



# **BDDS POLICY**

## **Provider Emergency Plans**

**Policy Number: 2022-08-R-001**

**Effective Date: August 19, 2022**

**Revision History:** N/A

**Purpose:** BDDS ICF/IDD and home and community-based waiver services providers who are approved for Supervised Group Living, Residential Habilitation-Hourly, Residential Habilitation-Daily, Structured Family Caregiving, and Participant Assistance and Care must have policies and procedures to address emergency situations.

**Scope:** BDDS Staff, BDDS Providers

## **Policy Statement(s):**

- A. The provider's emergency policies and procedures shall include, but is not limited to, the following:
  1. All relevant types of emergencies impacting service delivery and business operations. At a minimum it must include natural disasters, public health emergency, and critical staff shortages.
  2. Operational tiers defined for each type of emergency and are reflective of the severity of the emergency. At a minimum, tiers must be defined for natural disasters, public health emergency, and critical staff shortages, and include, but are not limited to, the following:
    - i. Characteristics for each tier;
    - ii. Response criteria for each tier;
    - iii. Short-term plans;
    - iv. Long-term plans ;
    - v. Plan for staff shortages for each type of emergency;
    - vi. Critical functions ;
    - vii. Non-critical functions ; and
    - viii. Acknowledgement of the potential use and implementation of state-approved flexibilities as the need arises.
  3. Roles and responsibilities of all staff are defined including, but not limited to:
    - i. Levels of responsibility and required decisions;

- ii. Position/Title responsible for making decisions;
  - iii. Decision Points
    - i. What decisions are to be made; and
    - ii. When decisions are to be made.
4. A comprehensive communication plan which includes, but is not limited to:
- i. A communication plan for staff that includes distribution methods and timelines.
  - ii. A communication plan for individuals/guardians that includes:
    - a. Distribution method;
    - b. Timelines; and
    - c. Specific information related to BDDS approved service delivery changes.
  - iii. A communication plan for an individual's support team that includes:
    - a. Distribution method;
    - b. Timelines; and
    - c. Specific information related to BDDS approved service delivery changes.
- B. Acknowledgement of each individual's emergency plan and assurance that agency decisions do not infringe on the individual's rights or choice.
- C. How staffing capacity is monitored including when staffing levels are at a critical situation.
- D. Process for review and update at least annually.
- E. Staff training curriculum on the emergency plan.
- F. Requirement for staff to be trained on the emergency plan upon hire and at least annually.
- G. Procedure for acquiring BDDS approval of changes to service delivery prior to implementation by the provider. (Requests must be submitted to [BDDS.Help@fssa.in.gov](mailto:BDDS.Help@fssa.in.gov))

**Definitions:**

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

"Critical functions" means business operations that if interrupted could result in a negative impact on the individual being served or the organization.

"DDRS" means the Division of Disability and Rehabilitative Services as established by IC 12-9-1-1.

"Long-term" is an event or situation that does not have a known or anticipated end date.

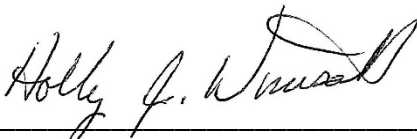
"Non-critical functions" means business operations that if temporarily interrupted would not result in a negative impact on the individual being served or the organization.

"Provider" has the meaning set forth in 460 IAC 6-3-42 and 460 IAC 9-1-16.

"Short-term" is an event or situation that has a known or anticipated end date.

**References:**

- IC 12-9-1-1
- IC 12-9-2-3
- 460 IAC 6-3-42
- 460 IAC 6-29-5
- 460 IAC 6-29-7
- 405 IAC 9-1-15

Authorized by:  on: 07/18/2022  
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