



Eric Holcomb, Governor
State of Indiana

Indiana Bureau of Developmental Disabilities Services

BDDS POLICY

Provider Reverification for Accredited Waiver Services

Policy Number: 2020-01-R-001

Effective Date: February 9, 2020

Revision History: N/A

Purpose: To clarify that approved providers of home and community based waiver services that are accredited by one of the accrediting bodies listed in Indiana Code 12-11-1.1-1(j) must meet the specified requirements of the Division of Disability and Rehabilitative Services (DDRS) and Bureau of Developmental Disabilities Services (BDDS) for reverification to continue to be authorized to offer these accredited services to individuals with intellectual and developmental disabilities.

Scope: BDDS Staff, BQIS Staff, Waiver Providers

Policy Statement(s):

- A. For a new provider or provider adding a service requiring accreditation:
1. Prior to the expiration of the provider's first year of approval as a BDDS provider, the provider must submit to BDDS, or its designee, evidence of accreditation survey dates scheduled with an approved national accreditation body for each applicable service. If the scheduled survey is delayed by the national accreditation body, due to no fault of the provider, the provider must notify BDDS or its designee in writing and submit supporting documentation from the national accreditation body of the delay. BDDS or its designee must receive written notice of any changes to the survey schedule within seven (7) business days of the provider receiving notice from the national accrediting body of a change in the date of the survey.
 2. Failure by the provider to participate in the scheduled survey or to obtain the required accreditation with the national accreditation body during the scheduled survey shall result in the provider not being authorized to continue to provide services to individuals for any services for which the provider is not in compliance

and/or being subject to a moratorium on new admissions, in accordance with 460 IAC 6-7-3; and may result in issuance of a citation of violation as permitted under Indiana Code 12-11-1.1-11, which may include civil sanctions and/or termination as a BDDS provider.

3. Within ninety (90) days following the accreditation survey date(s), the provider must submit to BDDS, or its designee, all accreditation documentation including, but not limited to, accreditation progress updates and accreditation determinations (i.e. the accreditation award notice, survey reports, audit reports, etc.). If the accreditation survey documentation is delayed by the national accreditation body, due to no fault of the provider, past the initially established timeframe, the provider must notify BDDS, or its designee, in writing and submit supporting documentation from the national accreditation body of the estimated timeframe.
 4. Within ninety (90) days following the accreditation award notice date, the provider must submit to BDDS, or its designee, the completed quality improvement plan (i.e. BA Plan, QIP, etc.), if applicable.
- B. Prior to the expiration of the provider's the first year of approval as a BDDS provider, and every four (4) years thereafter, the provider shall be subject to a review of its provider data, including but not limited to the following topics:
1. Complaint investigations;
 2. Incident reports;
 3. Mortality reviews;
 4. Any outstanding issues that endanger the health or safety of an individual receiving services from the provider, this would include corrective actions plans and sanctions; and
 5. Annual satisfaction surveys of individuals receiving services from the provider, including records of findings and documentation of efforts (or planned efforts) to improve service delivery in response to the surveys, according to 460 IAC 6-10-10.
- C. If BDDS identifies compliance issues during its review of the provider's data, BDDS shall issue the provider a notification of citation(s) and/or sanction(s) that must be addressed prior to being re-verified as a provider of accredited services, according to Indiana Code 12-11-1.1-11.
- D. After the provider has addressed all citations and/or sanctions, the provider shall be required to execute provider agreement with DDRS. The provider must execute the provider agreement to complete the re-verification process. Failure to execute the provider agreement shall result in the provider not being re-verified.
- E. Every year, a provider of accredited services must submit the following to BDDS, or its designee, for review:

1. Confirmation of provider location(s), contact information, and BDDS approved services;
 2. Provider's current organizational chart;
 3. Indiana Secretary of State documentation;
 4. The financial information required by 460 IAC 6-11-2 and 6-11-3;
 5. Provider's insurance documentation;
 6. A copy of the annual satisfaction survey of individuals receiving services from the provider, including records of findings and documentation of efforts (or planned efforts) to improve service delivery in response to the surveys, according to 460 IAC 6-10-10;
 7. All policies created or updated since its last reverification with substantive revisions since the previous year; and
 8. Annual accreditation status report (if applicable).
- F. If the provider fails to meet the requirements for reverification, the provider shall be subject to any citations and/or sanctions BODS is authorized to issue under Indiana Code 12-11-1.1.11.
- G. The provider must also maintain proper enrollment through the Office of Medicaid Policy and Planning (OMPP) enrollment process. OMPP provider enrollment is a separate process overseen by OMPP.

Definitions:

"BDDS" means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

"DDRS" means the Division of Disability and Rehabilitative Services as established by IC 12-9-1-1.

"Provider" has the meaning set forth in 460 IAC 6-3-42.

References:

IC 12-9

IC 12-11-1.1

IC 12-28-5

460 IAC 6-6-5

460 IAC 6-7-3

460 IAC 6-10-10

460 IAC 6-11

460 IAC 6-12-2

DDRS Policy: Incident Reporting & Management

DDRS Policy: BQIS Complaints

DDRS Policy: Mortality Review

Authorized
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Date

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