Mike Braun, Governor State of Indiana



Indiana Family and Social Services Administration Division of Disability and Rehabilitative Services Office of Medicaid Policy & Planning

> 402 W. WASHINGTON STREET INDIANAPOLIS, IN 46207

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 <u>ddrsprovider.fssa.in.gov</u>.

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

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Home IFUR Tool IVA-Email Address Individual Information	DDRS Web-Based Tools
Login	Welcome NOTICE TO USERS: Please be advised, the Indiana Office of Technology (IOT) only supports Chrome and Edge web browsers. If you access this site via Mozilla (Firefox), Safari, or some other browser, errors may occur. Thank you.
	This website is provided through the State of Indiana, Family and Social Services Administration, Division of Disability and Rehabilitative Services, Bureau of Disabilities Services (BDS). The use of this website is limited to providers who are currently enrolled with BDS. The purpose of this website is for enrolled providers to submit budgets and claims for the consumers to whom they provide services that are entirely funded by the State (State Line Item/SLI).
	If you are a provider who is not currently enrolled with BDS but would like to be, you need to contact BDS directly through the BDS Helpline <u>here</u> . If none of the above applies to you, this website was probably reached in error and you should likely exit this website now. Thank you.

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

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Individual Info	rmation					
Last 4 of SSN OR Medicaid #(RID)	Enter last 4 of SSN Enter the RID		First Name AND Last Name	Enter the First Name Enter the Last Name		
OR DART ID			AND Date of Birth	month/day/year	8	
Requestor	Select a type Requester First Name Enter	the First Name	Requester Last N	Enter the Last Name		
If the search is una	to find the person you're looking for, then please contact the <u>Helo</u>	Desk (click to send email)	to ask for more inforn	nation. Thank you!'		Q Search

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

	State of Indiana Individual Information Options			
Individual Info	mation			
Last 4 of SSN OR Medicaid #(RID) OR DART ID	Deter last 4 of SSN Cener the RD	First Name Enter the First Name AND Last Name Enter the Last Name Defent the Last Name Defent Stehn Defent St		
Requestor	Select a type 	Requestsr Last Name Enter the Last Name	Q Search	

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

		State Individual Infi	of Indiana ormation Optior	15		B
Individual Info	rmation					
Last 4 of SSN OR Medicaid #(RID) OR DART ID	Enter last 4 of SIN		First Name AND Last Name AND Date of Birth	Enter the First Name Enter the List Name monthVday/year	G	
Requestor	Select a type Requester Plant Requester Plant Select of find the person you're looking for, then please cor	tame Enter the First Name	Requester Last	Name Enter the Last Name		Q Search

- 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.

Integrated Management Por	rtal Information			
First Name:	Merry			
Middle Name/Initial:				
Last Name:	Meadows			
Date of Birth:	Jun 16, 1948			
Medicaid ID (RID#))			
Address	555 SOMEWHERE DR			
	INDIANAPOLIS	IN	46237-9097	
County:	49 MARION			
Phone:	(317) 234-5555			
Area Agency:	CICOA Aging and In-Ho	ome Solu	itions	
Address: 8440 Woodfield Crossing Blvd., Ste. 175				
	Indianapolis IN 46240-			

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.

Integrated Management Port	tal Information			
First Name:	Merry			
Middle Name/Initial:				
Last Name:	Meadows			
Date of Birth:	Nov 16, 1954			
Medicaid ID (RID#)				
Address:	555 SOMEWHERE DR			
	INDIANAPOLIS	IN	46214-2901	
County:	49 MARION			
Phone:	(317) 555-5555			
PathWays for Aging Waiting List, Date May 13, 2024				
Area Agency: CICOA Aging and In-Home Solutions				
Address: 8440 Woodfield Crossing Blvd., Ste. 175				
	Indianapolis IN 46240-			

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

	State of Indiana Individual Information Options	
Individual Information Summary		
Q New Search		PDF Refresh
If you have questions about, or to request corrections to the Individual Info FSSA will respond to your inquiry or update your information within 7 busin	rmation Summary, played <u>click here</u> and provide the appropriate information in the email. sess days.	
If you are interested in learning more about Vocational Rehabilitation Servi	ces, please visit this website: http://www.in.gov/fssa/ddrs/2636.htm	
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	Individual Information Summary Integrated Management Partial Information First Name Models Networking Law Name Models (1) (1) (1) Models (2) (1)	Ĵ