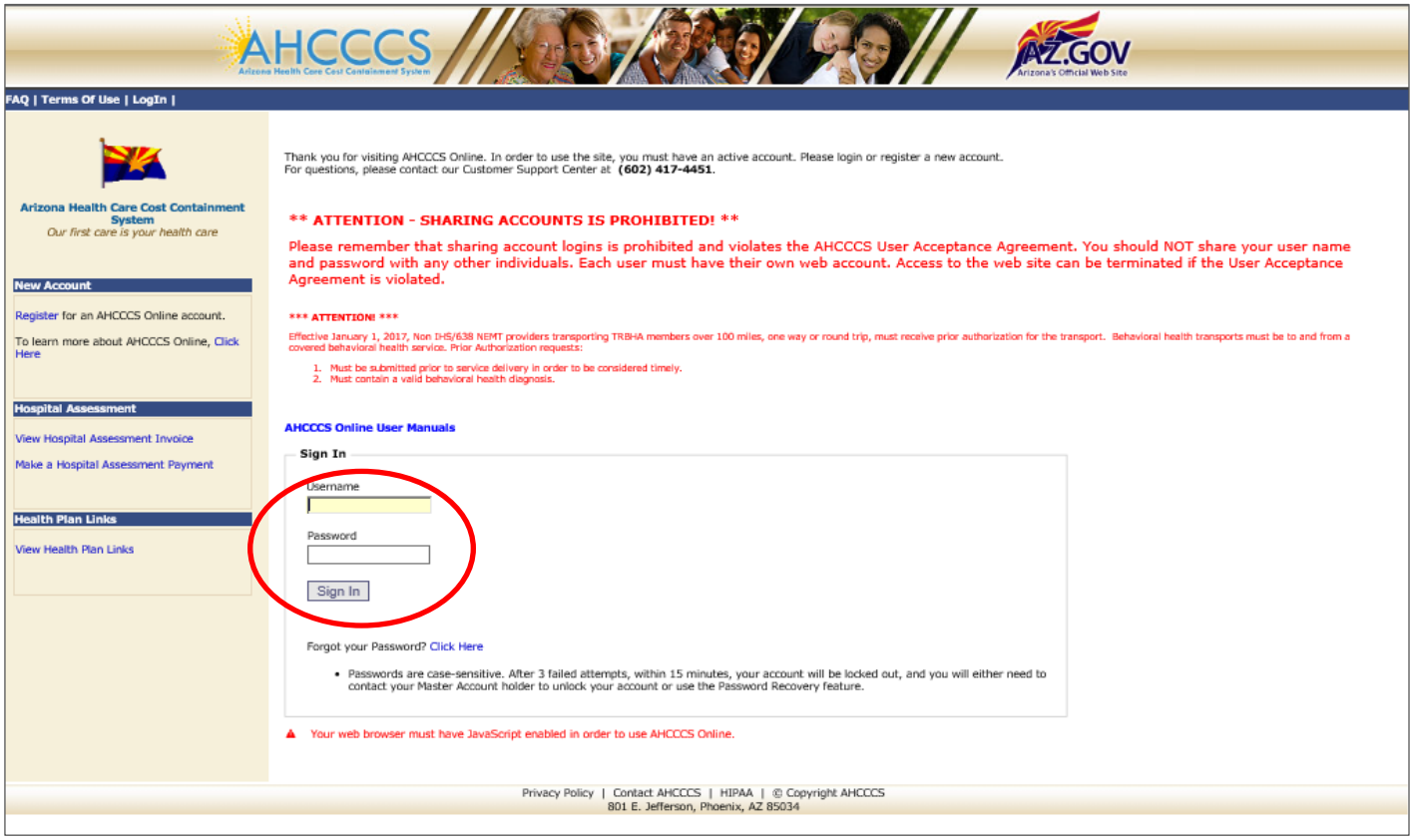
AHCCCS
Arizona Health Care Cost Containment System
TARGETED INVESTMENTS PROGRAM

Attestation Portal Instructions

Accessing the TI Attestation Portal

1) Log in to **AHCCCS Online**: https://azweb.statemedicaid.us/Account/Login.aspx?ReturnUrl=%2f
2) Enter your username and password for your AHCCCS Online Account
3) Click “Sign in” to proceed



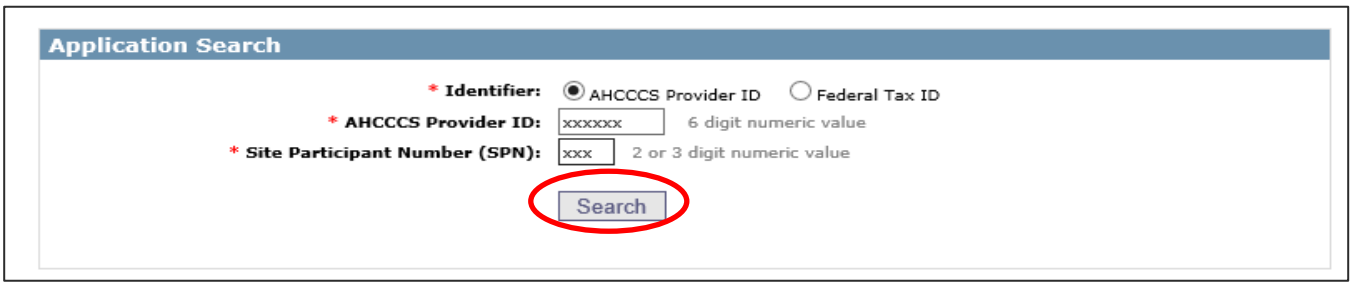
4) After logging into the AHCCCS Online Portal, Please click the "Targeted Investments Program" link under the Menu on the left side of the page.

TI Application Search

5) Please read the instructions on the Targeted Investments Program page, displayed above the "Application Search" section. In the "Application Search" section, enter your AHCCCS ID or Tax ID and SPN for the site that you are attesting to. If you receive an error message; please contact the TI Team at: targetedinvestments@azahcccs.gov

6) If you are attesting for multiple sites, enter the SPN for the site you are attesting to. You can only attest for one site at a time. You will need to start a new attestation for each SPN you want to attest to.

7) Click "Search"

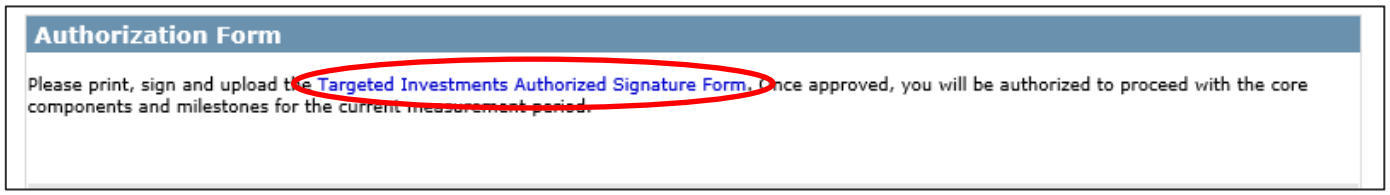


8) After you enter search, the site location you are attesting to will be displayed including Provider Name, Site Address and Contact Email Address. If you add an email address, it will ensure that the email address will receive a notification that your Targeted Investments Authorized Signature Form has been approved by AHCCCS and that you can proceed with you attestation. You can update and add email addresses on file by clicking the "Edit" link.

9) Click "NEXT"

Completing the Participant Form:

10) You will need to read, print the document, sign the form, and then upload as the Targeted Investments Authorized Signature Form as PDF **(this must be uploaded as a PDF only)**



Click to download the "Targeted Investments Authorized Signature Form"

If you cannot open the User Agreement, please try a different Internet browser. If the problem persists, please try one of the following:

1. Clear all temporary files, cookies, history and try again.

2. Restart the computer and try again.

3. If the "Turn on Pop-up Blocker" option is selected in Internet options, try turning off that option.

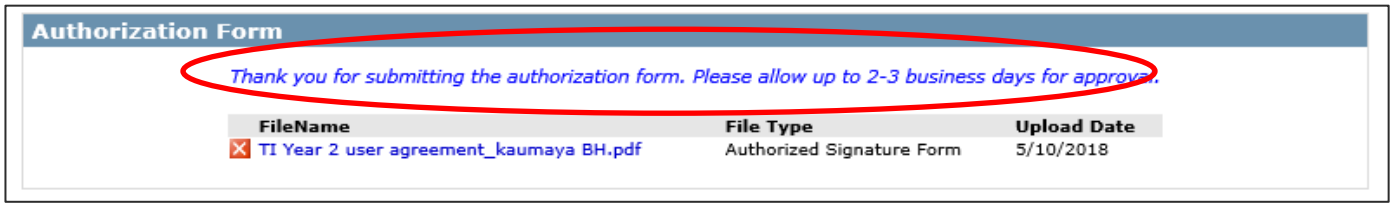
4. Choose a different download location and see if that helps.

5. If you receive "your current security settings do not allow this file to be downloaded" message you should ensure that file downloads are allowed on your device.

11) To Upload the TI Authorized Signature Form, you will need to click on the drop-down titled "Type", select the "Authorized Signature Form" then click "browse...." to locate the form in your computer (make sure its labeled as a PDF), then click "Upload Attachment" **(it must be a PDF).**

12) If the document was not successfully uploaded, you will receive an error message (see above). If the message persists after multiple uploads, please contact the TI email address box at targetedinvestments@azahcccs.gov

13) If the Participant Agreement was successfully uploaded, you will see the message below:



14) AHCCCS will need **2-3** business days to review and approve the Participant Agreement. Until this document is approved, you will be unable to advance in the attestation portal. You will not be able to proceed in the attestation portal until AHCCCS approves the Participant Agreement that was uploaded. AHCCCS will be verifying that it is the proper document, with the organization listed, authorized signature, and the date.

15) A message will also be sent to the email associated to the site, notifying that the Participant Agreement has been accepted. If you do not have a contact email address associated with your SPN, you will have to log back in 2-3 days. See an example of the email notifying you of an approved Participant Agreement below:

****** PLEASE DO NOT RESPOND TO THIS EMAIL ******

The Targeted Investments Program Participant Agreement has been accepted for SPN xxx. Your organization is now permitted to proceed to the attestation section of the Targeted Investments Program. Please go to the AHCCCS Online website, https://azweb.statemedicaid.us, to complete the Core Components & Milestones. Please notify the Targeted Investments Team at TargetedInvestments@azahcccs.gov if you have any questions.

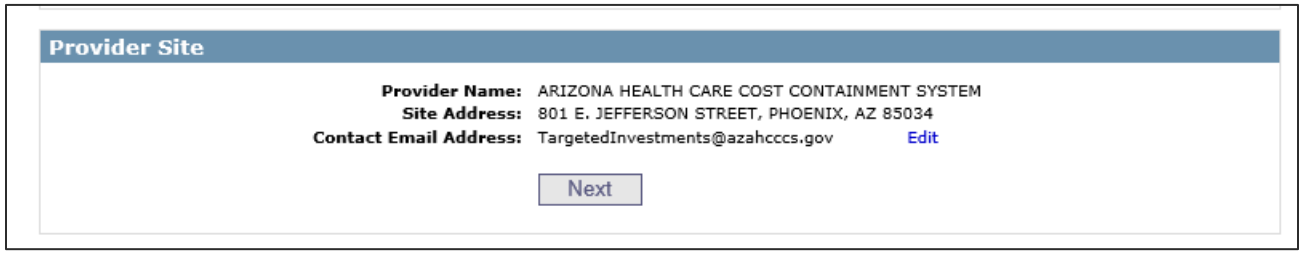
Thank you.

Arizona Health Care Cost Containment System
Targeted Investments Team
801 E. Jefferson Street
Phoenix, AZ 85034

NOTICE: This e-mail and any attachments to it may contain information that is PRIVILEGED and CONFIDENTIAL under State and Federal law and is intended only for the use of the specific individual(s) to whom it is addressed. This information may only be used or disclosed in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the one you received.

16) Once you log back in, and the Participant Agreement has been approved by the AHCCCS TI Team, the "Next" button will be visible and you will be able to proceed to the attestation process by clicking the "Next" button (see the image below)

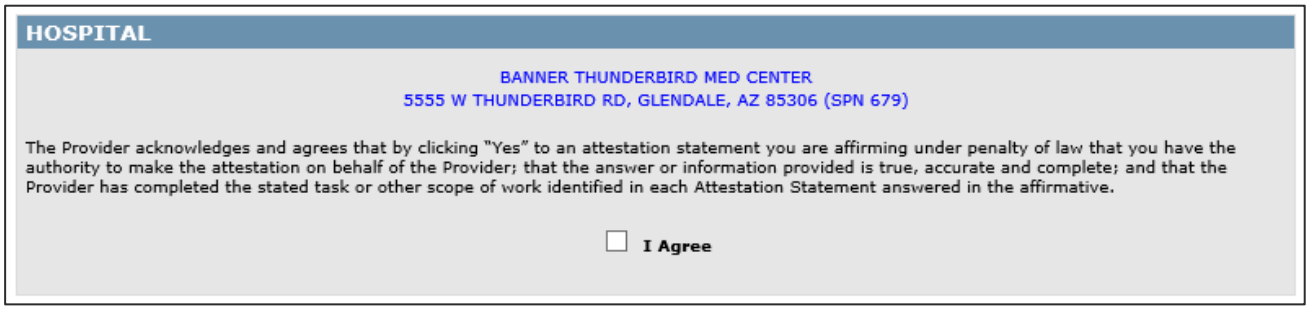
17) If there is inaccurate provider site information that is shown below, you can email the TI Team at targetedinvestments@azahcccs.gov for assistance. AHCCCS will contact the participant for clarification and the user will have another opportunity to upload. For providers that have multiple SPNs to attest to,



you will have to upload this same document when attesting for your SPNs. You can upload the same signed document every time.

Starting the Attestation Process

18) After clicking next, you should see the site location and the proceeding page will look like this example:

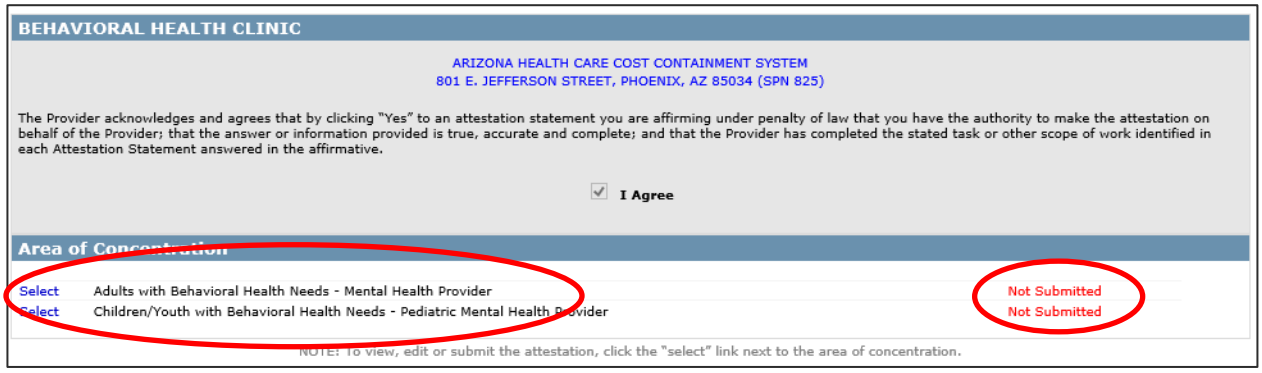


On the left you will see the Provider Type (Hospital) and on middle, you will see address and SPN for that location.

19) Read the statement above and then click "I agree"

20) In the event you have two different Areas of Concentration, you can attest to each Area of Concentration by clicking their corresponding "Select" link, **you can only attest to one Area of Concentration at a time.**

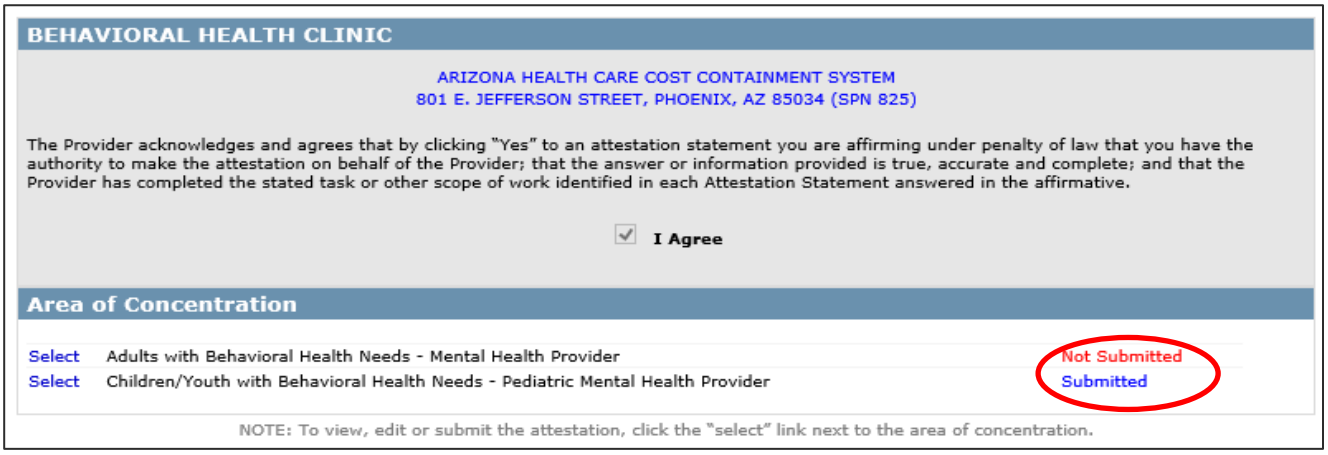
21) If you feel there is an error in the information above (site address, SPN, or Area of Concentration), please contact the TI Team at: targetedinvestments@azahcccs.gov



22) The status of the Attestation for each Area of concentration is displayed on the right side in red color font.

The message on the right, titled "not submitted" (see above) shows your milestone documentation has not been fully completed and submitted to AHCCCS for the identified Area of Concentration.

23) The status message will change from "not submitted" to "submitted" once you officially upload and submit your documentation to AHCCCS.

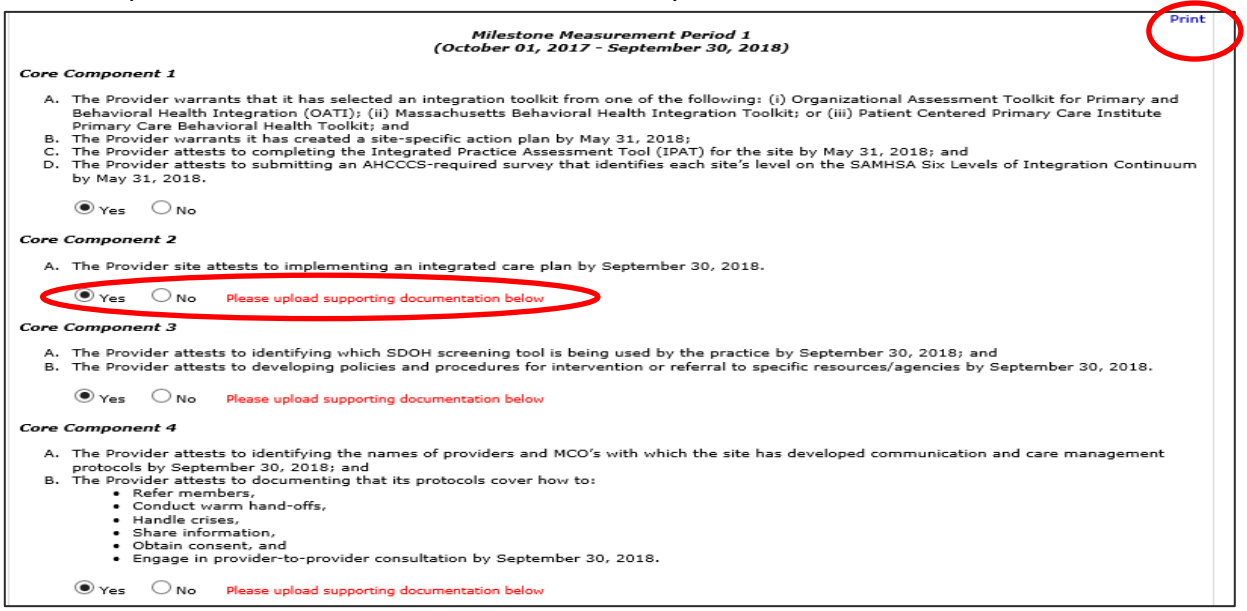


24) To get started on completing your attestation and document upload, Click on SELECT and choose which Area of Concentration you will attest to (if you only have one Area of Concentration connected to your SPN, then only one area of concentration will appear)

Depending on which Area of Concentration you selected, their appropriate Core Components and Milestone requirements are displayed.

There is print icon on the top right corner of the screen. We recommend you print out the page after you have responded to the attestation statements for your records and audit (see image below).

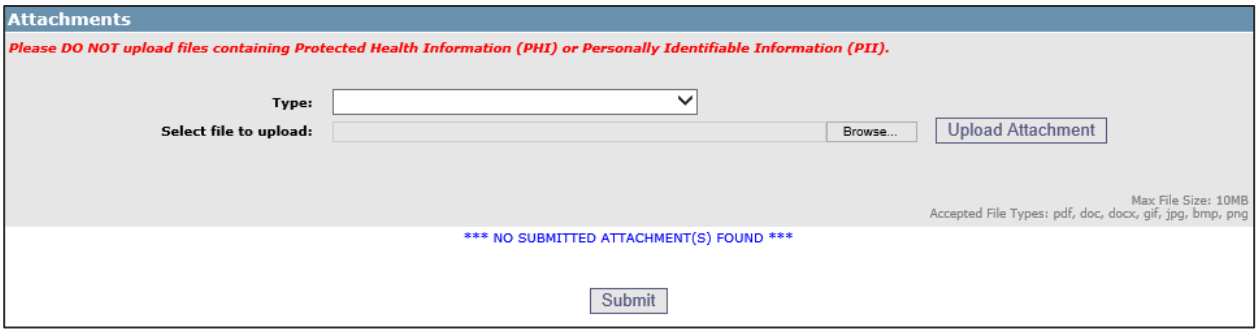
25) Some Core Components may require a document to be uploaded when the participant answers "yes" to an attestation statement. If the Core Component requires a document upload, the following message will appear: "Please upload supporting documentation below." (See image below). There is print icon on the top right corner of the screen. We recommend you print out the page after you have responded to the attestation statements for your records and audit.



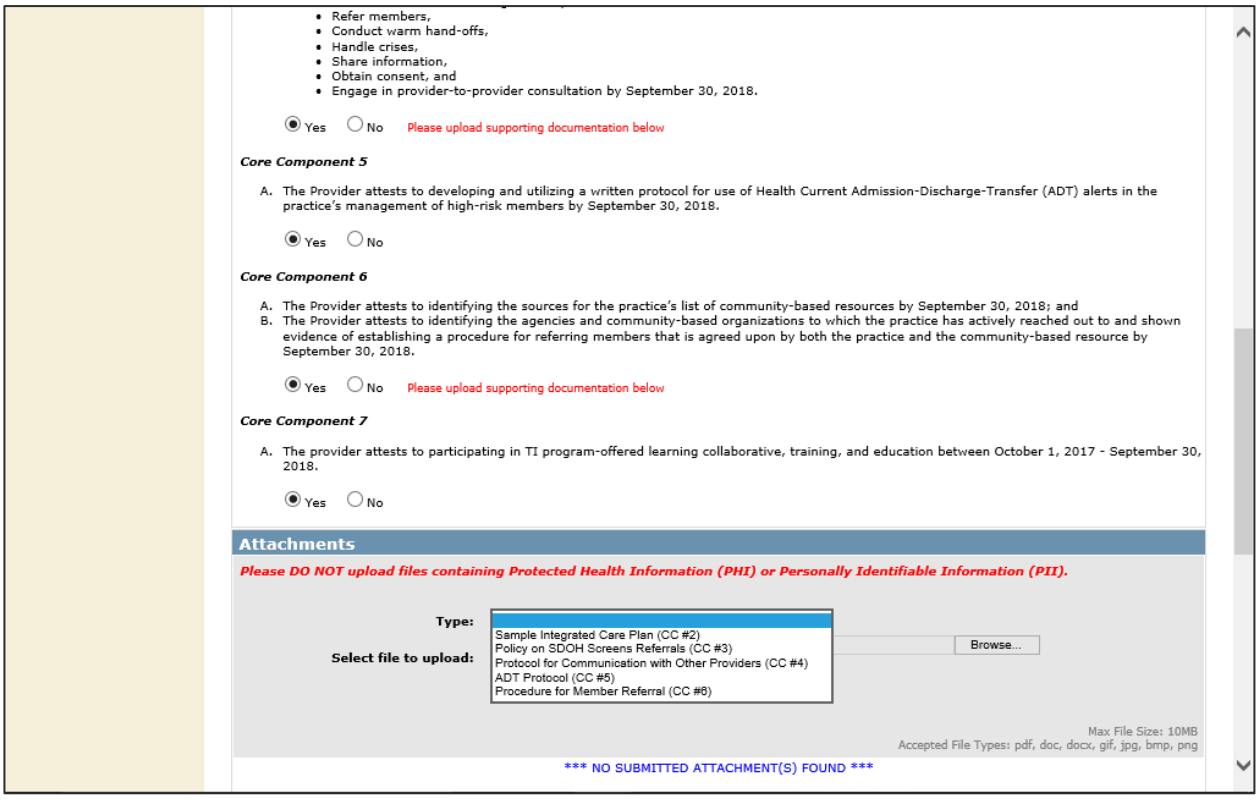
Proceed with answering either “yes” or “no” for each attestation statement.

Uploading documents

26) To upload a document, scroll to the bottom of the page where you will see the section titled “attachments”.



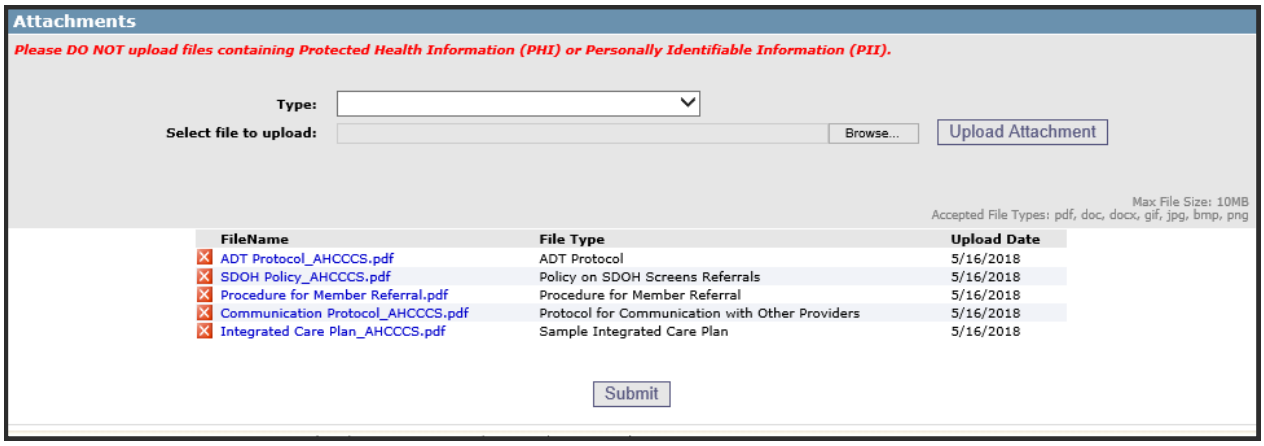
27) You will need to click on the “Type” drop down below to select your document type.



28) The document uploads are arranged in the order that correlate with the attestation statements.

29) Once the document is selected, click “browse” and then “Upload attachment”.

30) **Please Note:** the max file size for the upload is 10 MB and we recommend that PDFs be uploaded. Please do not include large images and PHI. In order to process your attestation, a single document needs to be submitted that matches for each file type.



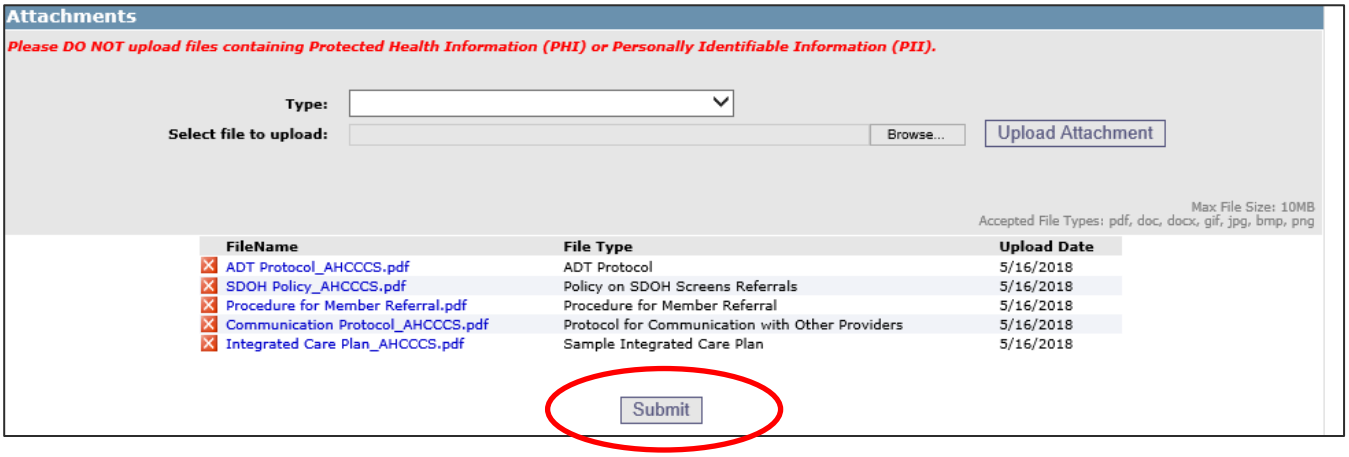
31) As you respond to each statement, your responses and attachments will be saved automatically. You can change your response to any question at any time. To change an attachment to a Core Component, you can click "x" next to the name of the file uploaded.

Submitting your attestation/saving your uploaded information

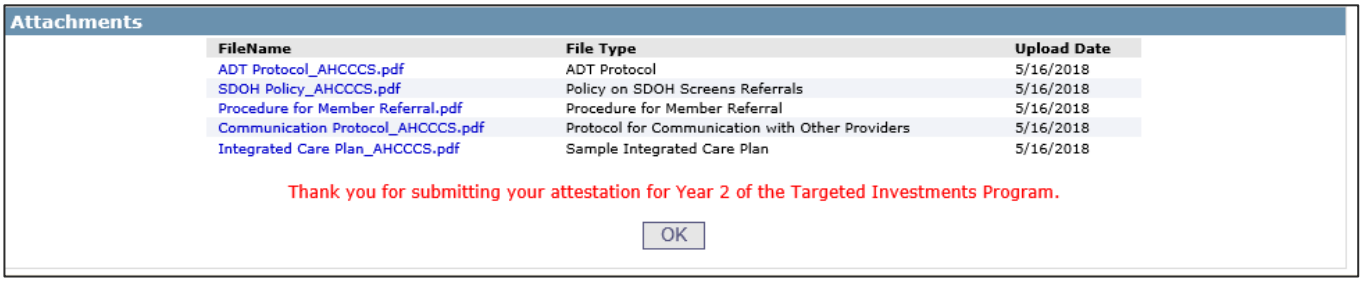
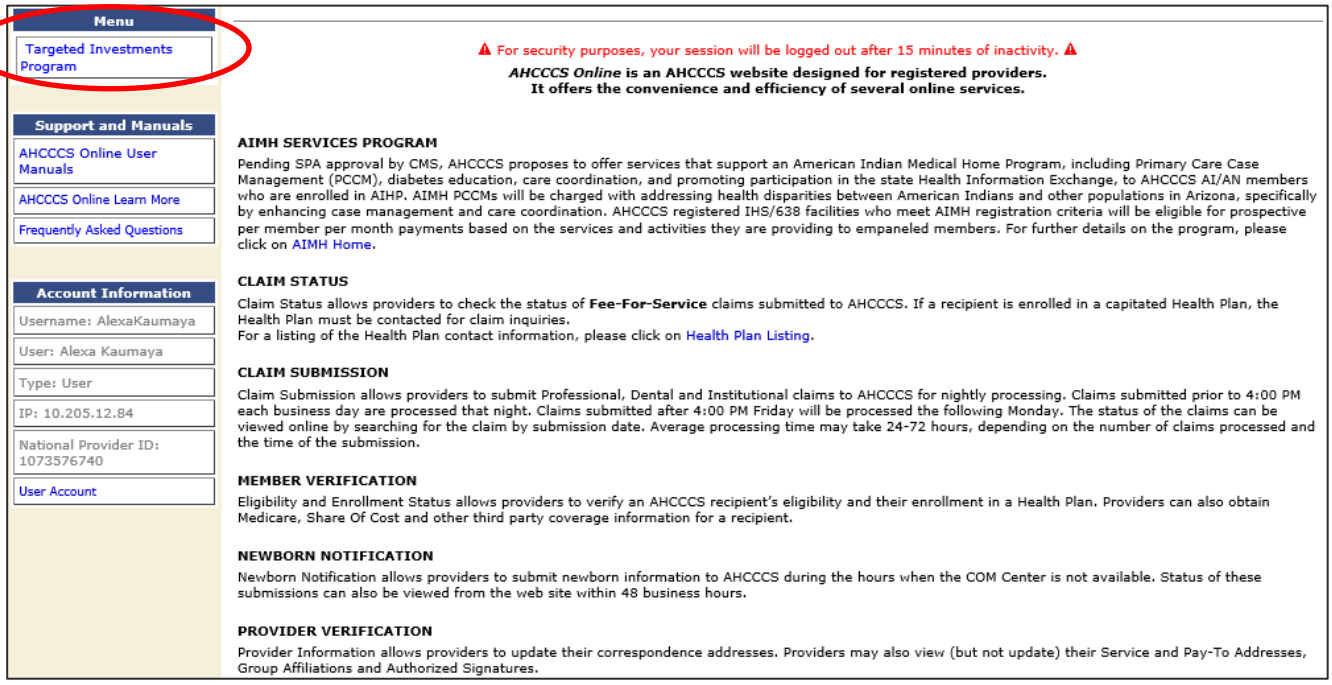
32) IMPORTANT NOTE: Please do NOT upload PHI or PII information through this portal. If PHI or PII is found, the document(s) will be rejected.

33) **If you do not want to officially submit your attestation to AHCCCS at the time of uploading your documents, please do NOT press "Submit". Instead, you can log out of the portal and the attachments uploaded will be saved.** When you attest to one area of concentration and did not submit the attestation, but if you need to select the second Area of Concentration for attestation, then you have to click the "Targeted Investments Program" link under the menu on the left side of the page and start over with the Application search to navigate to the Area of Concentrations page. Then you select the second area of concentration and proceed with the attestation.

The screenshot under bullet thirty seven shows what an official attestation looks like and if the participant is ready to submit their attestation to AHCCCS with their appropriate documentation, then you would click "Submit"



34) Once you click "submit", the following message will appear in red text:



35) If you have more than one Area of Concentration under one SPN, after the successful submission of the first area of concentration Attestation, click the "OK" button. You will be navigated back to the Area of Concentration list page, where you can go ahead and select the second Area of Concentration for attestation and following the same steps outlined in this document to attest for your completed Milestones.