



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: Bureau of Developmental Disabilities Services Providers, Potential Providers and Stakeholders
From: Jessica Harlan-York, Director, Bureau of Quality Improvement Services (BQIS)
Re: Reopening of Home and Community Based Services (HCBS) Waiver Provider Applications
Date: September 14, 2020

The Bureau of Developmental Disabilities Services and the Bureau of Quality Improvement Services are reopening the home and community-based services waiver provider application process from its pause due to COVID-19. As part of the reopening, BDDS and BQIS have made some necessary updates to align the application process with our division's commitment to:

- Approving providers who fully embrace person-centered values, practices, and planning through the [Charting the LifeCourse Framework](#);
- Ensuring new providers demonstrate an understanding of the purpose of Home-and Community-Based Services; and
- Enrolling providers who can articulate how they will support individuals in a way that complies with the [Home-and Community-Based Services Final Rule](#).

These updates only apply to new potential providers applying to provide BDDS HCBS services for the first time beginning with submission of a Letter of Intent on October 1, 2020. This does not apply to current approved providers who are adding a service, a location, or a county.

Potential providers who had already contacted provider services to apply prior to or during the pause due to COVID will follow the previous process. provider services will be in contact with these providers to advise of next steps in the application process.

Updated Requirements to the BDDS Application Process:

- **Letter of Intent & References**
 - Before submitting an application, a potential provider must first submit a Letter of Intent to BDDS Provider Services. The Letter of Intent should be written keeping in mind person-centered planning through the Charting the LifeCourse Framework (additional information found here <https://www.in.gov/fssa/ddrs/5437.htm>), as well as the HCBS Final Rule



requirements (additional information found here <https://www.in.gov/fssa/da/4917.htm>).

- The Letter of Intent shall cover at minimum the following questions:
 - What is your background and qualifications?
 - What is your motivation to becoming a HCBS waiver provider?
 - How do you intend to support individuals with intellectual and developmental disabilities to direct their own lives and explore ways to make meaningful connections within their communities?
- References: When submitting the Letter of Intent, potential providers must also provide:
 - two professional references, with one speaking to the potential provider's professional experience in the intellectual and developmental disabilities community, and
 - one personal reference.
- **Application Fee**
 - In order for an application to be reviewed, a potential provider must submit a nonrefundable fee of \$250 (for agency) or \$100 (for sole proprietor). Checks should be made payable to the State of Indiana and submitted along with the application.
- **New Timelines for Letters of Intent and Provider Applications**
 - Letters of Intent will be accepted twice yearly for review:
 - Between October 1 through October 31 (for review within 15 calendar days of submission of the Letter of Intent).
 - Between April 1 through April 30 (for review within 15 calendar days of submission of the Letter of Intent).
 - Letters of Intent and References will be reviewed by BDDS and BQIS, and if approved, the potential provider will receive a BDDS HCBS Provider Application with Instructions.
 - Approved Letters of Intent will be valid for one full calendar year following approval date.
 - Provider Applications will be accepted twice yearly for review:
 - Between November 1 and December 31 (for approval or denial within 60 calendar days of submission of provider application).
 - Between May 1 and June 30 (for approval or denial within 60 calendar days of submission of provider application).

BDDS and BQIS have created the new provider approval policy to address these changes and it is can be found [by clicking here](#). The previous new provider approval policy (BDDS 460 1207 006) has been rescinded.

Potential providers interested in applying during the upcoming review period can request additional information on the Letter of Intent requirements by contacting Celia Bartel, provider services coordinator, at: celia.bartel@fssa.in.gov.