

QuickStart Guide

Note: Test data/information is displayed in the screenshots listed in this document

To create a new AMPM Record, Providers can navigate to <https://qmportal.azahcccs.gov/> and log in.

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1. AHCCCS Users

- Log in as an AHCCCS user and click on the link titled OIFA in the lefthand navigation menu.



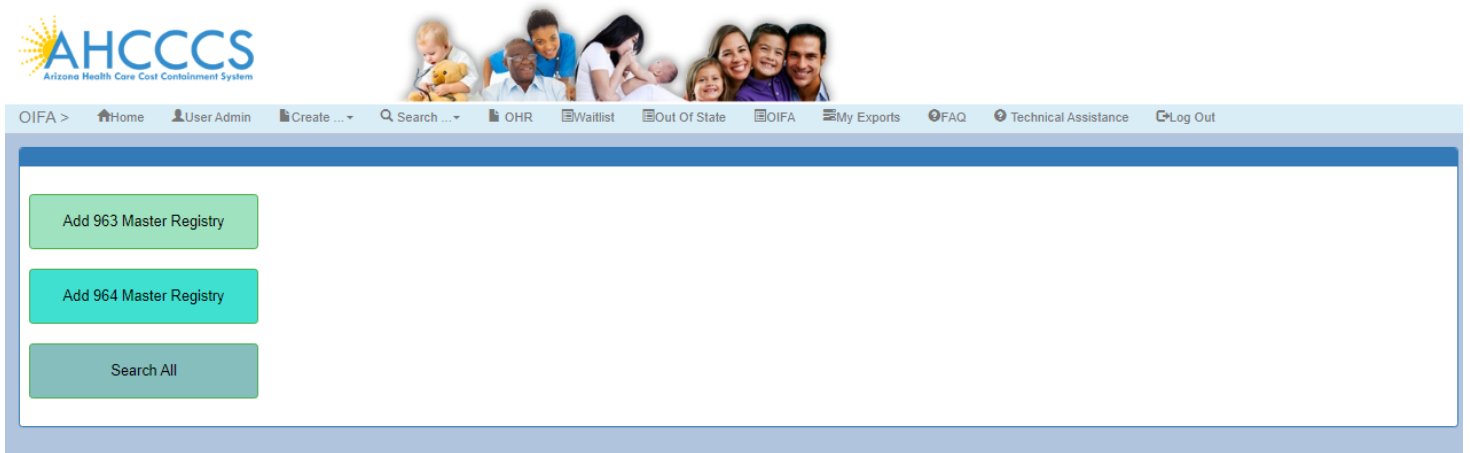
Thank you for visiting QM Portal. In order to use the site, you must have an active account. Please login or register a new account.
For questions, please contact our Customer Support Center at (602) 417-4451 or contact ISDCustomerSupport@azahcccs.gov.

External User Log In	AHCCCS User Log In
<p>User Name <input type="text" value="Enter user name"/></p> <p>Password <input type="password" value="Enter password"/></p> <p>Sign In</p> <p>Forgot your Password?</p> <p>Create new account?</p> <p>Passwords are case-sensitive. After 3 failed attempts, within 15 minutes, your account will be locked out, and you will either need to contact your Master Account holder to unlock your account or use the Password Recovery feature.</p>	<p>If you are an AHCCCS employee</p> <p>AND you are currently logged onto the AHCCCS network</p> <p>AND you are accessing this application from a browser on your workstation</p> <p>Then click the button below to use this application with your network login credentials</p> <p>AHCCCS Sign In</p>

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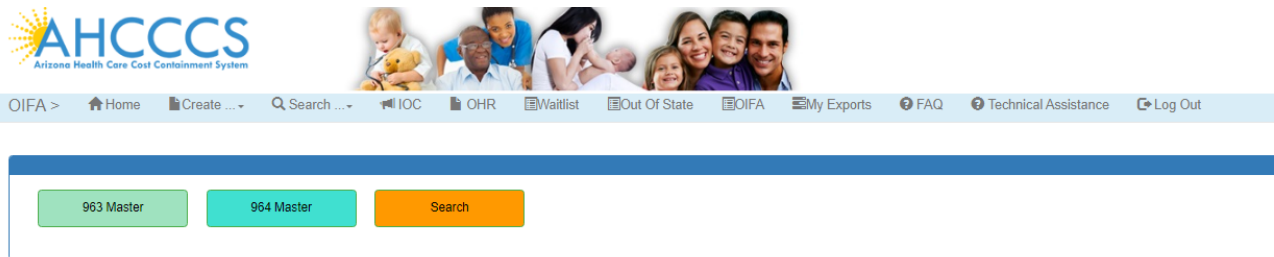
- A landing page will display several options:
 - Add 963 Master Registry
 - Add 964 Master Registry
 - Search All



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2. 963 Master Registry

- Click on the Add 963 Master Registry option to add 963 master records.
- Enter data into the 963 Master Registry and click on the Save button to save the data.
- The saved record appears in a grid with an option to delete the record.



AMPM 963 PRSS Master Registry

PRSS Training Program Name:

Interstate Reciprocity: Specialty:

LastName: FirstName: Date Of Graduation:

This record was successfully Saved.

	RecordID	AgencyName	Interstate_Reciprocity	Specialty	LastName	FirstName	DateOfGraduation	DateCreated	CreatedBy
Delete	3069	PRSSTrgProgram	IR	GI2	Testln	Testfn	7/31/2023	12/26/2023	AHCCCS\LXVeerav

- If a 963 master record already exists, a message will be displayed if the user attempts to add a record with the same training program name, graduate last name, graduate first name and date of graduation.

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OIFA > Home Create ... Search ... IOC OHR Waitlist Out Of State OIFA My Exports FAQ Technical Assistance Log Out

963 Master 964 Master Search

AMPM 964 PFS Master Registry

PFS Training Program Name:

LastName: FirstName: Date Credentialed:

Save

A Master record with Program Name: TPName964B Last Name: sdsf123 First Name: sdf9 Date Credentialed: 12/01/2023 already exists.

- A 963 Master Registry required field validation message is displayed if any of the following fields are not entered: Training Program Name, First Name, Last Name and Date of Graduation.

AMPM 963 PRSS Master Registry

PRSS Training Program Name:

Interstate Reciprocity: Specialty:

LastName: FirstName: Date Of Graduation:

Save

- Last Name is required.
- First Name is required.
- Date of Graduation is required.

3. 964 Master Registry

- Click on the Add 964 Master Registry option to add a 964 master record and click on the Save button to save the record.

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- The saved record appears in a grid with an option to delete the record.

The screenshot shows the AHCCCS logo and a navigation menu. Below the navigation menu are three buttons: "963 Master", "964 Master", and "Search". The main form area is titled "AMPM 964 PFS Master Registry" and contains the following fields:

- PFS Training Program Name:
- LastName:
- FirstName:
- Date Credentialed:

Below the form is a "Save" button and a message: "This record was successfully Saved." Below the message is a table with the following data:

	RecordID	ProgramName	LastName	FirstName	DateOfGraduation	DateCreated	CreatedBy
Delete	3077	Arizona Complete Health	TestIn789	testfn9	12/22/2023	12/26/2023	AHCCCS\LXVeerav

- A 964 Master Registry required field validation message is displayed if any of the following fields are not entered: Training Program Name, First Name, Last Name and Date Credentialed.

The screenshot shows the "AMPM 964 PFS Master Registry" form with the following fields:

- PFS Training Program Name:
- LastName:
- FirstName:
- Date Credentialed:

Below the form is a "Save" button and a validation error message:

- Last Name is required.
- First Name is required.
- Date Credentialed is required.

- If a 964 master record already exists, a message will be displayed if the user attempts to add a record with the same training program name, graduate last name, graduate first name and date credentialed.

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OIFA > Home Create ... Search ... IOC OHR Waitlist Out Of State OIFA My Exports FAQ Technical Assistance Log Out

963 Master 964 Master Search

AMPM 964 PFS Master Registry

PFS Training Program Name:
LastName: FirstName: Date Credentialed:

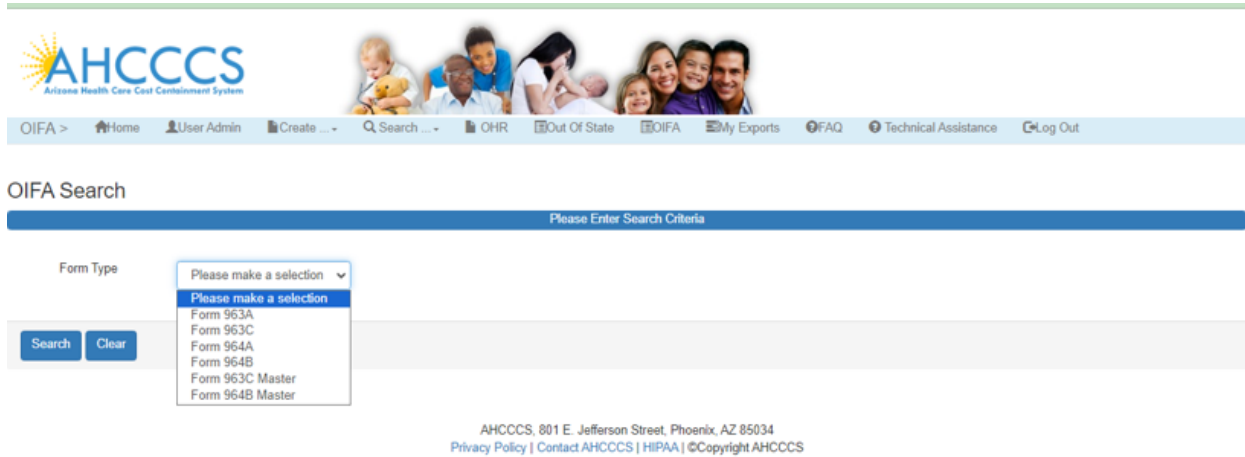
Save

A Master record with Program Name: TPName964B Last Name: sdsf123 First Name: sdf9 Date Credentialed: 12/01/2023 already exists.

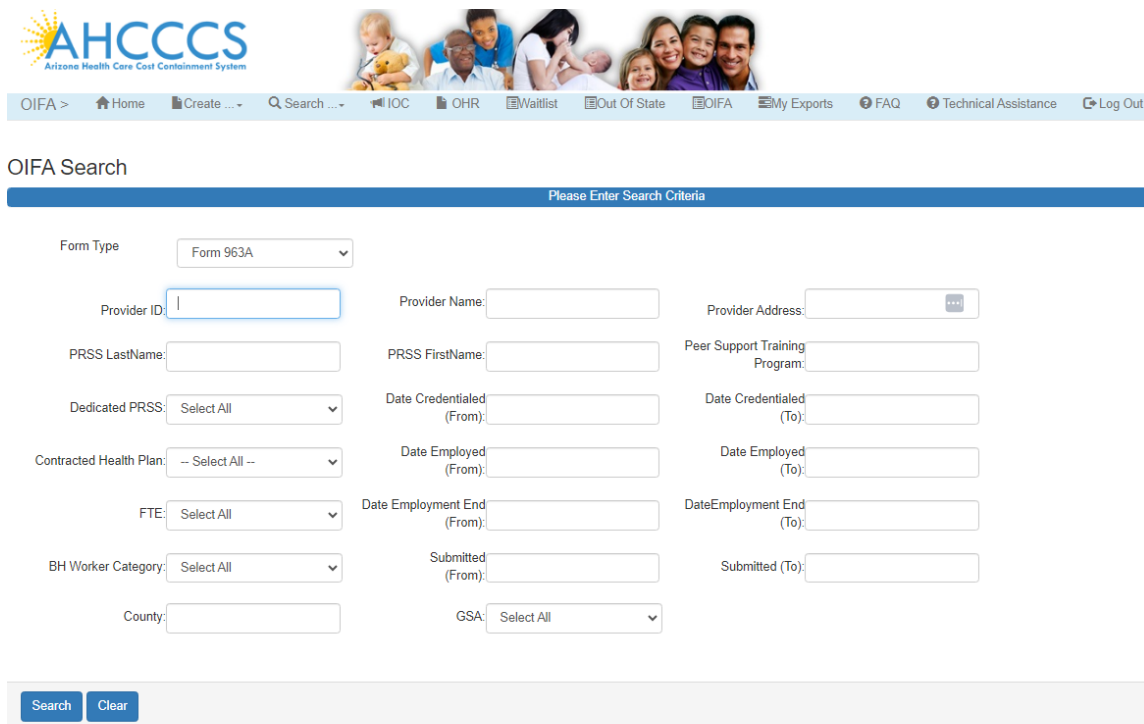
4. Search and Export

- Click on the Search All option on the main landing page.
- Use the Form Type dropdown list to select from several search options: 963A, 963C, 964A, 964B, 963 Master and 964 Master.

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- Select an option from the Form Type dropdown list.
- Enter any search criteria into the available fields and click the Search button to view the search results.
- *** If search criteria are not entered, all records will be displayed.
- To export the results to a file, click the Export to Excel button.



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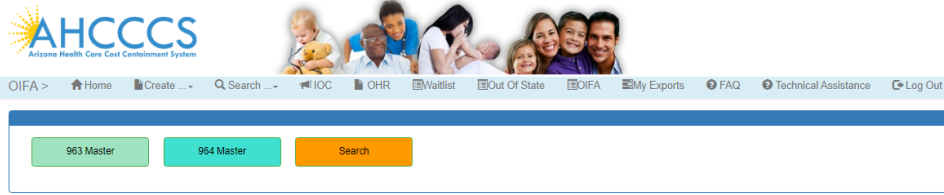
The screenshot shows the OIFA search interface. At the top, there is a navigation bar with links like Home, Create, Search, IOC, OHR, Waitlist, Out Of State, OIFA, My Exports, FAQ, Technical Assistance, and Log Out. Below this, there are three buttons: '963 Master', '964 Master', and 'Search'. The main section is titled 'OIFA Search' and contains a 'Please Enter Search Criteria' header. Underneath, there is a 'Form Type' dropdown menu set to 'Form 963A'. Below the dropdown are 'Search' and 'Clear' buttons. A 'Search Results' section shows 'No. Of Records 43'. At the bottom, there is an 'Export to Excel' button and a table of records.

Record ID	ProviderID	Provider Name	Provider Address	Servicing County	GSA	FFS Contractor Name	PRSS LastName	PRSS FirstName	Peer Support Agency	Date Credentialed	Date Employed	Date Employment Ended	BH Work Category	Hours Supervised	Hours Learning	Dedicated PRSS	FTE	Date Created	Created By
3026	007711	UNIQUE INTEGRATED CARE	2000 E SOUTHERN AVE # 102&104 TEMPE AZ 85282	Central		LTC DD DES	Kimberly	Cox	Cenpatico	12/22/2023	12/22/2023	01/01/0001	BHP			Y	Y	12/25/2023	UIC_
3025	007711	UNIQUE INTEGRATED CARE	2000 E SOUTHERN AVE # 102&104 TEMPE AZ	Central		MERCY CARE PLAN - LTC	Kimberly	Cox	Cenpatico	12/22/2023	12/22/2023	01/01/0001	BHP			Y	Y	12/25/2023	UIC_

Master Records

- Select Form 963 or 964 Master from the Form Type dropdown list.
- Enter any search criteria into the available fields and click the Search button to view the search results.
- *** If search criteria are not entered, all records will be displayed.
- To export the results to a file, click the Export to Excel button.

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OIFA Search

Please Enter Search Criteria

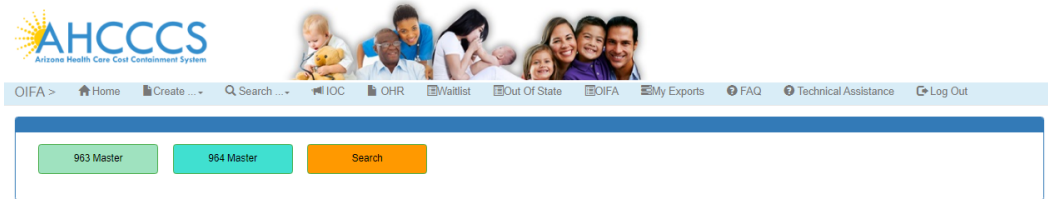
Form Type:

PRSS Training Program Name: Interstate Reciprocity: Specialty:

Grad LastName: Grad FirstName:

Date Graduated (From): Date Graduated (To):

Date Submission (From): Date Submission (To):



OIFA Search

Please Enter Search Criteria

Form Type:

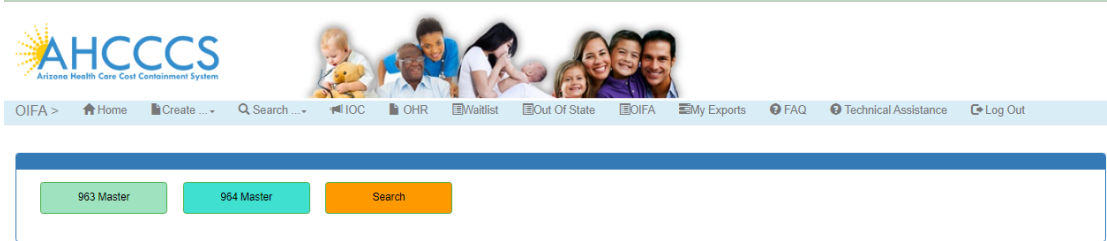
Search Results

No. Of Records 8

	Record ID	Training Program Name	Graduate LastName	Graduate FirstName	Date Of Graduation	Interstate Reciprocity]	Specialty	Date Created	Created By
Delete Select	3039	PRSSTrgProgram	Nelson	Melissa3	01/01/2023			12/25/2023	UIC_MA1
Delete Select	3038	PRSSTrgProgram	Nelson	Melissa2	01/01/2023			12/25/2023	UIC_MA1
Delete Select	3035	Test Agency Name1	testfn678	testfn	12/01/2023			12/25/2023	UIC_MA1
Delete Select	3034	Test Agency Name1	testfn8	testfn	12/01/2023			12/25/2023	UIC_MA1
Delete Select	3033	Test Agency Name1	testfn8	testfn	12/01/2023			12/25/2023	UIC_MA1

- 963 and 964 master records can be updated by clicking on the Select link for the record.
- Enter the necessary changes and click the Update button to save the record.

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AMPM 963 PRSS Master Registry

PRSS Training Program Name:

Interstate Reciprocity: Specialty:

Last Name: First Name: Date Of Graduation:

[Update](#) **This record was successfully Updated.**

	RecordID	AgencyName	Interstate_Reciprocity	Specialty	LastName	FirstName	DateOfGraduation	DateModified	ModifiedBy
Delete	3038	PRSSTrgProgram	IR307	GI	Nelson	Melissa2	1/1/2023	12/27/2023	AHCCCS\LXVeerav

- 963 and 964 master records can be deleted by clicking on Delete link for the record.

