



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: Bureau of Disabilities Services stakeholders, including individuals, families, providers, case managers and staff
From: Holly Wimsatt, Director, Bureau of Disabilities Services
Richard Propes, Director of Provider Services, Bureau of Disabilities Services
Re: BDS New Provider Application Policy Update
Date: Jan. 2, 2024

Effective Jan. 1, 2024, the Bureau of Disabilities Services is making necessary updates to align the BDS New Provider Application policy with our division's commitment to:

- Approving providers who fully understand and 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 is fully compliant with the HCBS Settings Rule.

These updates only apply to new potential providers applying to provide BDS HCBS services for the first time beginning with a BDS New Provider Application on Jan. 1, 2024. This does not apply to current approved providers who are adding a service, location or a county.

These updates do apply to providers with a current eligible Letter of Intent who have not submitted a complete BDS New Provider Application.

Updated Requirements to the BDS Application Process:

Letter of Intent and References

- The Letter of Intent and Reference process is discontinued effective 1/1/2024. Information previously obtained through the Letter of Intent and reference requirements are now included with the BDS New Provider Application.



Application Fee

- There is no application fee required by BDS to submit the BDS New Provider Application. NOTE: This is separate from any requirements from the Office of Medicaid Policy & Planning to become an eligible Indiana Medicaid provider and does not impact OMPP and CMS requirements.

New Timelines for BDS New Provider Applications

- The BDS New Provider Application is now accepted throughout the calendar year with updated policies and procedures noted in BDS Policy.

Required Leadership Training

- Effective 1/1/24, upon provisional approval of the BDS New Provider Application, leadership staff within the prospective provider organization will be required to attend the Introductory Session of the BDS Leadership Training Series. This training will support new providers by providing information and resources to build their business acumen as a BDS HCBS provider. This day-long training will be offered in Indianapolis on a quarterly basis and must be completed prior to receiving final approval as a BDS HCBS provider. Prospective providers have one calendar year from the date of provisional approval to attend this training. All trainings are held at the Indiana Government Center South Conference Center from 9 a.m. -4 p.m. 2024 training dates are:
 - Monday, April 22, 2024
 - Monday, July 22, 2024
 - Monday, Oct. 21, 2024

BDS has created the new provider approval policy to address these changes which can be found on the [DDRS policy webpage](#).

Potential providers interested in submitting a BDS New Provider Application may submit an electronic inquiry by contacting Celia Bartel at BDS Provider Services – BDSProviderServices@fssa.in.gov.