

## **POLICY: WAIVER PROVIDERS ADDING COUNTIES AND SERVICES**

**POLICY STATEMENT:** It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that all waiver providers must identify an individual or present a strong business justification before adding counties or services.

### **DETAILED POLICY STATEMENT**

#### **Providers Adding Counties**

1. A provider requesting to add counties shall complete the BDDS application to provide counties and submit it to BDDS Provider Relations.
2. Upon review, the provider shall be notified of the outcome of Provider Relations' decision.
3. The decision to add counties shall be based on the need for service in the counties requested, consumer referrals, and open provider corrective action plans (CAPs).
4. If the application is approved, BDDS Provider Relations shall add the requested counties.

#### **Providers Adding Services**

1. A provider requesting to add services shall complete the BDDS application to provide services and submit it to BDDS Provider Relations.
2. Upon review, the provider shall be notified of the outcome of Provider Relations' decision. The decision to add services shall be based on the provider's qualifications, need for additional services in the counties served by the provider, and open provider CAPs.
3. If the application is approved, BDDS Provider Relations may request additional information based on the type of requested services.
4. Upon receipt of the additional information, BDDS Provider Relations shall add the requested services.

#### **Providers Adding Counties or Services**

1. In the BDDS application, the provider must show either:
  - a. a specific individual identified in the county or for the service requested; or
  - b. justification for expanding the provider's business into the county or service area requested.
2. If a specific individual is identified in the county requested or for the service requested, the provider may ask for an expedited application review.
3. DDRS reserves the right to refuse to add counties or services if a provider has any outstanding compliance issues with FSSA, Indiana State Department of Health, Indiana Department of Revenue, Adult Protection Services, Child Protection Services, Indiana Secretary of State, or any other State or federal agency.

4. This process is separate and distinct from the new Medicaid provider enrollment process.

## **DEFINITIONS**

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

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

## **REFERENCES**

IC 12-9-2-3  
12-11-1.1-1  
Application to Add Counties or Services

Approved by: Shane Spotts, DDRS Deputy Director