



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

INCOMPLETE APPLICATIONS IN AHCCCS PROVIDER ENROLLMENT PORTAL (APEP)

Target Audience - Qualified Vendors and Providers

Transmittal Date - 11/07/2024

Once an application is started in AHCCCS Provider Enrollment Portal (APEP), providers have 30 days to complete and submit the application. Effective December 1, 2024 APEP applications that have been started and not submitted within 30 days will be deleted.

Once an application is deleted, providers must begin a new application to apply. The new application must be submitted within 30 days of starting the application, or it will be deleted.

Providers are encouraged to review any applications that have been started to ensure they are submitted within the 30-day timeframe to avoid the applications being deleted.

An application is considered submitted when all steps of the APEP application are marked as complete, including the step "Submit Enrollment Application for Approval". Once the "Submit Enrollment Application for Approval" step is completed, you will see the following red banner when tracking the application:

Your application is currently in-Review by the Provider Enrollment Unit. You cannot make any modifications to your enrollment information at this time.

If an application has been submitted at least one time, it will not be impacted by the APEP 30-day deletion function.