

POLICY: New Provider Approval

POLICY STATEMENT: It is the policy of the Bureau of Developmental Disabilities Services (BDDS) to require an individual or entity to secure BDDS approval as a provider, prior to any provision of a BDDS administered service to an individual with intellectual and developmental disabilities.

DETAILED POLICY STATEMENT:

Prior to providing any BDDS administered service, a new Provider applicant shall be approved by the BDDS Director of Provider Relations and the Division of Disability and Rehabilitative Services Director. The Community Residential Facilities Council (CRFC) has final approval on all Provider applicants.

1. In order to become an approved BDDS Provider, a New Provider Proposal Packet must be submitted following the guidelines outlined in the Packet.
2. All new Provider proposals must be submitted within the quarterly New Provider Enrollment period.
 - a. No extensions will be granted under any circumstance.
 - b. If a new Provider applicant misses the deadline they will be required to wait until the next New Provider Enrollment period to submit their proposal.
3. All new Provider proposals must be submitted with one hard copy and one electronic copy in PDF format.
 - a. Electronic copy shall not be scanned.
 - b. Proposal will not be reviewed if scanned documents are submitted.
 - c. If any required information is missing from the proposal, the proposal will be denied.
4. One Request for Information (RFI) may be submitted by BDDS for clarification of information.
 - a. Applicant has 30 calendar days from the date RFI was sent to respond to the RFI.
 - i. No extensions will be granted under any circumstances. If a new Provider applicant misses the deadline they will be required to wait until the next New Provider Orientation to submit their proposal.
 - ii. If more than one RFI is required, the proposal will be denied and the Provider applicant will be required to wait until the next New Provider Orientation to submit their proposal.
5. Upon compliance with BDDS provider standards, an oral interview with the CRFC is required for all Providers that are requesting approval of the following services, but are not limited to:
 - a. Residential Habilitation Services
 - b. Behavior Management I & II
 - c. Intensive Behavior Intervention I & II
6. An applicant must receive a minimum passing score of 80% or better from CRFC to become an approved BDDS Provider.

7. Proposals may be denied for any reason at the discretion of the Director of the Division of Disability and Rehabilitative Services (DDRS).
8. Applicant may submit a proposal no more than two (2) times in one twelve (12) month period.

DEFINITIONS

“BDDS” means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

“Community Facilities Residential Council” or “CRFC” means the entity established by IC 12-28-5 that, in conjunction with DDRS:

1. develops or adopts standards for the approval of entities providing services, and
2. determines whether Applicants seeking initial or renewal approval to provide services meet these standards.

“Provider” means a person or Entity approved by DDRS to provide an Individual with agreed upon services.

REFERENCES

IC 12-9-2-3

IC 12-11-1.1

IC 12-11-2.1

Approved by: Julia Holloway, DDRS Director

