

Instructional Guide: BDDS OBRA Day Service Sustainability Grant Program

Updated 03/17/21



Introduction & General Information

- **Background:** The **BDDS OBRA Day Service Sustainability Grant Program** has been made available by Indiana FSSA's Bureau of Developmental Disabilities Services to support OBRA providers who provide habilitation and pre-vocational habilitation under the OBRA program and had to close or suspend services as a result of COVID-19.
- **Purpose:** Grants are awarded to providers for the purpose providing economic support to reimburse the costs of business interruption related the COVID-19 public health emergency.
- **Eligibility:** OBRA providers who provide habilitation and pre-vocational habilitation services under the OBRA program
- **Application Process:** Applicants must apply via the Bureau's on-line grant application. The application can be accessed through the following link:
<https://forms.office.com/Pages/ResponsePage.aspx?id=ur-ZIQmkE0-wxBi0WTPYje0OYLMwhVJPlXmS0qxDKj9UNjBVVzZNUVdOMkU3R1NHVFMwUUgyVIIwMy4u>
- **Application Period:** Interested providers will have an opportunity to apply for grants for the first quarter of 2021 beginning on April 1, 2021. BDDS will submit approved grants for payment on a rolling basis as grants are received and reviewed. It is anticipated that payments should be received no more than 30 days after the date of application.
- **Grant Length:** Each grant will cover a three-month period beginning January 1, 2021 or later until the end of the crisis or all available funds are utilized.



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- **Grant Status / Decision Communications:** All communications pertaining grant applications will be made via e-mail between BDDS and applying providers with the subject line *BDDS Sustainability Grant Communication*. This includes confirmations, application decisions, and questions from BDDS. **Please be on the lookout for these communications.**
- **Multiple Locations:** If you are a provider with multiple locations, your application must reflect information relative to all locations.
- **Grant Payments:** The grant amount will be 75% of the average OBRA claims processed for the period from March 1, 2019 through December 31, 2019 less any claims for services that the provider was able to render during the grant period.
- **Recent Change in Ownership:** If you are a provider that took over ownership of another approved provider after March 1, 2019, the 75% of average historical OBRA claims used to calculate your grant amount will include historical paid claims from the acquired organization.
- **Documentation for Audit:** Providers will be expected to maintain documentation of amounts claimed on the grant application as well as expense in these categories. Because these grant funds are federal Coronavirus Relief Funds, additional reporting requirements may be issued in the future and any grant funds received will be considered subject to Federal Single Audit requirements.



Application Overview

BDDS Day Service Sustainability Grant Program Overview

1. Completing the Application
2. What to Expect After Submission
3. What to Expect After Approval

Please note – once you begin the application, there is no way to save it and return to your work. We encourage providers to use this instructional guide to assist in gathering the information needed prior to beginning the application. Assuming you have completed this step, the application should take no more than 15 minutes to complete.



Completing the Application

- The application includes a series of questions to gather key information used to
 - Confirm your eligibility for a grant payment
 - Determine your grant amount for the grant period, and
 - Stipulations and Attestations
- The following slides describe the questions included in the application. We encourage providers to use these slides to gather the information needed prior to beginning the application.
- The application includes skip logic so that you only answer questions relevant to your organization.



Completing the Application: Demographics

- Section One – Provider Information
 - Your provider name,
 - Medicaid provider number where grant payment should be directed,
 - Address for primary office location, and
 - Phone number
- Section Two – Provider Contact Information
 - Provider Executive Director/CEO Contact Information
 - name,
 - e-mail address, and
 - phone number
 - If the application is being completed by someone other than the Provider Executive Director/CEO, **the name and e-mail** for the individual completing the application.



Completing the Application: Electing the Grant Period and Reason for Grant

- Section Three - Reason for Sustainability Grant
 - whether your organization closed or remained open but with a significant reduction in services provided during the grant period
 - when you notified BDDS regarding your closure and/or change in services, whom you notified, and by what method



Completing the Application: Info. on Services Delivered During Grant Period

- Sections Four through Fifteen - Services Information
 - Details for services that you were able to render during the grant period elected for the application.
 - To complete this section, you will need the following information for any Habilitation or Pre-Vocational Services provided under the OBRA Program
 - # of individuals that you provided service to during the month for which you are submitting this application,
 - # of units provided to those individuals during the month for which you are submitting this application
 - The table on the next slide can be used for gathering this information as you prepare to complete the application.



The following table may be useful in preparing to complete the grant application. As a reminder, this information should reflect the services that your agency was able to render during the grant period that you elect in Section Four.

| Service Line | # of Individuals | # of Units Claimed (or Plan to Claim) |
|---|------------------|---------------------------------------|
| OBRA Program | | |
| Habilitation, Individual | | |
| Habilitation, Group | | |
| Pre-Vocational Services, Small Group (2:1, 4:1) | | |
| Pre-Vocational Services, Medium Group (6:1, 8:1 or 10:1) | | |
| Pre-Vocational Services, Large Group (12:1, 14:1 or 16:1) | | |



Completing the Application: Stipulations

- Sections Sixteen – Stipulations of Sustainability Grants
 - Applicants will be asked to agree to the following statements:
 - Enter accurate information on services provided during the grant period.
 - Utilize these grant funds to maintain staff and facilities to enable your organization to continue providing services as the public emergency moves to conclusion.
 - Follow guidance published by DDRS/BDDS regarding day services.
 - Ensure your organizations response to the public emergency, including service changes and re-opening policies, are communicated to individuals served, their families, and your staff in a timely and accessible manner.
 - *All statements must be checked for the application to be processed.*



Completing the Application: Attestations

- Sections Seventeen – Attestations
 - Applicants will be asked to “sign” their application by typing their full legal name into the designated area.
 - In signing the application, providers will attest to the following:
 - By submitting this grant application, your organization is subject to audit by the State of Indiana.
 - Before you submit this application, you must type your name and attest to the statements below. Please carefully read the following statement and type your name as indicated.
 - By typing my name and submitting my application, I attest that within this application I have referenced only those individuals who receive supports through the OBRA Services program.
 - By typing my name and submitting my application, I attest that I have included accurate information about all Habilitation and Pre-Vocational Habilitation services that our organization provided and claimed (or plans to claim) during the elected grant period.
 - By typing my name and submitting my application, I attest that I am an agent of the provider whose name and information is set forth in this application. I further attest that all of the answers I have provided in this application are true and accurate. I understand that making false statements on this application is unlawful and that I could be subject to penalties including criminal prosecution for making a false statement on this application.



What to Expect After Submission

- Within 2 Business Days, you will receive an e-mail confirming receipt of your application.
- If you are missing information or if there are questions on your application, you will be notified by BDDS with a request for additional information.



What to Expect After Approval

- When your application is approved, you will receive a second e-mail notification that includes details for the expected grant payment.
- This e-mail will include:
 - Confirmation that your application was approved
 - The grant amount to expect
 - How the grant amount was determined, and
 - Steps to take if you disagree with the determination.
- On a rolling basis, approved grants amounts will be sent to Gainwell for payment through the Medicaid claims processing system.



Questions

- For questions, please contact Lisa Davis at lisa.davis@fssa.in.gov.

