



Division of Technology Services

DEVELOPMENT AND APPLICATION SUPPORT

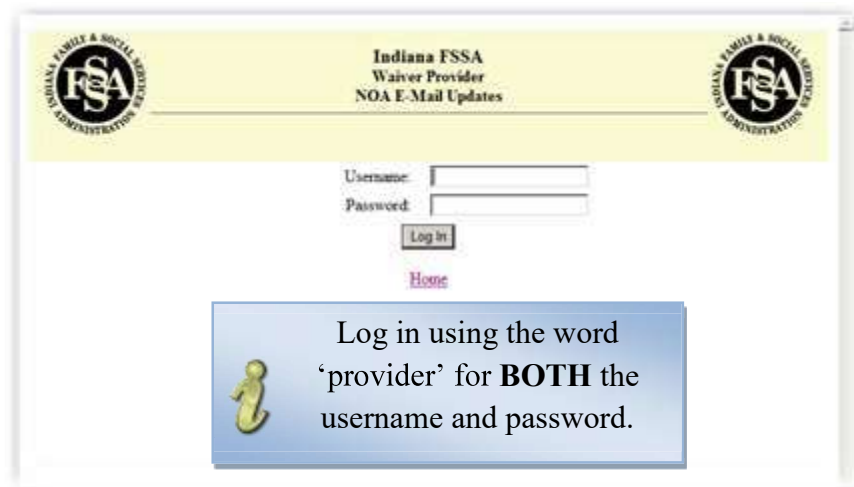
Updating an NOA Email (Effective January 31, 2011)

To register a new or update your current NOA email address, follow these procedures.

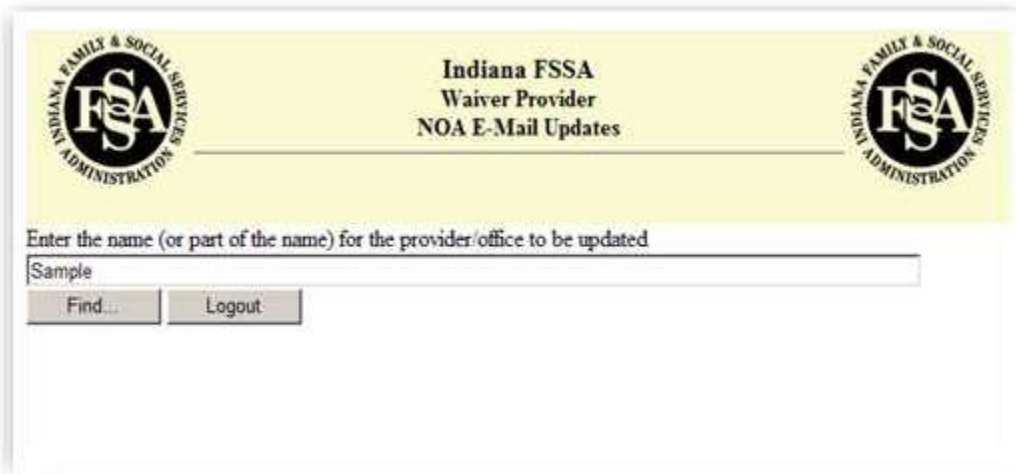
From the DDRS Provider website, <https://ddrsprovider.fssa.in.gov>, select the “NOA Email Address” link on the left.



The login screen will then come up:



On the next screen, search for your organization's name by typing in at least 3 letters of the name and then selecting 'Find':



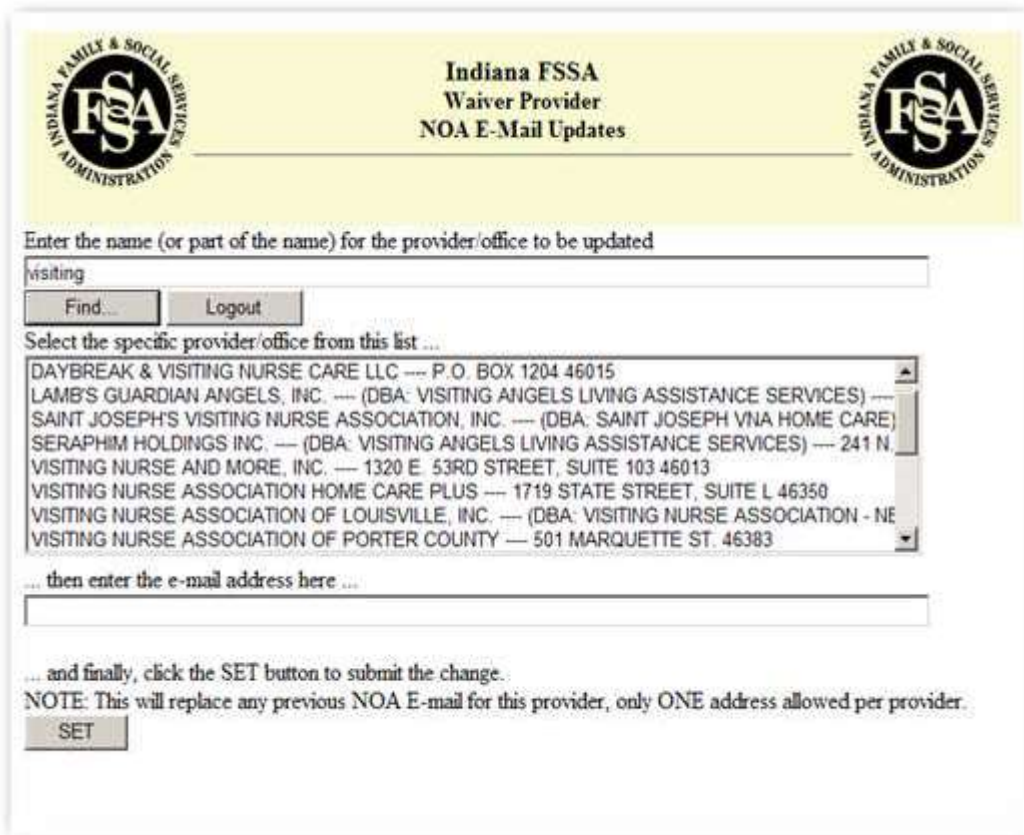
Indiana FSSA
Waiver Provider
NOA E-Mail Updates

Enter the name (or part of the name) for the provider/office to be updated

Sample

Find... Logout

All of the organizations with those letters in the name will then be displayed:



Indiana FSSA
Waiver Provider
NOA E-Mail Updates

Enter the name (or part of the name) for the provider/office to be updated

visiting

Find... Logout

Select the specific provider/office from this list ...

DAYBREAK & VISITING NURSE CARE LLC --- P.O. BOX 1204 46015
LAMB'S GUARDIAN ANGELS, INC. --- (DBA: VISITING ANGELS LIVING ASSISTANCE SERVICES) ---
SAINT JOSEPH'S VISITING NURSE ASSOCIATION, INC. --- (DBA: SAINT JOSEPH VNA HOME CARE)
SERAPHIM HOLDINGS INC. --- (DBA: VISITING ANGELS LIVING ASSISTANCE SERVICES) --- 241 N.
VISITING NURSE AND MORE, INC. --- 1320 E. 53RD STREET, SUITE 103 46013
VISITING NURSE ASSOCIATION HOME CARE PLUS --- 1719 STATE STREET, SUITE L 46350
VISITING NURSE ASSOCIATION OF LOUISVILLE, INC. --- (DBA: VISITING NURSE ASSOCIATION - NE
VISITING NURSE ASSOCIATION OF PORTER COUNTY --- 501 MARQUETTE ST. 46383

... then enter the e-mail address here ...

... and finally, click the SET button to submit the change.

NOTE: This will replace any previous NOA E-mail for this provider, only ONE address allowed per provider.

SET

The next step is to find your organization in the list and select it.

Select the specific provider/office from this list ...

- BILL CRAIGHEAD, INC. --- (DBA: VISITING ANGELS OF FISHERS) --- 13873 Oak Grove Ct. 46038
- DAYBREAK & VISITING NURSE CARE LLC --- P.O. BOX 1204 46015
- LAMB'S GUARDIAN ANGELS, INC. --- (DBA: VISITING ANGELS LIVING ASSISTANCE SERVICES) ---**
- SAINT JOSEPH'S VISITING NURSE ASSOCIATION, INC. --- (DBA: SAINT JOSEPH VNA HOME CARE)
- SERAPHIM HOLDINGS INC. --- (DBA: VISITING ANGELS LIVING ASSISTANCE SERVICES) --- 241 N.
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- VISITING NURSE ASSOCIATION HOME CARE PLUS --- 1719 STATE STREET, SUITE L 46350
- VISITING NURSE ASSOCIATION OF LOUISVILLE, INC. --- (DBA: VISITING NURSE ASSOCIATION - NE)

Enter the email address you want the NOAs to be sent to:

... then enter the e-mail address here ...

sample@sample.com

To submit the change, select .

You will receive a message letting you know that the email address was updated or if there were any problems. The email address will then be sent to the state database and replace any previous NOA email address that had been setup.

You can then log out using the 'Logout' button.