



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

PROGRESS REPORT REQUIREMENTS

Target Audience - DDD Qualified Vendors and Providers

Transmittal Date - 09/19/2019

The DES Division of Developmental Disabilities has started receiving progress reports using the updated progress report submission process as outlined in the August 29, 2019, vendor announcement, [Changes to Progress Report Submission Process with FTP Access Request Instructions](#). All qualified vendors and providers submitting progress reports through this process must remember that [Division Provider Manual Chapter 35 – Progress Reporting Requirement](#) should be used as a guide when progress reports are required to be submitted: monthly, quarterly or semi-annually based on the service being provided. Additionally, the Division is in the process of updating Chapter 35, so that each progress report for all services rendered will include the following information:

- Vendor Name
- Member Name
- Member AHCCCS ID
- Member D.O.B.
- Service Delivered

An additional vendor announcement will be released once Chapter 35 has been updated and is available online. Please submit this information with all progress reports moving forward.

If you have any questions, please contact the DDD Customer Service Center at 1-844-770-9500 ext. 1 (TTY/TDD 711).