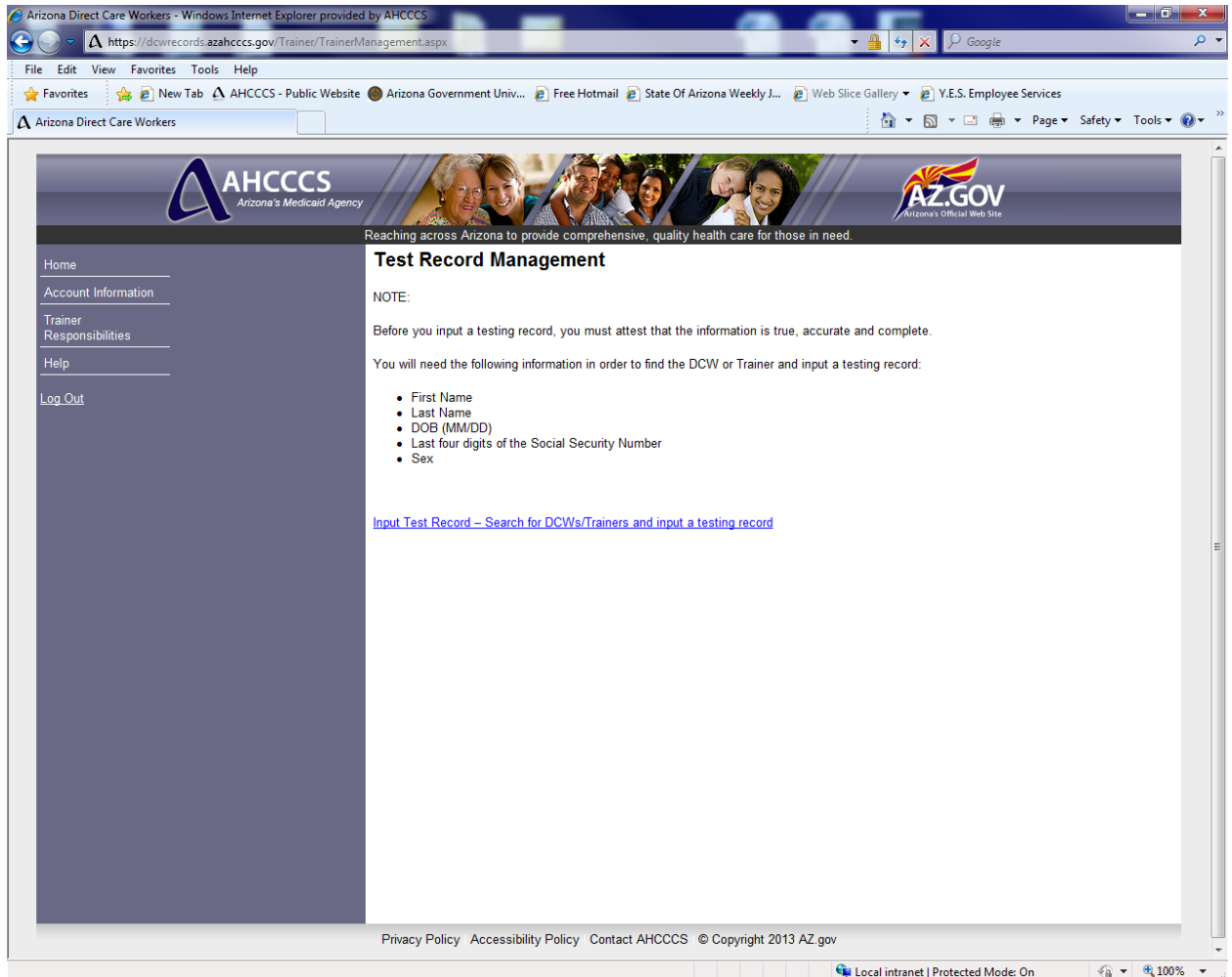
STEP ONE Trainer Role: Introduction

Click Here



CLICK: "Trainer Responsibilities"

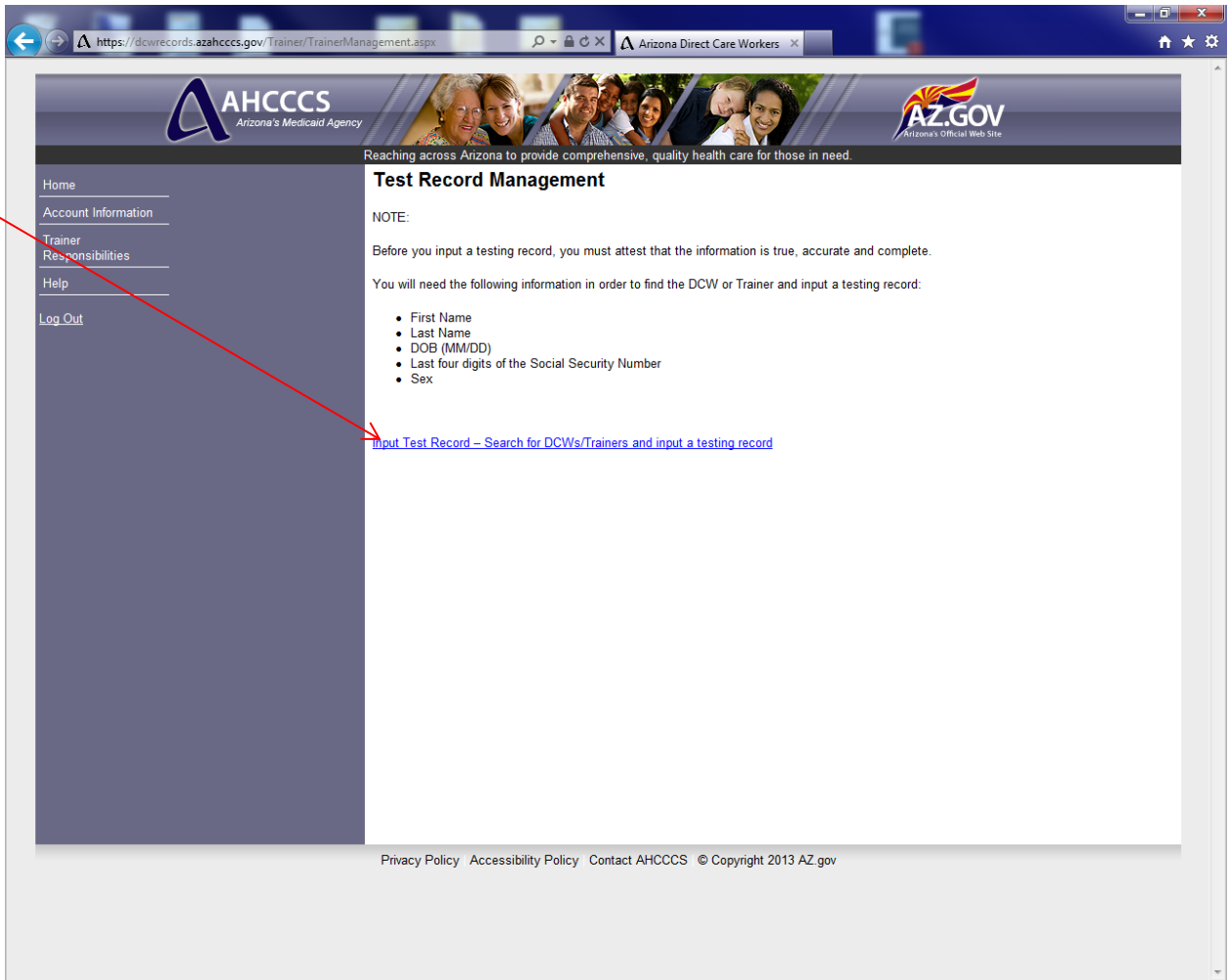
STEP TWO Trainer Role: Introduction



Trainer Role User Operational Guidelines	
Input Testing Record	<p>Trainer role users will need the following information for a DCW or DCW Trainer in order to find a DCW/Trainer in the online database and enter a testing record. Approved Training and Testing Programs should institute practices to obtain the following information from individuals trained/tested or from referring employers.</p> <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)
Data Entry Deadline	<p>All users must update data within 30 days. Trainer role users must update testing records within 30 days of a testing event (challenge, regular test or re-test)</p>
Back Up Documentation	<p>Back up documentation shall be retained for a minimum period of six years. Back-up documentation includes testing records and back up documentation for any and all entered data. The documentation can be retained in either electronic or hard copy filing system.</p>

STEP ONE Trainer Role: DCW/DCW Trainer Search

Click Here



CLICK: "Input Test Record – Search for DCWs/Trainers and input a testing record"

NOTE: *Trainer Role Users enter each testing event into the online database. A testing event equates to testing completed on a given day. Results of testing that occur on the same day are considered one testing event. Results of testing conducted on different days are considered multiple testing events and should be reported separately. The online database calculates the progress of the DCW or Trainer and summarizes if the individual has passed the written or skills testing for each module.*

STEP TWO Trainer Role: DCW/DCW Trainer Search

Click Here

The screenshot shows a web browser window with the URL <https://dcwrecords.azahcccs.gov/EmployeeSearch.aspx>. The page header includes the AHCCCS logo (Arizona's Medicaid Agency) and the AZ.GOV logo (Arizona's Official Web Site). The main content area is titled "Attestation Statement" and "Trainer Role: Input Test Records". Below the title is a paragraph of text: "I work for an Approved Direct Care Worker Training and Testing Program that has tested the DCW or Trainer according to the testing standards prescribed by AHCCCS. I attest that the testing record is true, accurate and complete to the best of my knowledge. 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." At the bottom of the text are two buttons: "Agree" and "Disagree". A red box labeled "Click Here" is positioned to the left of the "Agree" button, with a red arrow pointing to it. The footer of the page contains links for "Privacy Policy", "Accessibility Policy", "Contact AHCCCS", and "© Copyright 2013 AZ.gov".

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

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

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

Operational Guideline:

Users need the following information for a DCW/DCW Trainer in order to find a DCW/DCW Trainer in the online database and enter a testing record. Approved Training and Testing Programs should institute practices to obtain the following information from individuals trained/tested or from referring employers.

- 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 Trainer Role: DCW/DCW Trainer Search

The screenshot shows the AHCCCS Employee Search interface. The search form contains 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 'Find' button is located below the form. Below the form is a table with one row of search results:

	First Name	Last Name	MM	DD	SSN4	Sex
select	Cookie	Monster	02	14	1234	M

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.

ENTER: The following information of the DCW/DCW Trainer

- 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

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

STEP ONE Trainer Role: Enter Testing Record

The screenshot shows a web browser window displaying the AHCCCS Employee Record page. The page has a dark blue header with the AHCCCS logo and the AZ GOV logo. Below the header is a navigation menu with links for Home, Account Information, Trainer Responsibilities, Help, and Log Out. The main content area is titled 'Employee Record' and contains a form for entering employee information. The form includes fields for First Name, Last Name, (DOB) MM / DD, SSN Last 4, and Sex. To the right of the form is an 'Overall Progress' section with a list of tests and checkboxes indicating completion status. The tests listed are: 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, and Level 2 Aging and Physical Disabilities - Skills Test. Below the list are two buttons: 'View Detailed Testing History' and 'Add New Testing Record'. A red arrow points from a red-bordered box containing the text 'Click Here' to the 'Add New Testing Record' button.

- 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.*

NOTE: The “View Detailed Testing History” allows a user to view the testing history including testing dates and written and skills testing outcomes.

CLICK: “Add New Testing Record”

STEP TWO Trainer Role: Enter Testing Record: Regular Test (example)

- ENTER:** Test Date
- SELECT:** The test type from the drop down menu. Choices include:
- **Challenge** – The DCW or DCW Trainer did not participate in a full-scale training sessions **but** has documented education or work experiences similar to that of a DCW.
 - **Regular** – The DCW or DCW Trainer participated in a full-scale training session prior to training
 - **Re-Test** – The DCW or DCW Trainer participated in a full-scale training session, but did not pass either the written tests and/or some of the skills
- SELECT:** The score from the drop down menu for each of the applicable modules written tests. Choices include:
- **N/A** – The written test was not administered
 - **Pass 80** – The DCW passed the written test at or above 80%
 - **Pass 92** – The DCW or DCW Trainer passed the written test at or above 92%
 - **Fail** – The DCW or DCW Trainer failed to pass the written test at the level required to meet the competencies for a DCW or DCW Trainer
- SELECT:** The score from the drop down menu for each of the applicable module skills tests. Choices include:
- **N/A** – The skills test was not administered
 - **Pass** – The DCW or DCW Trainer passed the skills test
 - **Fail** – The DCW or DCW Trainer failed to pass the skills test
- CLICK:** Submit and “I have verified the tests results” (Note: A confirmation will be displayed stating that the record has been saved.)

STEP TWO Trainer Role: Enter Testing Record: Regular Test (*example*)

Operational Guidelines:

Only successfully completed challenge tests (all required written and skills tests) are entered into the online database.

Knowledge and skills testing may be administered at different times and may be split into smaller units, administered in segments.

- If an Approved Training and Testing Program administers incremental written testing, a cumulative testing record score is entered into the database once all the knowledge based testing is completed.
- If an Approved Training and Testing Program administers incremental skills testing, each separate testing event should be recorded in the database.

STEP TWO Trainer Role: Enter Testing Record: Re-Test (example)

Home
Account Information
Trainer Responsibilities
Help
Log Out

Testing Record
Employee: Cookie Monster Birthdate: 02 / 14
Ace Education and Training Center, LLC

Test Date: 01/15/2014 NOTE: Re-testing is not permitted on the same day. The following is a description of the test types: Re-test

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

Submit

Caution: Once you enter a test record, you cannot edit it.

I have verified the test results Cancel

Double check your data entry. Make sure the data you have entered is accurate prior to submitting it. If you do enter data in by mistake, you will need to call or email the help desk (602-417-4401 or DCW@azahcccs.gov). Documentation will need to be provided to verify the data that needs to be corrected.

ENTER: Test Date

SELECT: The test type from the drop down menu. Choices include:

- **Challenge** – The DCW or DCW Trainer did not participate in a full-scale training sessions **but** has documented education or work experiences similar to that of a DCW.
- **Regular** – The DCW or DCW Trainer participated in a full-scale training session prior to training
- **Re-Test** – The DCW or DCW Trainer participated in a full-scale training session, but did not pass either the written tests and/or some of the skills

NOTE: *All passed written and skills tests will be highlighted in green. Users only need to update the fields for previously failed tests.*

SELECT: The score from the drop down menu for each of the applicable modules written tests. Choices include:

- **N/A** – The written test was not administered
- **Pass 80** – The DCW passed the written test at or above 80%
- **Pass 92** – The DCW or DCW Trainer passed the written test at or above 92%
- **Fail** – The DCW or DCW Trainer failed to pass the written test at the level required to meet the competencies for a DCW or DCW Trainer

SELECT: The score from the drop down menu for each of the applicable module skills tests. Choices include:

- **N/A** – The skills test was not administered
- **Pass** – The DCW or DCW Trainer passed the skills test
- **Fail** – The DCW or DCW Trainer failed to pass the skills test

CLICK: Submit and “I have verified the tests results” (Note: A confirmation will be displayed stating that the record has been saved.)

APPENDIX A

[Template]

Direct Care Worker Testing Records Search Authorization Form

Current/Prospective Employee

First Name: _____ Last Name: _____
Date of Birth (MM/DD): ____/____ SSN (Last Four Digits): _____ Sex (M/F): _____

I give permission to a representative of the following organization to access and retrieve my Direct Care Worker testing records from the AHCCCS online database. I understand that the organization's purpose in accessing the records is to ensure that employees meet the testing standards required by AHCCCS.

Date: _____ Signature: _____

Organizational Representative

Organization Name: _____
Name of Organizational Representative: _____
Title: _____ Phone: _____
E-mail: _____

My sole purpose in 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. I also understand that I will have to agree to a similar attestation statement at the point in time I search, access and retrieve the testing records for the aforementioned current/prospective employee. A hard copy of this consent will be on record.

Date: _____ Signature: _____