

PROGRESS REPORT FILE NAMING CONVENTION

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Project Background

DDD Qualified Vendors and Providers are required to submit monthly/quarterly progress notes and other documentation to the Division based on the type of service provided. DDD has streamlined the process to automatically receive and upload Progress Reports and other documentation into OnBase.

List of Reports

- DPR (DDD Progress Report)
- TPR (Therapy Services Progress Report)
- CPOC (Certified plan of Care -Therapy services only)
- SPOC (Signed Plan of Care - Home Health services only)
- CPO(Changes to Physician Orders - Home Health services only)
- PIRL (Pressure Injury Monthly Report - Home Health services only)
- SEIZ (Monthly Seizure Logs - Home Health services only)
- ES (Employment Service - SemiAnnual Report)
- LHA (Licensed Health Aide - SemiAnnual Report)

File Naming Convention Format

- **DPR (DDD Progress Report)**
DPR_AUTHID_FRQYYYY_SQN.EXT
Note- Quarterly Employment Service member-specific reports have to follow the DDD Progress Report Naming Convention
- **Therapy Services Progress Report**
TPR_AUTHID_FRQYYYY_SQN.EXT
- **Certified Plan of Care**
CPOC_PBS_ASSISTID_SVC.EXT
- **Signed Plan of Care**
SPOC_PBS_ASSISTID_SVC.EXT
- **Changes to Physician Orders**
CPO_PBS_ASSISTID_SVC.EXT
- **Pressure Injury Report Logs**
PIRL_PBS_ASSISTID_SVC.EXT
- **Seizure Logs**
SEIZ_PBS_ASSISTID_SVC.EXT
- **Employment Services (Semi-Annual)**
ES_PBS_SVC.EXT
- **Licensed Health Aide (Semi-Annual)**
LHA_PBS.EXT

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Details about the File Naming Convention

DDD Progress Report

DPR_AUTHID_FRQYYYY_SQN.EXT

Example - **DPR_2907265_M022025_001.PDF**

(Refer to the table below)

Position	Parameter	Description	Size	Example
1	DPR	DDD Progress Report	3	DPR
2	AUTHID	Digit numeric code. (FOCUS Authorization ID) How to get FOCUS Auth ID?	7	2907265(FOCUS Authorization ID) Note- If there is no AUTHORIZATION, submit the Progress report whenever Authorization is available
3	FRQ	Frequency (M - Monthly, Q-Quarterly)	3	M01 (01-12 represents the month) Q01 (01, 02, 03, 04 represent quarterly values)
4	YYYY	4-digit Year	4	2025
5	SQN	3-digit Sequence Number	3	000-999
6	EXT	File Extension	(Varies)	.pdf, .xlsx, .docx, .jpg

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Therapy Services Progress Report

TPR_AUTHID_FRQYYYY_SQN.EXT

Example - [TPR_2480985_Q022025_001.PDF](#)

(Refer to the table below)

Position	Parameter	Description	Size	Example
1	TPR	Therapy Services Progress Report	3	TPR
2	AUTHID	Digit numeric code. (FOCUS Authorization ID) How to get FOCUS Auth ID?	7	3287927(FOCUS Authorization ID) Note- If there is no AUTHORIZATION, submit the Therapy report whenever Authorization is available
3	FRQ	Frequency Q-Quarterly	3	Q01 (01, 02, 03, 04 represent quarterly values)
4	YYYY	4-digit Year	4	2025
5	SQN	3-digit Sequence Number	3	000-999
6	EXT	File Extension	(Varies)	.pdf, .xlsx, .docx, .jpg

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Certified Plan of Care (Therapy Services)

CPOC_PBS_ASSISTID_SVC.EXT

Example – CPOC_NELS_4512879568_OEA.PDF

(Refer to the table below)

Position	Parameter	Description	Size	Example
1	CPOC	Certified Plan of Care	4	CPOC
2	PBS	4 Character PBS Vendor Code	4	NELS
3	ASSISTID	10 Digit Client ASSIST ID	10	1234567890
4	SVC	Service Code: • 3 Character DDD Code • 5 Character HCPC Code	3 or 5	OEA 97168
5	EXT	File Extension	(Varies)	.pdf, .xlsx, .docx, .jpg

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Signed Plans of Care (Home Health Services)

SPOC_PBS_ASSISTID_SVC.EXT

Example – SPOC_NELS_4512879568_S9124.PDF

(Refer to the table below)

Position	Parameter	Description Size	Size	Example
1	SPOC	Signed Plan of Care	4	SPOC
2	PBS	4 Character PBS Vendor Code	4	NELS
3	ASSISTID	10 Digit Client ASSIST ID	10	1234567890
4	SVC	Service Code: <ul style="list-style-type: none"> • 3 Character DDD Code • 5 Character HCPC Code 	3 or 5	HN1 S9124
5	EXT	File Extension	(Varies)	.pdf, .xlsx, .docx, .jpg

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Changes to Physician Orders (Home Health Services)

CPO_PBS_ASSISTID_SVC.EXT

Example – CPO_NELS_4512879568_S9124.PDF

(Refer to the table below)

Position	Parameter	Description	Size	Example
1	CPO	Changes to Physician Orders	4	CPO
2	PBS	4 Character PBS Vendor Code	4	NELS
3	ASSISTID	10 Digit Client ASSIST ID	10	1234567890
4	SVC	Service Code: <ul style="list-style-type: none"> • 3 Character DDD Code • 5 Character HCPC Code 	3 or 5	HN1 S9124
5	EXT	File Extension	(Varies)	.pdf, .xlsx, .docx, .jpg

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Pressure Injury Report Logs (Home Health Services)

PIRL_PBS_ASSISTID_SVC.EXT

Example – PIRL_NELS_4512879568_S9124.PDF

(Refer to the table below)

Position	Parameter	Description	Size	Example
1	PIRL	Pressure Injury Report Logs	4	PIRL
2	PBS	4 Character PBS Vendor Code	4	NELS
3	ASSISTID	10 Digit Client ASSIST ID	10	1234567890
4	SVC	Service Code: <ul style="list-style-type: none"> • 3 Character DDD Code • 5 Character HCPC Code 	3 or 5	HN1 S9124
5	EXT	File Extension	(Varies)	.pdf, .xlsx, .docx, .jpg

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Seizure Logs (Home Health Services)

SEIZ_PBS_ASSISTID_SVC.EXT

Example – SEIZ_NELS_4512879568_G0300.PDF

(Refer to the table below)

Position	Parameter	Description	Size	Example
1	SEIZ	Seizure Logs	4	SEIZ
2	PBS	4 Character PBS Vendor Code	4	NELS
3	ASSISTID	10 Digit Client ASSIST ID	10	1234567890
4	SVC	Service Code: <ul style="list-style-type: none"> • 3 Character DDD Code • 5 Character HCPC Code 	3 or 5	HN9 G0300
5	EXT	File Extension	(Varies)	.pdf, .xlsx, .docx, .jpg

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Employment Services (Semi-Annual)

ES_PBS_SVC.EXT

Example - [ES_AZFH_CBE.PDF](#)

(Refer to the table below)

Position	Parameter	Description	Size	Example
1	ES	Employment Service	2	ES
2	PBS	4 Character PBS Vendor Code	4	NELS
3	SVC	Service Code: <ul style="list-style-type: none"> • 3 Character DDD Code • 5 Character HCPC Code 	3 or 5	CBE T2019
4	EXT	File Extension	(Varies)	.pdf, .xlsx, .docx, .jpg

Note- Quarterly Employment Service reports must follow the DDD Progress Report Naming Convention

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Licensed Health Aide (Semi-Annual)

HHA_PBS.EXT

Example – HHA_NELS.PDF

(Refer to the table below)

Position	Parameter	Description	Size	Example
1	HHA	Licensed Health Aide	3	HHA
2	PBS	4 Character PBS Vendor Code	4	NELS
3	EXT	File Extension (Varies)	(Varies)	.pdf, .xlsx, .docx, .jpg

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