



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

PROGRESS REPORT SUBMISSION PROCESS

Target Audience - Qualified Vendors and Providers

Transmittal Date - 05/04/2020

The Division of Developmental Disabilities (Division) began using the updated progress report submission process as outlined in the August 29, 2019, vendor announcement, [Changes to Progress Report Submission Process with FTP Access Request Instructions](#). All qualified vendors and providers submitting progress reports through this process are reminded that [Division Provider Manual Chapter 35 – Progress Reporting Requirement](#) updated March 4, 2020, should be used as a guide when progress reports are required to be submitted monthly, quarterly or semi-annually, based on the service being provided. For directions on how to submit the reports, please click [here](#).

Please note, the District Mailboxes are no longer monitored. Please ensure all employees who are responsible for submitting progress notes understand the correct process by which to submit them to the Division.

The Division does not require a specific format to be used for progress reports; however, the revision of Provider Manual Chapter 35 includes the requirement that each progress report for services rendered include the following information:

1. Member Name
2. Member DOB
3. Member ID
4. Vendor Name
5. Vendor ID
6. Service provided
7. Overall progress specific to planning document outcomes
8. Performance data that identifies the member's progress toward achievement of the established outcomes
9. Current and potential barriers to achieving outcomes
10. A written summary describing specific service activities
11. Additional service specific requirements as specified in Section B and D

Please ensure you are only submitting the progress reports to the designated File Transfer Protocol (FTP) site as required.