# ONLINE HCBS WAITLIST DASHBOARD GUIDE
## Health and Wellness Waiver
## PathWays Waiver

To utilize this resource, the requestor will enter the individual's demographic information including the last 4 digits of the individual's social security number **or** the individual's Medicaid identification number (RID) **and** the individual's first name, last name, and date of birth. The request must also include the name of the person requesting the information.

The Online HCBS Waitlist Dashboard is available at ddrsprovider.fssa.in.gov.

1. On the landing page, navigate to 'Individual Information' on the left side of the screen.
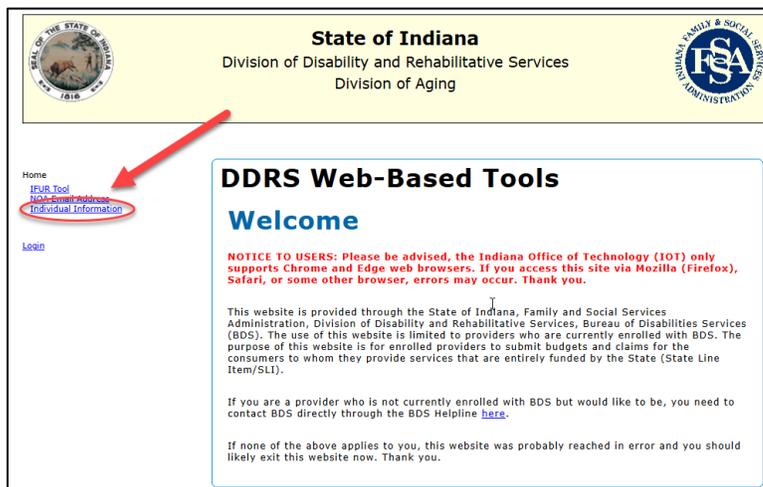


2. The Individual Information page will display. On the left side of the screen, enter the 4 digits of the individual's social security number **or** the individual's Medicaid identification number (RID).

3.  On the right side of the screen, enter the individual's first name, last name, and date of birth.



4.  At the bottom of the screen, complete the Requestor information.



5.  When the information has been entered, click 'Search' in the bottom right corner.
6.  If the system is unable to find a matching person in the database, a notice in red will display in the upper left-hand corner.



7.  If the person is known to the waiting list system (e.g. Integrated Management Portal), a downloadable PDF document is displayed. The document contains the individual's name, birthdate, address, and phone number. The local Area Agency on Aging's contact information is also included.

8. <u>If the individual is currently on the waiting list</u>, the document will state the name of the waiting list (e.g. Health and Wellness or PathWays for Aging), and the waiting list date.



9. To update the individual's information or to submit questions, email the inquiry using the 'click here' link.