



# AHCCCS IOC FTP Server Registration and Report Access

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# FTP Server - IOC Reports/Documents

- **Special Assistance Report** – Available the 25<sup>th</sup> day of the month.
- **SMI Appeal results for Special Assistance members** – Available upon occurrence.
- **SMI Grievance Investigation and decision letters for Special Assistance members** -Available upon occurrence.
- Any documentation formally requested via the IOC Request for Information Process.

# FTP Server Registration

To request access to the FTP server an IOC member must complete two forms, to request these forms please email [IOCIQUIRIES@AZAHCCCS.GOV](mailto:IOCIQUIRIES@AZAHCCCS.GOV) :

## 1. The Electronic Data Exchange Request Form

- Section I – Check Add User box and define users data access needs
- Section II – Entity name, Entity Submitter ID, User name and individual email address, street address, telephone
- Section IV – Type of data being exchanged
- Section V – Check Affirmation Attached check box

## 2. The External User Affirmation Statement

# FTP Server - Electronic Data Form

**AHCCCS – ELECTRONIC DATA EXCHANGE REQUEST**

Email completed form to AHCCCS DataExchange@azahcccs.gov or print and fax to: 602-282-2163 Attention: ISD Data Security

**I. Requested Data Exchange Access (Check all that apply)**

Request to:  Add User  Delete User  Change User

Data Access:  Upload  Download  Delete  Rename Date: \_\_\_/\_\_\_/\_\_\_

**II. EFT User – Trading Partner User Information (Health Plan / Program Contractor / Vendor / Other)**

Entity Name: \_\_\_\_\_ Submitter ID(s): \_\_\_\_\_ (See I on instructions)

E-Mail Address: \_\_\_\_\_

Service Account Contact E-Mail Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ IP Address: \_\_\_\_\_

User First Name: \_\_\_\_\_ Phone: \_\_\_\_\_

User Last Name: \_\_\_\_\_ Last four of SSN: \_\_\_\_\_

**Note:** If this is for an automated service account, you must include a source IP address, a user name and password for the service account will be returned through the EFT server. All individual accounts must also include a first and last name, the last four numbers of the SSN, and an email address. Any request received without this information will not be processed.

Trading Partner Authorization: (Entity point of contact (Security Liaison) for all Electronic Data Exchange requests)

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Email Address: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Trading Partner Technical Representative: (Entity point of contact for all technical issues)

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

**III. Data Exchange Submitter Information (Operates on behalf of one or more Trading Partners)**

Submitter Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Technical Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

**IV. Data Exchange Information Types / AHCCCS Information Owner Authorization (Check all that apply)**

Type of data to exchange: \_\_\_\_\_ Type of data to exchange: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

AHCCCS Data Owner: \_\_\_\_\_ AHCCCS Data Owner: \_\_\_\_\_

**Note:** Data Owner information to be completed by AHCCCS personnel

**V. User Affirmation Requirement**

Each individual accessing AHCCCS computer systems is required to read and sign an Affirmation Statement.

Fax all Affirmation Statements to : 602-252-2163 Attention: ISD Data Security

Affirmation Statement:  Attached  On File

**Note:** Any new individual account requests received without an Affirmation Statement will not be processed.

**Note:** All passwords for requests should be referred to AHCCCS ISD Customer Support at (602) 417-4451

**VI. AHCCCS ISD Information (To be completed by AHCCCS personnel)**

User ID: \_\_\_\_\_ Password: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Setup: \_\_\_\_\_ To Prod: \_\_\_/\_\_\_/\_\_\_

Permissions Granted:  Upload  Download  Delete  Rename

Group Name(s): \_\_\_\_\_

Rev. 09/09

**Section I** – Check Add User box and define users data access needs

**Section II** – Entity name (AzSH IOC), Entity Submitter ID (Not Applicable), User name and individual email address, street address, telephone

**Section IV** – Type of data being exchanged (IOC Documents)

**Section V** – Check Affirmation Attached check box

# FTP Server - Affirmation Statement

## ARIZONA HEALTH CARE COST CONTAINMENT SYSTEM EXTERNAL USER AFFIRMATION STATEMENT

I understand that all users who have access to the AHCCCS computer network and data are bound by applicable laws, rules and AHCCCS directives, including but not limited to, AHCCCS Administrative Policies and Procedures, AHCCCS Privacy and Security Policies (HIPAA), ARS 13-2316, ARS 41-770, and ARS 38-448.

### Use of AHCCCS Data:

- I will share (i.e., verbal, hardcopy, electronic) AHCCCS data only with people who are authorized to receive the data.
- I will only access/add/change/copy/delete AHCCCS data related to my assigned job duties.
- I will never use AHCCCS data for non-work related purposes.

### Logon IDs and Passwords:

- I will never use another person's AHCCCS Logon ID and password.
- I will never ask another person to reveal his/her AHCCCS Logon ID and password.
- I will never reveal my AHCCCS Logon ID and password to anyone, at any time.
- I understand that no one else may use my AHCCCS Logon ID and password and that I am responsible for all actions taken with my Logon ID.

### Use of State Resources:

- I will use state equipment in a legal and ethical manner.
- I understand that the use of equipment provided by the agency is subject to monitoring.

### Use of Software:

- I will not download or install computer software. Only ISD Network Services has the authority to install and license software.
- Unless authorized, I do not have the right to copy, change or distribute computer software or its related documentation.

### Misuse of Equipment, Software or Data:

- I understand that if I become aware of any misuse of AHCCCS equipment, software or data I must promptly notify AHCCCS ISD Customer Support at 602-417-4451.
- I understand that AHCCCS will take appropriate action to ensure that applicable federal and state laws, regulations, and directives governing confidentiality and security are enforced.
- I understand that the misuse of AHCCCS equipment, software or data may result in prosecution or disciplinary action if I am an employee of another state agency.

My signature below confirms that I have read and understood this form. I accept responsibility for adhering to all applicable laws, rules, and AHCCCS directives. Failure to sign this statement will mean that I will be denied access to AHCCCS data, computer equipment, and software.

Print Legal Name of User (Last, First, M.I.)	Signature	Date

02-002F  
Rev. 1-1-08

The Affirmation Statement must be submitted with the request form.

# FTP Server Login Screen

https://ftp.statemedical.us:FTPClients/Account/Login.htm

Server Login

AHCCCS  
Arizona Health Care Cost Containment System

Log In

Username:  [Forgot Username](#)

Password:  [Forgot Password](#)

Use Java™ enabled version

Log In

Enter  
“username”  
and  
“password”  
and click  
LOG IN

# Folders



File ▾ View ▾ Help ▾ Account ▾

Search  🔍

My Folders

My Folders

- ASH
- NHRC
- SHRC
- ShareINFO

<input type="checkbox"/>	Name ↑↓ ▾	Size ↑↓ ▾	Date ↑↓ ▾
<input type="checkbox"/>	ASH		9/28/2017 17:28:17
<input type="checkbox"/>	NHRC		7/14/2017 20:45:58
<input type="checkbox"/>	SHRC		6/20/2017 21:52:24
<input type="checkbox"/>	ShareINFO		6/18/2015 16:35:35

Transfers  

▶ Completed - 0

▼ In Progress - 0

No files in this activity zone

▼ Pending - 0

No files in this activity zone

- “My Folders” will include ONLY the folders user has access to

# Folder Access



My Folders / ASH



<input type="checkbox"/>	Name ↑↓ ▾	Size ↑↓ ▾	Date ↑↓ ▾
<input type="checkbox"/>	OUT		2/13/2018 17:15:45
<input type="checkbox"/>	IN		2/7/2018 19:15:50

- Click  on for the committee you would like to access.
- Committee folder will open two separate folders, IN and OUT



# IN and OUT Folders

My Folders

- ASH
  - IN**
  - OUT

<input type="checkbox"/>	Name ↑↓ ▾	Size ↑↓ ▾	Date ↑↓ ▾
<input type="checkbox"/>	Test, Test Template (01-01-00) QOC Resolution Report (IR	268.33 KB	2/7/2018 19:15:50

My Folders

- ADOA
- ASH
  - IN
  - OUT**
    - Decision Letters
    - Incident Accident Death Reports
    - Requested Documents
    - Seclusion and Restraint Reports
    - Special Assistance Reports

<input type="checkbox"/>	Name ↑↓ ▾	Size ↑↓ ▾	Date ↑↓ ▾
<input type="checkbox"/>	Decision Letters		8/5/2019 09:05:21
<input type="checkbox"/>	Seclusion and Restraint Reports		7/31/2019 20:37:47
<input type="checkbox"/>	Incident Accident Death Reports		7/31/2019 20:31:49
<input type="checkbox"/>	Special Assistance Reports		7/26/2019 09:05:54
<input type="checkbox"/>	Requested Documents		6/28/2019 16:28:06

# Open a File

- My Folders
  - ADOA
  - ASH
    - IN
    - OUT
  - MCHRC
  - NHRC
  - SHRC
  - ShareINFO

	Name ↑↓ ▼	Size ↑↓ ▼	Date ↑↓ ▼
<input type="checkbox"/>	20180618151414029.pdf	1.24 MB	7/5/2018 16:34:01
<input type="checkbox"/>	20180618151548710.pdf	1.32 MB	7/5/2018 16:34:02
<input type="checkbox"/>	20180618151704685.pdf	1.27 MB	7/5/2018 16:34:03
<input type="checkbox"/>	20180618152629024.pdf	1.20 MB	7/5/2018 16:34:03
<input type="checkbox"/>	20180618152759087.pdf	1.38 MB	7/5/2018 16:34:03
<input type="checkbox"/>	Withdraw Decision Letter 6-28-2018 (redacted).pdf	272.07 KB	7/5/2018 16:34:04
<input type="checkbox"/>	Decision Letter 4 6-28-2018 (redacted).pdf	289.70 KB	7/5/2018 16:34:05
<input type="checkbox"/>	Decision Letter 3 6-28-2018(redacted).pdf	288.53 KB	7/5/2018 16:34:06
<input type="checkbox"/>	ASH Grievance 2 6-28-2018(redacted).pdf	115.92 KB	7/5/2018 16:34:07
<input type="checkbox"/>	Acknowledgement Letter 2 6-28-2018(redacted).pdf	319.08 KB	7/5/2018 16:34:07
<input type="checkbox"/>	ASH Grievance 6-28-2018(redacted).pdf	196.63 KB	7/5/2018 16:34:08
<input type="checkbox"/>	Acknowledgement Letter 6-28-2018(redacted).pdf	317.99 KB	7/5/2018 16:34:10
<input type="checkbox"/>	Decision Letter H012318S0005 (redacted).pdf	285.74 KB	7/5/2018 16:34:11
<input type="checkbox"/>	Redacted Seclusion,Restraint Summary Report Concerning All Enrolled Persons.May ...	163.50 KB	7/5/2018 16:34:12
<input type="checkbox"/>	2018.06-Restraint Summary Report - All members.xlsx	98.96 KB	7/5/2018 16:34:13
<input type="checkbox"/>	Redacted Report of Each Use of Seclusion,Restraint Concerning All Enrolled Persons....	21.74 MB	7/5/2018 16:34:13
<input type="checkbox"/>	2018.06Each Use of Seclusion Restraint - All members.xlsx	96.36 KB	7/5/2018 16:34:14
<input type="checkbox"/>	May 2018 PM 7.3.1 Reports Redacted 4of4.zip	3.28 MB	7/5/2018 16:34:18
<input type="checkbox"/>	May 2018 PM 7.3.1 Reports Redacted 1of4.zip	26.85 MB	7/5/2018 16:34:20
<input type="checkbox"/>	May 2018 PM 7.3.1 Reports Redacted 2of4.zip	33.03 MB	7/5/2018 16:34:22
<input type="checkbox"/>	May 2018 PM 7.3.1 Reports Redacted 3of4.zip	31.05 MB	7/5/2018 16:34:22
<input type="checkbox"/>	20180618151704685.pdf.pn5nd7u.partial	1.27 MB	7/5/2018 16:34:27
<input type="checkbox"/>	20180703072313350.pdf	1.59 MB	7/12/2018 16:48:06
<input type="checkbox"/>	20180703072351279.pdf	1.56 MB	7/12/2018 16:48:06
<input type="checkbox"/>	20180703072510506.pdf	1.54 MB	7/12/2018 16:48:06
<input type="checkbox"/>	20180703072546150.pdf	1.44 MB	7/12/2018 16:48:06
<input type="checkbox"/>	20180703072616292.pdf	727.01 KB	7/12/2018 16:48:06

Transfers

- Completed -
- In Progress
- No files in this activi
- Pending - 0
- No files in this activi

Double click on the file you would like to open.

Pop up at the bottom of the page will appear.

Two options are given, open or save.

Click on open.

Do you want to open or save 20180618151414029.pdf (1.24 MB) from sftp.statemedicaid.us?

Open Save Cancel

# Accessing Deliverable

File View Help Account Search

My Folders / ASH / OUT

My Folders

- ADDA
- ASH
  - IN
  - OUT
- MCIOC
- NIOC
- SIOC
- ShareINFO

Name	Size	Date
2019 15 03 AZSH SpecA report March M-REPORT.xlsx	35.96 KB	3/27/2019 15:20:30
20190328104133567.pdf	1.40 MB	4/17/2019 18:25:03
20190328134899029.pdf	1.64 MB	4/17/2019 18:25:03
BHGA Decision_B03191950015_Redacted (1).pdf	213.27 KB	4/17/2019 18:25:03
20190416104912442 (3).pdf	1.49 MB	4/17/2019 18:25:04
20190416133855061.pdf	1.57 MB	4/17/2019 18:25:04
20190328104133567 (3).pdf	1.40 MB	4/17/2019 18:25:06
BHGA Decision_B03201950017_Redacted.pdf	166.25 KB	4/17/2019 18:25:06
Internet Explorer Security		4/17/2019 19:40:27
BHGA Dec		12/2019 22:37:29
20190328		12/2019 22:37:45
20190328		12/2019 22:37:45
20190416		12/2019 22:37:45
20190115		12/2019 22:37:46
20190115		12/2019 22:37:46
B0820185		15/2019 16:08:11
BHGA Dec		15/2019 16:08:12
BHGA Dec		15/2019 16:08:12
EC701302		15/2019 16:08:12
EC701302		15/2019 16:08:12
BHGA Dec		15/2019 16:08:14
EC701302		15/2019 16:08:14
BHGA Dec		15/2019 16:08:15
Preview a		15/2019 16:08:16
EC701302		15/2019 16:08:17
2019 25 04 AZSH SpecA report April M-REPORT (1).xlsx	33.90 KB	4/26/2019 15:17:09
2019 25 04 Letter to AZSH OIG final.pdf	43.65 KB	4/26/2019 15:17:09
20190328104133567 (5).pdf	1.40 MB	5/6/2019 17:02:36
5.2.19 Batch1 3.24-4.7.19 pg36.pdf	2.30 MB	5/6/2019 17:02:36
5.2.19 Batch2 4.8-4.14.19 pg37.pdf	2.33 MB	5/6/2019 17:02:36
5.2.19 Batch3 4.15-4.24.19.pdf	2.46 MB	5/6/2019 17:02:36
20190416104912442 (5).pdf	1.49 MB	5/6/2019 17:02:37
Acknowledgment-Closure Letter 0032G (redacted).pdf	272.21 KB	5/6/2019 17:02:40
Batch 1 3.12.19 1.15-2.17.pdf	3.10 MB	5/6/2019 17:02:41
Batch 2 3.12.19.pdf	2.97 MB	5/6/2019 17:02:41
Batch 3 3.12.19 (1).pdf	2.59 MB	5/6/2019 17:02:44
Decision Letter 0001G (redacted).pdf	287.18 KB	5/6/2019 17:02:48
Decision Letter 0011G (redacted).pdf	286.99 KB	5/6/2019 17:02:52
Decision Letter 0017G (redacted).pdf	281.78 KB	5/6/2019 17:02:52
Decision Letter 0021G (redacted).pdf	282.34 KB	5/6/2019 17:02:52
Decision Letter 0022G (redacted).pdf	282.86 KB	5/6/2019 17:02:53
Decision Letter 0118G (redacted).pdf	287.94 KB	5/6/2019 17:02:54

A website wants to

This program will open outside of Protected mode. Internet Explorer's Protected mode helps protect your computer. If you do not trust this website, do not open this program.

Name: **Adobe Acrobat**  
Publisher: **Adobe Inc.**

Do not show me the warning for this program again

Allow Don't allow

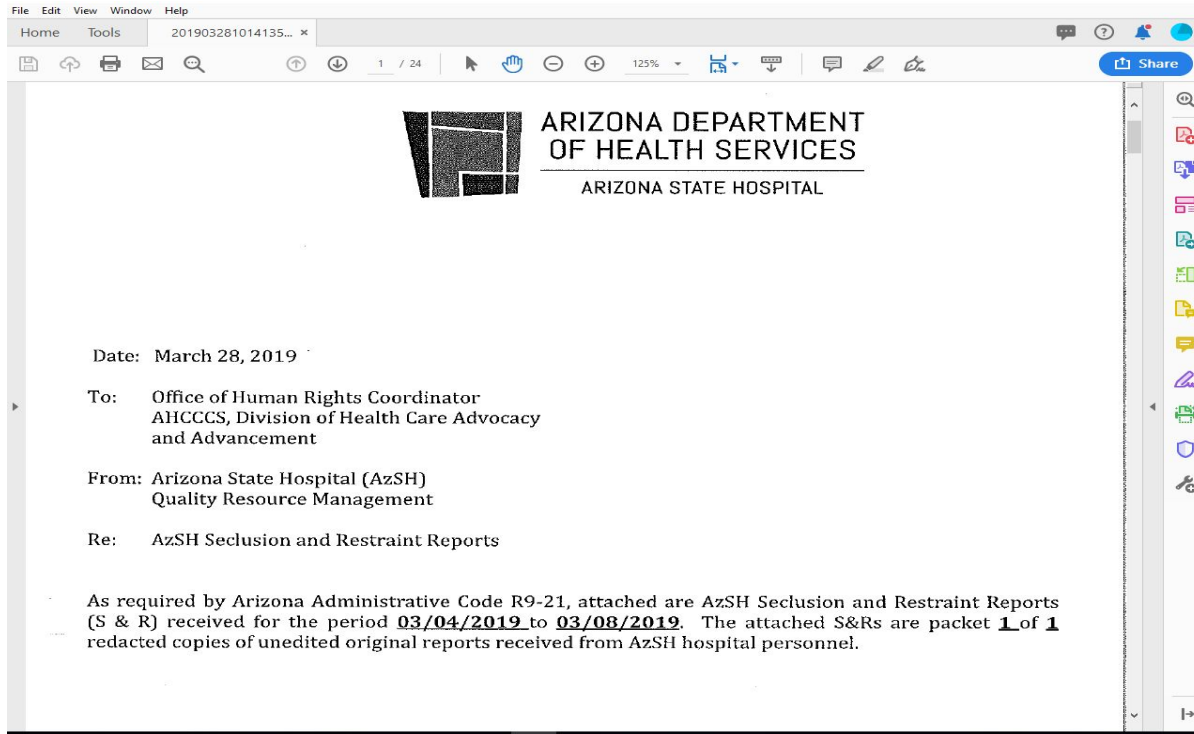
Do you want to open or save 2019 15 03 AZSH SpecA report March M-REPORT.xlsx (35.9 KB) from sftp.statemedicaid.us?

Open Save Cancel

Internet Explorer Security pop up

Select Allow to completely open the document

# Example document



The document selected will open up as shown here.

# Resources

- Link to FTP Server log in page:
- <https://sftp.statemedicaid.us/EFTClient/Account/Login.htm>
- Help Desk
  - 602-471-4451
  - [ISDCustomerSupport@azahcccs.gov](mailto:ISDCustomerSupport@azahcccs.gov)

# Additional Resources

- Arizona Administrative Code, R9-21-101.B.13 and R9-21-301.C.1 & 2  
[www.azsos.gov/public\\_services/Title\\_09/9-21.htm](http://www.azsos.gov/public_services/Title_09/9-21.htm)
- Arizona Revised Statutes:  
<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>
- AHCCCS AMPM 320 R  
<https://www.azahcccs.gov/shared/Downloads/MedicalPolicyManual/Chap300.pdf>
- AHCCCS AMPM 962  
<https://www.azahcccs.gov/shared/Downloads/MedicalPolicyManual/900/962.pdf>
- Office of Human Rights Webpage  
[www.azahcccs.gov/AHCCCS/HealthcareAdvocacy](http://www.azahcccs.gov/AHCCCS/HealthcareAdvocacy)

Thank You.