



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: Division of Disability and Rehabilitative Services providers and case managers
From: Cathy Robinson, Bureau of Developmental Disabilities Services
Jessica L. Harlan-York, Director, Bureau of Quality Improvement Services
Re: Service re-opening notification form
Date: June 24, 2020

The Bureau of Developmental Disabilities Services and the Bureau of Quality Improvement Services are asking providers to submit information regarding the re-opening of services following the COVID-19 pandemic via a standard form, [available by clicking here](#). While we greatly appreciate the information that we have received from providers thus far, completing and submitting this form will ensure that we have consistent and comprehensive information from every provider on their re-opening process.

To complete this form you will be asked to provide:

- your provider name, provider contact name, contact phone and email
- services re-opening
- narrative describing how your agency utilized a person-centered approach to re-opening, including an example
- narrative describing any visitor restrictions being implemented during re-opening, how the restrictions were determined, and an example
- re-opening date(s)
- estimated number of impacted individuals in each service on each re-opening date
- date individuals and families were notified of re-opening plans
- date in which your agency will re-evaluate the re-opening plan for each service
- date in which your agency will submit update information regarding re-opening.

The form "BDDS Providers - Notification of re-opening of services," may be found [by clicking here](#).

Please note - once you begin the form, you may not save and return to it. With this in mind, please be sure to gather the information referenced above prior to initiation. Assuming you have ready access to the information described above, the form should take no more than 15 minutes to complete.

If you have any questions, please contact bqis.help@fssa.in.gov.

