

**DIVISION OF DEVELOPMENTAL DISABILITIES**

Sent on Behalf of DES/DDD

**PROVIDER MANUAL CHAPTER 35 REMINDER**

Target Audience - Qualified Vendors and Providers

Transmittal Date - 03/25/2025

As communicated on [January 9, 2025 via vendor announcement](#), enhancements have been made to the File Transfer Protocol (FTP) upload process for the documents identified in [Provider Manual Chapter 35 Reporting Requirements for Progress Reporting and other Documentation](#). The new naming conventions for the FTP upload process became available on January 1, 2025 and effective April 1, 2025 must be used for documents to be accepted.

The Division has developed various guides related to the new naming conventions and the upload process for Qualified Vendors to use as resources. These documents are on the [Qualified Vendors and Providers web page](#) under the Progress Report expandable section.

Additionally, the Division is hosting technical assistance sessions for any Qualified Vendors who need support uploading required documents to the FTP server. These sessions will continue on April 7, April 21, May 5, and May 19, from 11:00 a.m. to 12:00 p.m. Technical assistance sessions can be joined using the information below.

- Join by [Google Meet](#)
- Join by phone: +1 585-491-9258 | PIN: 915 914 678#

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