



DEPARTMENT OF
ECONOMIC SECURITY
Your Partner For A Stronger Arizona

Division of Developmental Disabilities

NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on proposed changes to the **Provider Policy Manual Chapter 35, Progress Reporting Requirements**. This policy has been revised to establish reporting requirements for Providers. In this proposed amendment, the Division has:

- Changed the title of the policy from “Progress Reporting Requirements” to “Reporting Requirements for Progress Reports and Other Documentation.”
- Added Purpose statement.
- Added Definitions section.
- Updated Elements of Progress Reports, Progress Reports Submission Instructions, and Progress Reports Schedule and Reporting Requirements sections.
- Added new provisions, removed unnecessary provisions, and updated existing language throughout the policy to align with AHCCCS requirements.
- Added Supplemental Information.
- Updated language, formatting, and style throughout the policy to align with the Division’s Policy Format Manual.

Supplemental documents for reference to Chapter 35 can be found via the links below. Public comment related to how these documents align with Chapter 35 is also requested.

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

Dates: Public comment will be open for 30 days beginning June 19, 2024 and closing July 19, 2024. Comments must be received no later than July 19, 2024, 11:59 pm, Arizona time.

Instructions: (Complete instructions are located on the Division’s [webpage](#))

- The policy may be viewed by clicking [here](#).
- Comments may be submitted online by clicking [here](#).
- Use the line numbers to reference specific comments.
- Do not include any information that you consider confidential or inappropriate for public disclosure.



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If access to the online form is not available, comments can be submitted by email to [th.gov](#).

- Submit your comments, along with your full name, mailing address, and phone number.
- If you represent an organization, include the organization's name.

For further information contact the DDD Policy Unit at DDDpolicy@azdes.gov.