

QuickStart Guide

Office Of Individual and Family Affairs

AMPM 963 and 964

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>

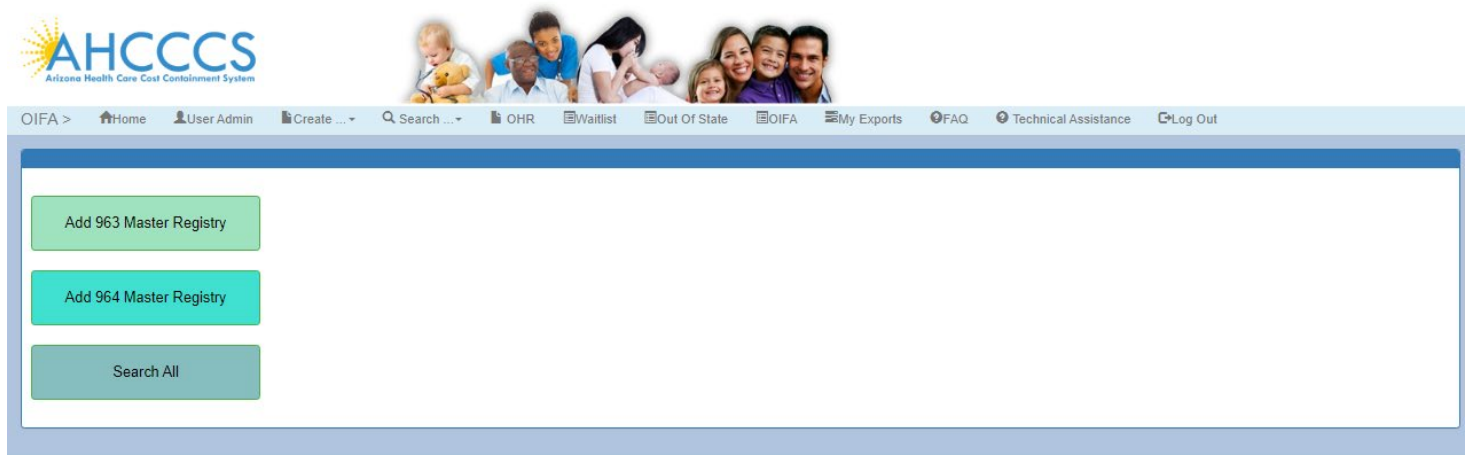
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- A landing page will display several options:
 - Add 963 Master Registry
 - Add 964 Master Registry
 - Search All



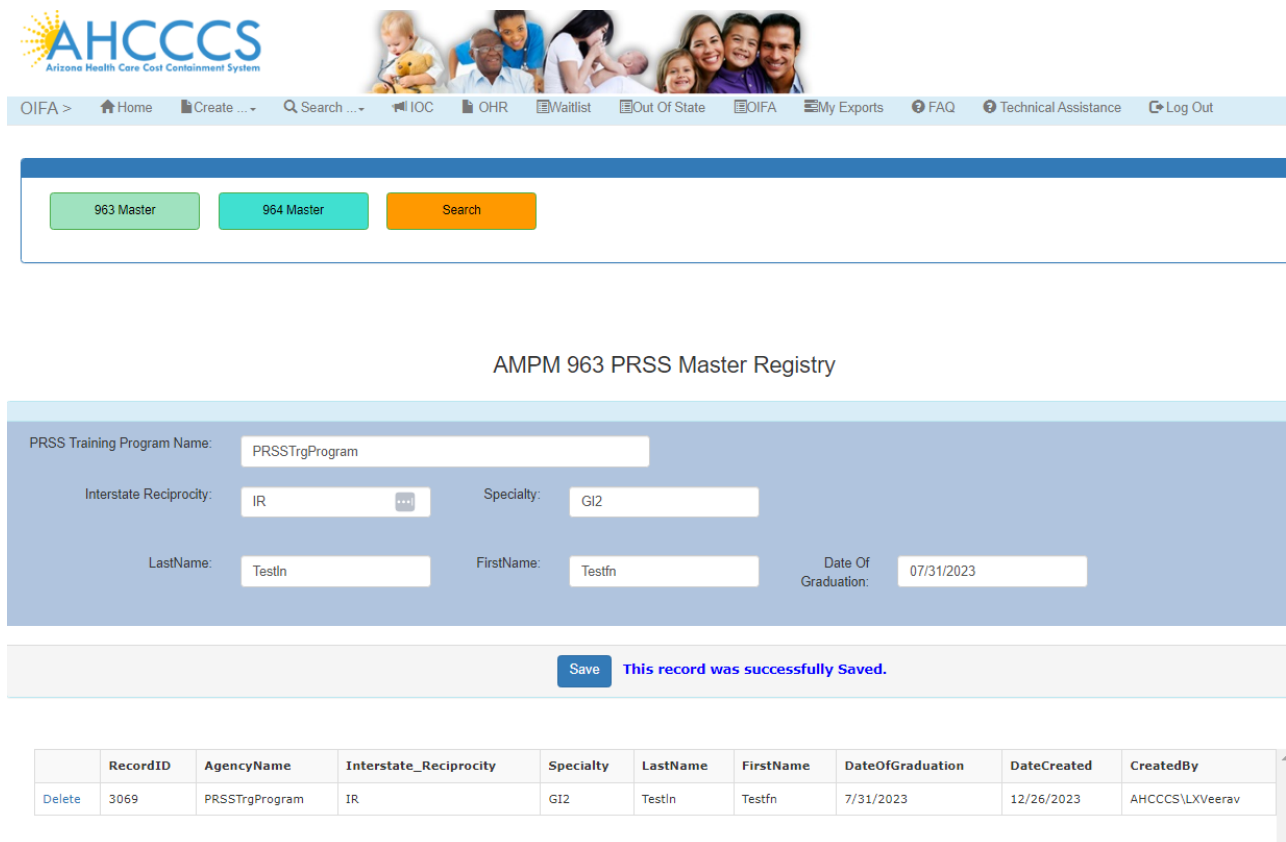
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2. 963 Master Registry

- 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.



The screenshot shows the AHCCCS website interface. At the top is the AHCCCS logo and 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 the navigation bar are three buttons: '963 Master' (green), '964 Master' (teal), and 'Search' (orange). The main content area is titled 'AMPM 963 PRSS Master Registry'. It contains a form with the following fields: 'PRSS Training Program Name' (text box with 'PRSSTrgProgram'), 'Interstate Reciprocity' (dropdown menu with 'IR' selected), 'Specialty' (text box with 'GI2'), 'LastName' (text box with 'Testln'), 'FirstName' (text box with 'Testfn'), and 'Date Of Graduation' (text box with '07/31/2023'). Below the form is a 'Save' button and a message: 'This record was successfully Saved.' At the bottom is a table with the following data:



	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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[963 Master](#)
[964 Master](#)
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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.

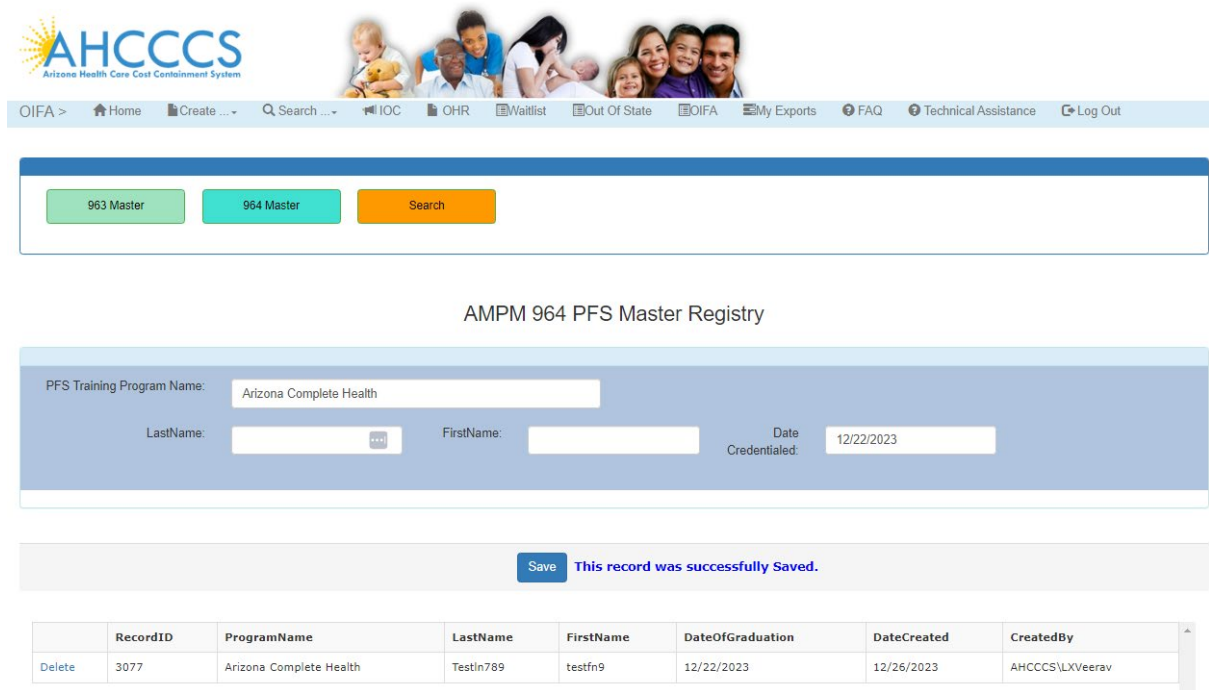
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3. 964 Master Registry

- Click on the Add 964 Master Registry option to add a 964 master record and click on the Save button to save the record.
- The saved record appears in a grid with an option to delete the record.



AHCCCS
Arizona Health Care Cost Containment System

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: Arizona Complete Health

Last Name: First Name: Date Credentialed: 12/22/2023

Save This record was successfully Saved.

	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.

AMPM 964 PFS Master Registry

PFS Training Program Name: Arizona Complete Health

Last Name: First Name: Date Credentialed:

Save



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

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- 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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AMPM 964 PFS Master Registry

PFS Training Program Name:
TPName964B

LastName:
sdsf123

FirstName:
sdf9

Date Credentialed:
12/01/2023

[Save](#)
A Master record with Program Name: TPName964BLast Name: sdsf123First Name: sdf9Date Credentialed: 12/01/2023 already exists.

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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.

OHFA > Home User Admin Create ... Search ... OHR Out Of State OHFA My Exports FAQ Technical Assistance Log Out

OIFA Search

Please Enter Search Criteria

Form Type

Please make a selection

- Form 963A
- Form 963C
- Form 964A
- Form 964B
- Form 963C Master
- Form 964B Master

Search Clear

AHCCCS, 801 E. Jefferson Street, Phoenix, AZ 85034
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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.
-
- If LTC DD DES is selected as health plan from the Health Plan drop down, the DDD Subcontractor dropdown appears on the page, user can select Mercy Care DDD or United Health Care DDD from the DDD Subcontractor dropdown and click the Search and click the Export to Excel button to export the search results to the Excel document.

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OIFA Search

Please Enter Search Criteria

Form Type

Form 963A

Provider ID:

Provider Name:

Provider Address:

Peer Support Training Program:

PRSS LastName:

PRSS FirstName:

GSA:

Select All

County:

Date Credentialed (From):

Date Credentialed (To):

Date Employed (From):

Date Employed (To):

Submitted (From):

Submitted (To):

Date Employment End (From):

Date Employment End (To):

BH Worker Category:

Select All

Contracted Health Plan:

110007 - LTC DD DES

DDD SubContractor:

Mercy Care DDD

Search

Clear

Search Results																
No. Of Records 31																

Export to Excel

Record ID	ProviderID	Provider Name	Provider Address	Servicing County	GSA	FFS Contractor Name	DDD SubContractor	PRSS LastName	PRSS FirstName	Peer Support Agency	Date Credentialed	Date Employed	Date Employment Ended	BH Work Category	Supervision	Continuing Education & Ongoing Learning
3848	961129	AHMAD/FAYYAZ	4160 S. 4170 N 108TH AVE PHOENIX AZ 85037	Maricopa	Central	LTC DD DES	Mercy Care DDD	Mouseasdsdfeve	Micky	Cenpatico	10/21/2024	10/21/2024		BHT	Y	Y

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Form Type

Form 964A

Provider ID:

Provider Name:

Provider Address:

CFSP Support Agency Name:

CFSP LastName:

CFSP FirstName:

GSA:

Select All

County:

Date Credentialed (From):

Date Credentialed (To):

Date Employed (From):

Date Employed (To):

Submitted (From):

Submitted (To):

Date Employment End (From):

Date Employment End (To):

Contracted Health Plan:

110007 - LTC DD DES

DDD SubContractor:

Mercy Care DDD

Search

Clear

Search Results

No. Of Records 1

Export to Excel

RecordID	ProviderID	ProviderName	ProviderAddress	Servicing County	GSA	FFS Contractor Name	DDD SubContractor	CFSP LastName	CFSP FirstName	CFSP SupportAgency	Date Credentialed	Date Employed	Date Employment Ended	Supervision	Continuing Education & Ongoing Learning
3776	722688	ABAD/GOMBURZA M	570 W BROWN MESA AZ 85201	Maricopa	North	LTC DD DES	Mercy Care DDD	Clevelandxcxcxcstfn	testFSP		10/10/2024	10/10/2024		Y	Y



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: Form 963C Master



PRSS Training Program Name: Interstate Reciprocity: Specialty:

Grad LastName: Grad FirstName:

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

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

[Search](#) [Clear](#)

OIFA > [Home](#) [Create ...](#) [Search ...](#) [IOC](#) [OHR](#) [Waitlist](#) [Out Of State](#) [OIFA](#) [My Exports](#) [FAQ](#) [Technical Assistance](#) [Log Out](#)

[963 Master](#) [964 Master](#) [Search](#)

OIFA Search

Please Enter Search Criteria

Form Type: Form 963C Master

[Search](#) [Clear](#)

Search Results



No. Of Records 8

[Export to Excel](#)

	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	UTC_MA1
Delete Select	3038	PRSSTrgProgram	Nelson	Melissa2	01/01/2023			12/25/2023	UTC_MA1
Delete Select	3035	Test Agency Name1	Testin678	Testfn	12/01/2023			12/25/2023	UTC_MA1
Delete Select	3034	Test Agency Name1	testfn8	Testfn	12/01/2023			12/25/2023	UTC_MA1
Delete Select	3033	Test Agency Name1	testfn8	testfn	12/01/2023			12/25/2023	UTC_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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[963 Master](#)
[964 Master](#)
[Search](#)

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\LXVeerv

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

[OIFA >](#) [Home](#) [Create ...](#) [Search ...](#) [IOC](#) [OHR](#) [Waitlist](#) [Out Of State](#) [OIFA](#) [My Exports](#) [FAQ](#) [Technical Assistance](#) [Log Out](#)

[963 Master](#)
[964 Master](#)
[Search](#)

OIFA Search

Please Enter Search Criteria

Form Type:

[Search](#) [Clear](#)

Search Results

No. Of Records 7

[Export to Excel](#)

	Record ID	Training Program Name	Graduate LastName	Graduate FirstName	Date Of Graduation	Interstate Reciprocity	Specialty	Date Created	Created By
Delete Select	3034	Test Agency Name1	testfn8	testfn	12/01/2023			12/25/2023	UTC_MAI
Delete Select	3033	Test Agency Name1	testfn8	testfn	12/01/2023			12/25/2023	UTC_MAI
Delete Select	3024	PRSSTrgProgram2	Doe	John2	12/25/2023			12/25/2023	UTC_MAI
Delete Select	3020	PRSSTrgProgram2	Doe	John	12/25/2023			12/25/2023	UTC_MAI
Delete Select	3019	PRSSTrgProgram	Nelson	Melissa	01/01/2023			12/25/2023	UTC_MAI