

Subject Line: DDRS Provider Re-Approval Meeting -- **PROVIDER NAME**

Dear **CONTACT**,

This email serves as a confirmation, per our **PHONE CALL OR EMAIL EXCHANGE**, that we'll be meeting **AT BQIS' OFFICES OR VIA TELECONFERENCE** on **DATE OF MEETING**, at **TIME OF MEETING EST** for an informal conversation about **PROVIDER NAME's** Re-Approval Assessment Plan.

The meeting should only take about an hour, and it's an opportunity for BQIS and **PROVIDER NAME** to discuss the quality systems described in the Re-Approval Assessment. Please bring a copy of your Re-Approval Assessment available reference and note-taking.

[IF THIS IS A TELECONFERENCE, INSERT THE FOLLOWING SENTENCE:]

Please call the conference line below and enter the access code to join the meeting.

CONFERENCE LINE: **X-XXX-XXX-XXXX**

CONFERENCE CODE: **XXXXXXXX**

Thank you for your cooperation in this process. Should you have any questions, please do not hesitate to contact me.

Regards,

Below is information about parking/navigating through the Government Center to find us!

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#### PARKING INFORMATION

- *Washington Street Government Garage (southwest of the public entrance to the Indiana Government Center South Building):* Located on the corner of Washington Street and West Street, just south of Indiana Government Center South. The entrance to the garage is located on its east side, accessible via Missouri Street. Park in Garage entry #1; space is limited and only available when the legislature is not in session. (Fee required)
- *Senate Street Government Garage:* Located between New York Street and Ohio Street, with entrances on New York Street and Senate Avenue. Space is limited and only available when the legislature is not in session. (Fee required)
- *Eiteljorg/Indiana State Museum Garage:* Located at 500 West Washington Street, at the intersection of West and Washington Streets. Enter the underground garage from Washington Street. (Fee required)
- *Plaza Park:* Located at 109 South Capital Avenue, southeast corner of Maryland and Capital (just east from the Indiana Convention Center and south of the Hyatt Regency). (Fee required)
- *Street Parking:* Available along Washington Street. (Fee required)

MEETING LOCATION AT INDIANA GOVERNMENT CENTER SOUTH BUILDING

Enter the building through the public entrance (302 West Washington Street) on the **south side** of the Indiana Government Center building.

After clearing security:

- Follow the hall to the set of double doors that direct you to the Information Desk.
  - Turn left through the doors, and proceed past the information desk through the set of open doors (marked West Wing)
  - Take the elevators on the left to the 4th floor. Turn right out of the elevator and proceed to DDRS' offices, W453, just past the men's restroom on the right.
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