



Eric Holcomb, Governor  
State of Indiana

*Division of Disability and Rehabilitative Services*  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083  
1-800-545-7763

To: Bureau of Developmental Disabilities Services providers  
From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services  
Re: Update on access to the BDDS Portal - Training documents  
Date: September 26, 2018

The Bureau of Developmental Disabilities Services continues to work toward provider access the BDDS Portal and are now anticipating a go-live date of September 27, 2018.

Invitation emails to access the BDDS Portal will begin to be sent to agency Notice of Action email addresses on September 27, 2018. The invitation will come from [BDDSPortalAccess@fssa.in.gov](mailto:BDDSPortalAccess@fssa.in.gov) with the subject line of "Your Invitation to the BDDS Portal." For more detailed information please see the announcement from [September 6, 2018](#).

Providers should ensure that the NOA email recipients are aware that they will be receiving an invitation email to gain access to the BDDS Portal and before attempting to gain access via the email providers review the trainings that are posted on the DDRS website [under Person Centered Planning through the LifeCourse](#). These trainings include:

- BDDS Portal Training 1: User Access, Management and Assigning Caseloads – will assist providers in setting up new users, assigning cases to specific user(s) and understanding overall user management.
- BDDS Portal Training 2: Navigating the Portal – overview of the BDDS Portal, how to navigate to different areas and what information is available;
- BDDS Portal Provider Training 3: Individual Profile – what information is available under the profile for each individual;
- BDDS Portal Provider Training 4: Document Library – how to view, download and upload documents in the library;
- BDDS Portal Provider Training 5: PCISP – how to access and understand various areas of developed PCISP's;
- BDDS Portal Provider Training 6: Monitoring Checklist – how to view the Monitoring Checklists;
- BDDS Portal Provider Training 7: Transitions – how to view transitions

In addition, this website offers a multitude of trainings and information on the LifeCourse Framework for Supporting Families and on the Person Centered Individual Support Plan.

Also, it is important for providers to understand that access to the BDDS Portal is the only way they will be able to view the most current version of the Person-Centered Individualized Support Plans of the individual they support.

