AHCCCS IOC FTP Server Registration and Report Access

Fredreaka Graham, AHCCCS/DCAIR Community Affairs Liaison

AHCCCS
Arizona Health Care Cost Containment System

FTP Server - IOC Reports/Documents

o **Special Assistance Report –** Available the 25th day of the month.

o **SMI Appeal results for Special Assistance members** – Available upon occurrence.

o **SMI Grievance Investigation and decision letters for Special Assistance members** -Available upon occurrence.

o 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 :

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

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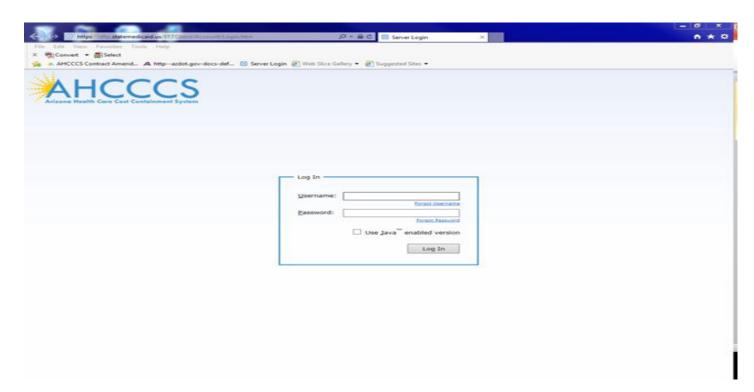
My signature below confirms that I have read and understood this form. I accept responsibility for adhering to all applicable laws, rules, and AHCCCS directives. Failure to sign this statement will mean that I will be denied access to AHCCCS data, computer equipment, and software.

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

Enter "username" and "password" and click LOG IN
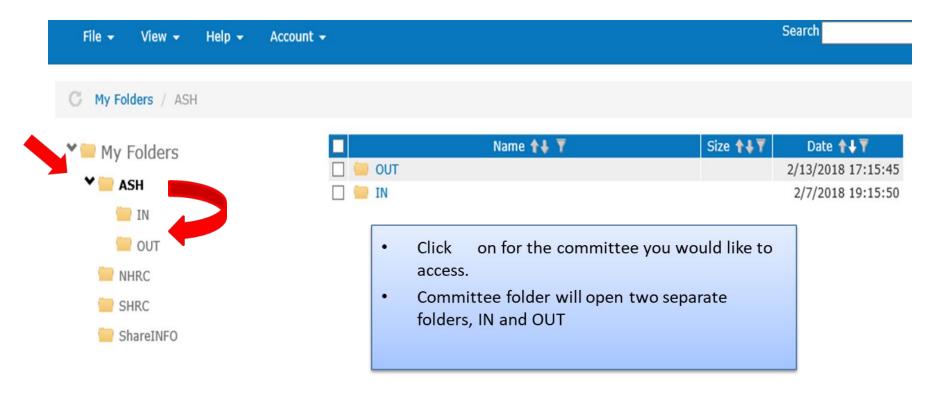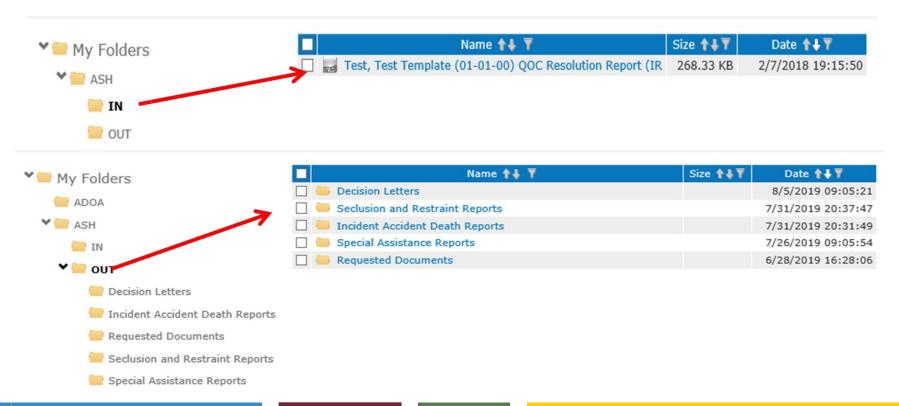
Folders

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

Folder Access

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

IN and OUT Folders

Open a File

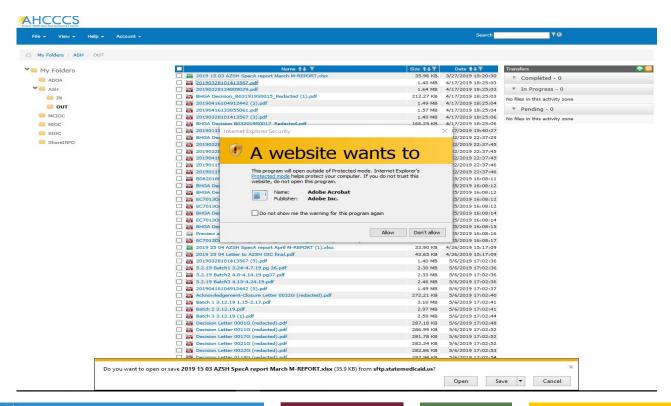Double click on the file you would like to open.

Pop up at the bottom of the page will appear.

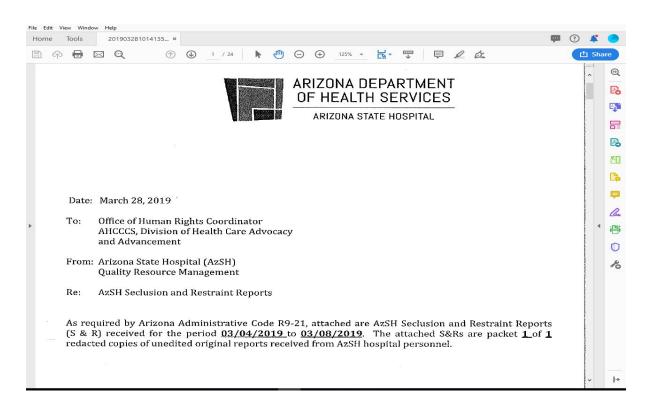Two options are given, open or save.

Click on open.

Accessing Deliverable

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

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

- 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

Thank You.