



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

PROGRESS REPORT SUBMISSION REQUIREMENTS REMINDER

Target Audience - Qualified Vendors and Providers

Transmittal Date - 09/30/2020

The DES Division of Developmental Disabilities requires progress reports to be submitted using the process outlined in the [Division Provider Policy Manual Chapter 35](#) and in the August 29, 2019, vendor announcement, [Changes to Progress Report Submission Process with FTP Access Request Instructions](#). Progress Reports should no longer be provided directly to Support Coordinators. All progress reporting mailboxes have been disabled.

All qualified vendors and providers submitting progress reports to the FTP site should use Chapter 35 as a guide for how and when to submit progress reports for services. Each progress report for all services must include the following information in the header or body of the report:

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

Additionally, when submitting progress reports to the FTP site, a separate file **MUST** be submitted for each member. **Multiple members cannot be submitted in one file.** Files are processed by the FTP site and are then sent to each member's assigned Support Coordinator using the Assists ID entered in the file name. **Submitting reports with multiple members in one file will prevent the progress reports from being forwarded to the correct Support Coordinator.**