

## DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

# PROVIDER MANUAL CHAPTER 35 UPDATES

Target Audience - Qualified Vendors and Providers

Transmittal Date - 01/09/2025

Enhancements have been made to the File Transfer Protocol (FTP) upload process for the documents identified in the recently updated [Provider Manual Chapter 35 Reporting Requirements for Progress Reporting and other Documentation](#). These documents include:

- Monthly & Quarterly Progress Reports
- Semiannual Employment Reports
- Semiannual Licensed Health Aid Report
- Home Health Services Signed Plans of Care
- Monthly Home Health Services Pressure Injury Reports
- Monthly Home Health Services Seizure Logs
- Therapy Certified Plans of Care

The standardized naming conventions for uploaded files have been simplified. The new naming conventions for the FTP upload process are ready for all Qualified Vendors to use beginning January 10, 2025. The current naming conventions will continue to be accepted through March 2025 to allow vendors time to transition.

**Effective April 1, 2025, only the new naming conventions will be accepted.**

The Division has developed various guides for Qualified Vendors to utilize as a resource for the updated naming conventions and associated documents.

- [FTP Upload Process Instructions](#)
- [Service Mapping](#)
- [Progress Report File Naming Convention](#)
- [Connect to the FTP site Using Windows File Explorer](#)
- [Connect to the FTP site Using an Internet Browser](#)
- [Connect to the FTP Site Using the FileZilla FTP client](#)

Additionally, the Division will host technical assistance sessions for Qualified Vendors who need support utilizing the FTP server to upload required documents. These sessions will be held every other Monday from 11:00 a.m. to 12:00 p.m., beginning January 13, 2025. These sessions will continue through March 31, 2025.

- Time zone: America/Phoenix
- Join by [Google Meet](#)
- Join by phone 1-585-491-9258 | PIN: 915 914 678#

Qualified Vendors with questions should contact the [Provider Network Support Unit](#).