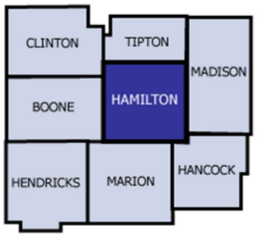
INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Dedicated to helping Hoosiers live self-sufficient and productive lives
WWW.FSSA.IN.GOV

INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
The Picklist
Directions for adding or removing counties of service for HAB, FST,& Respite Providers.

Pick List Updates Made Easy

DMHA encourages our service providers to offer their services (at most) in the county in which they live and surrounding counties.



Pick List Updates Made Easy

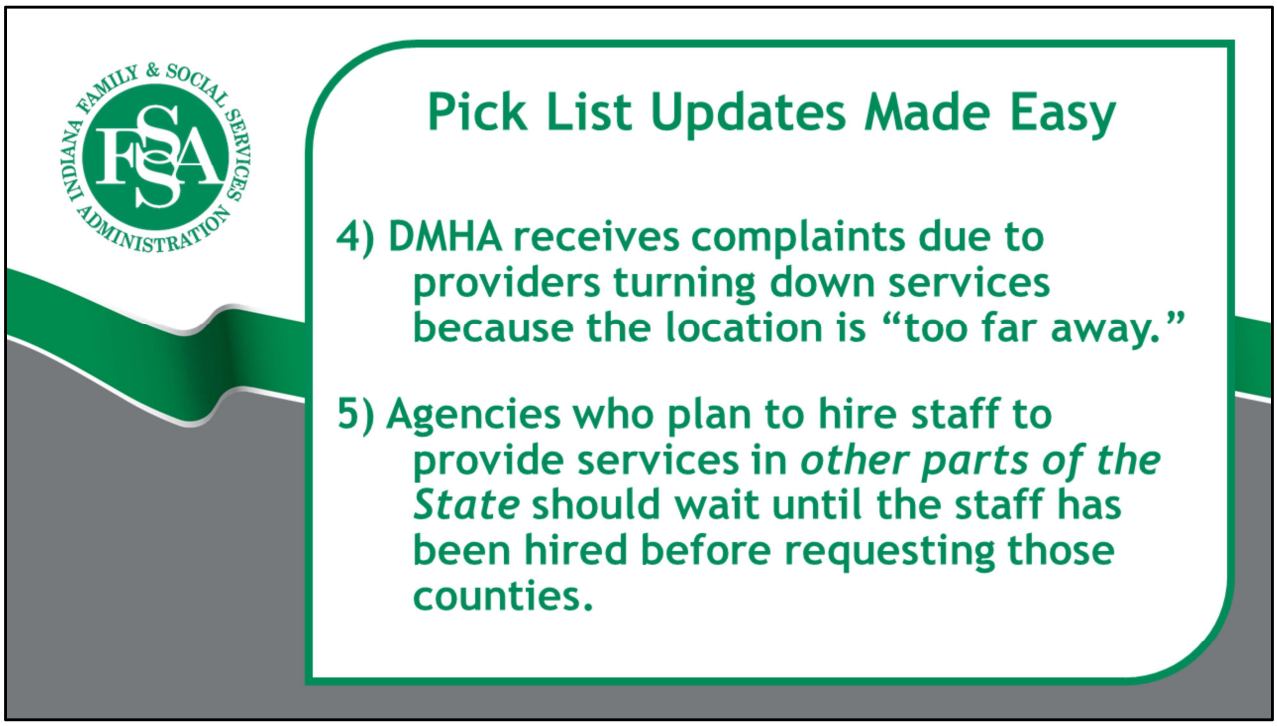
Why?

Here are some things to consider.

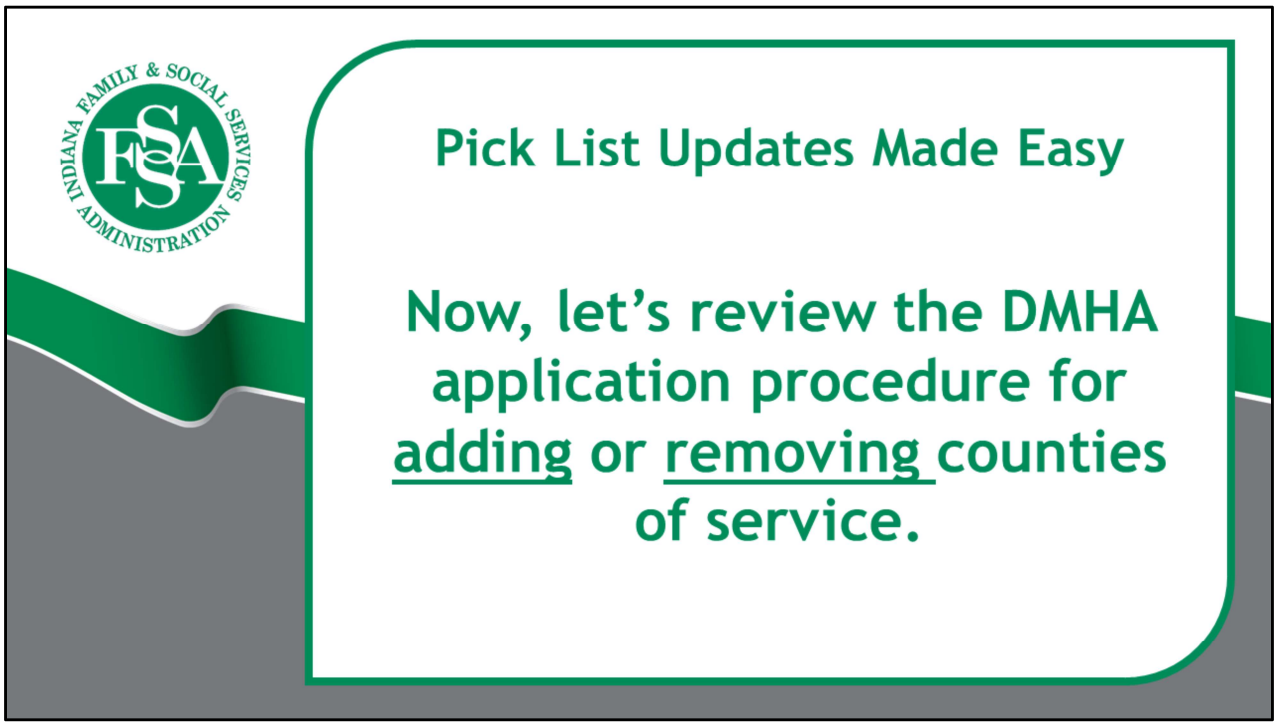
Pick List Updates Made Easy

1) This cuts down on travel time and provides easier access to our CMHW participants, thus promoting consistent and dependable services.

INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
2) Counties closer to you are easier to access especially under winter conditions.
3) Consider the difficulty involved between AM & PM appointments if they're too far apart.


INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
4) DMHA receives complaints due to providers turning down services because the location is "too far away."
5) Agencies who plan to hire staff to provide services in *other parts of the State* should wait until the staff has been hired before requesting those counties.

INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
6) Finally, as you review your current counties of enrollment, ask yourself:
• Have I ever received a call from this county for service?
• Have I or any of my staff turned down a job for this county?
If so, consider removing that county from your services.


INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
Now, let's review the DMHA application procedure for adding or removing counties of service.

INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
The first thing you will need to do is print your provider summary. You can do this through the Incident Reporting and Complaint portal:
https://dmhareport.fssa.in.gov/

Pick List Updates Made Easy

State of Indiana

DIVISION OF MENTAL HEALTH AND ADDICTION

User Guide

Initial Incident Report

Follow-Up to Initial Incident Report

Complaint Report

Provider Summary Report

Welcome to the DMHA Incident, Follow-Up and Complaint Reporting website

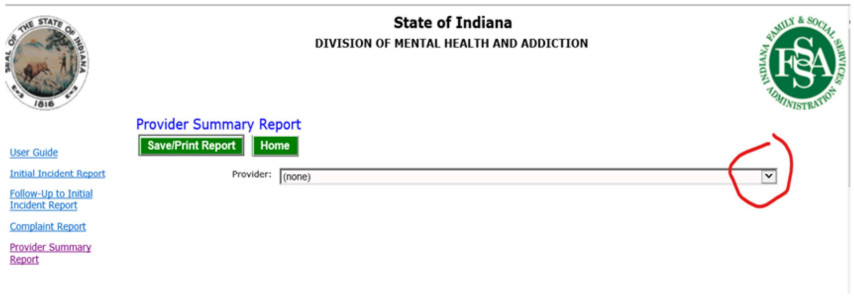
NOTICE TO USERS: Please be advised, the Indiana Office of Technology (IOT) only supports Internet Explorer. If you access this site via Mozilla (Firefox), Safari, Chrome or some other agent, errors may occur. Thank you.

This website is for filing appropriate initial incident, follow-up and complaint reports as required by the State of Indiana Division of Mental Health and Addiction. Providers **MUST** use this form to initiate DMHA's investigation into your complaint. Youth and family members may use this form or may also file a complaint by contacting the Consumer Service Line at 1-800-901-1133.

This site is maintained by the Division of Mental Health and Addiction. Please report any technical problems with the website by sending an e-mail to DMHA.Admin@fssa.in.gov. Please direct policy related questions to DMHAyouthservices@fssa.in.gov.

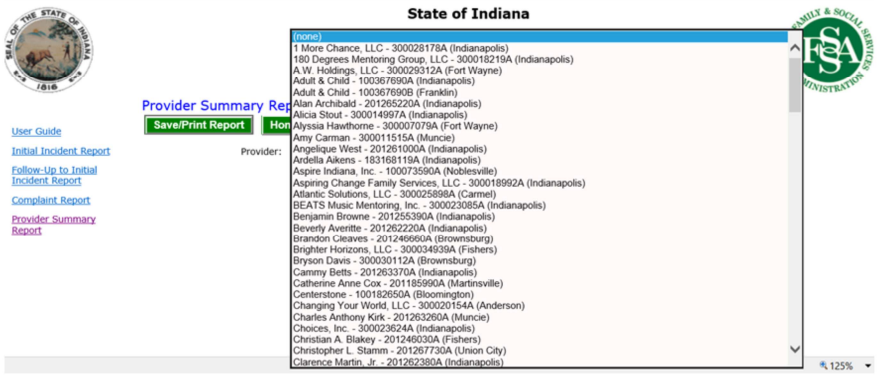
Pick List Updates Made Easy

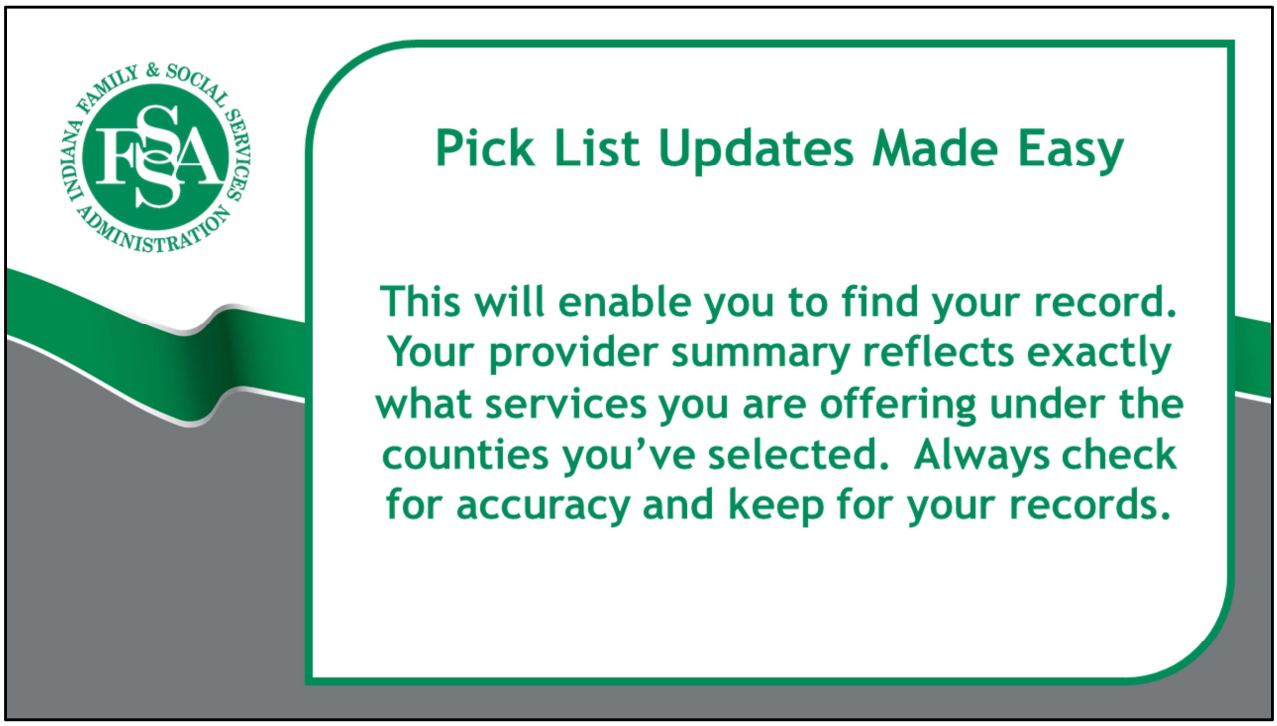
Click on the down arrow shown here:



Pick List Updates Made Easy

Select your agency/name:




INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
This will enable you to find your record. Your provider summary reflects exactly what services you are offering under the counties you've selected. Always check for accuracy and keep for your records.

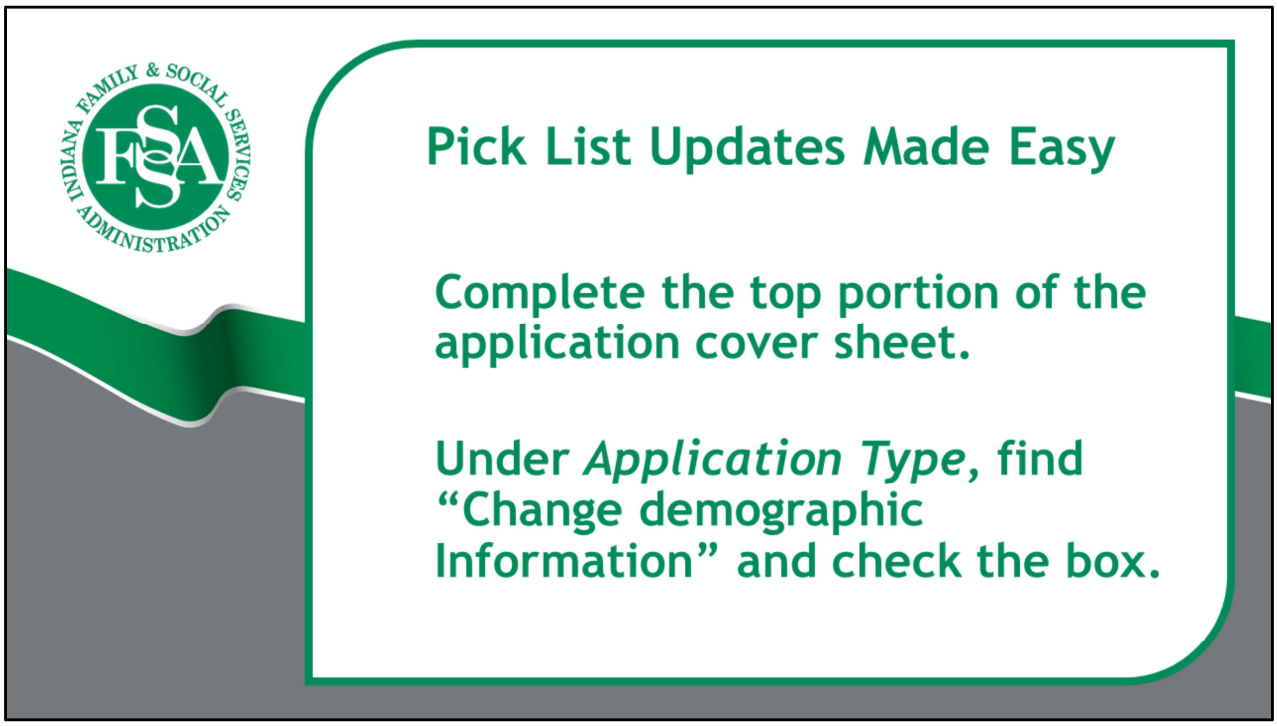
Pick List Updates Made Easy
Have this summary ready and proceed to the next part of the process→

Pick List Updates Made Easy

On the provider summary, each staff will be listed with the service and county on individual lines.

Draw a single line, ~~like this~~, through any county/service lines you want removed. We need to be able to see the county of service to be removed to avoid mistakes.

INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
Next, you will need an application cover sheet. You can download the Application Cover Sheet from the Provider Information web page:
https://www.in.gov/fssa/dmha/2764.htm


INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
Complete the top portion of the application cover sheet.
Under *Application Type*, find "Change demographic Information" and check the box.

Pick List Updates Made Easy

The following is an example of a request on the application cover sheet:

Pick List Updates Made Easy

APPLICATION COVER SHEET
State Form 56583 (R2 / 2-20)

FAMILY AND SOCIAL SERVICES ADMINISTRATION
DIVISION OF MENTAL HEALTH AND ADDICTION (DMHA)
YOUTH HOME AND COMMUNITY-BASED WRAPAROUND SERVICES (HCBS)
402 W. Washington Street, Room W353
Indianapolis, In 46204-2739
Telephone: (317) 232-7800

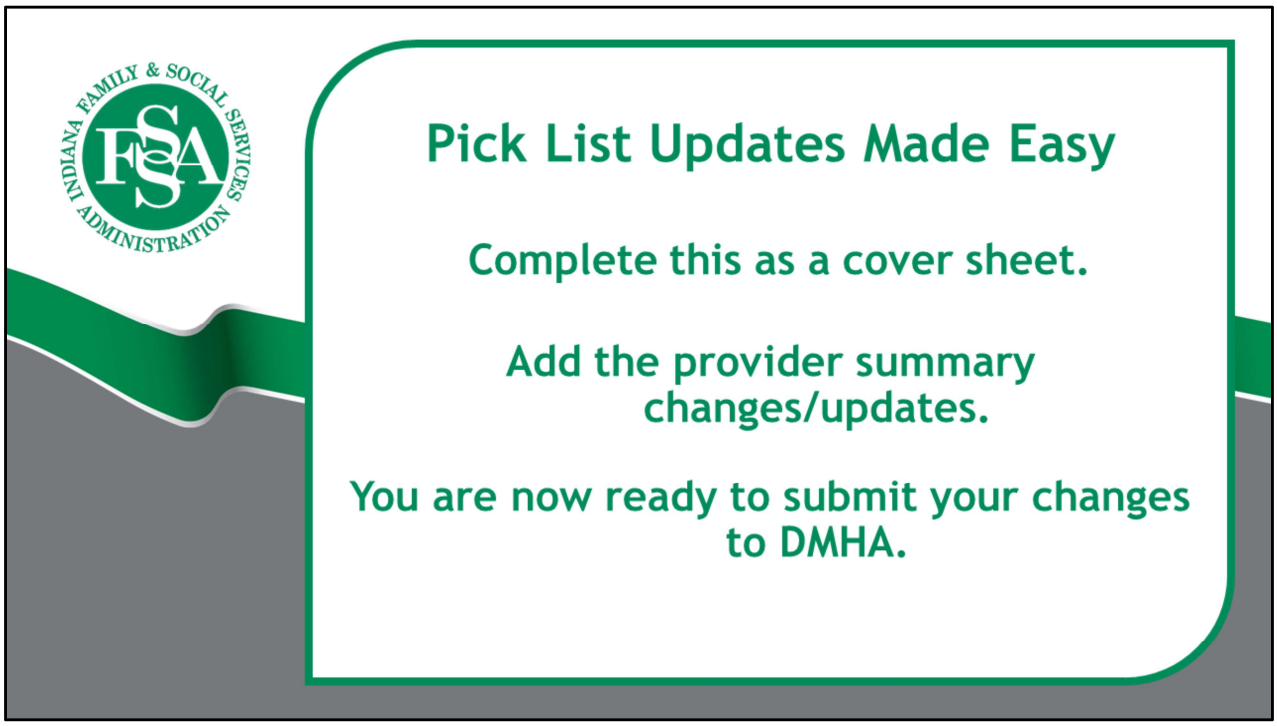
Individual Provider or Agency Name	Contact Telephone Number	Application Date *(month, day, year)*
Name of Person Completing the Application	Contact E-mail	

Section A. Application Type *(Check all that apply.)*

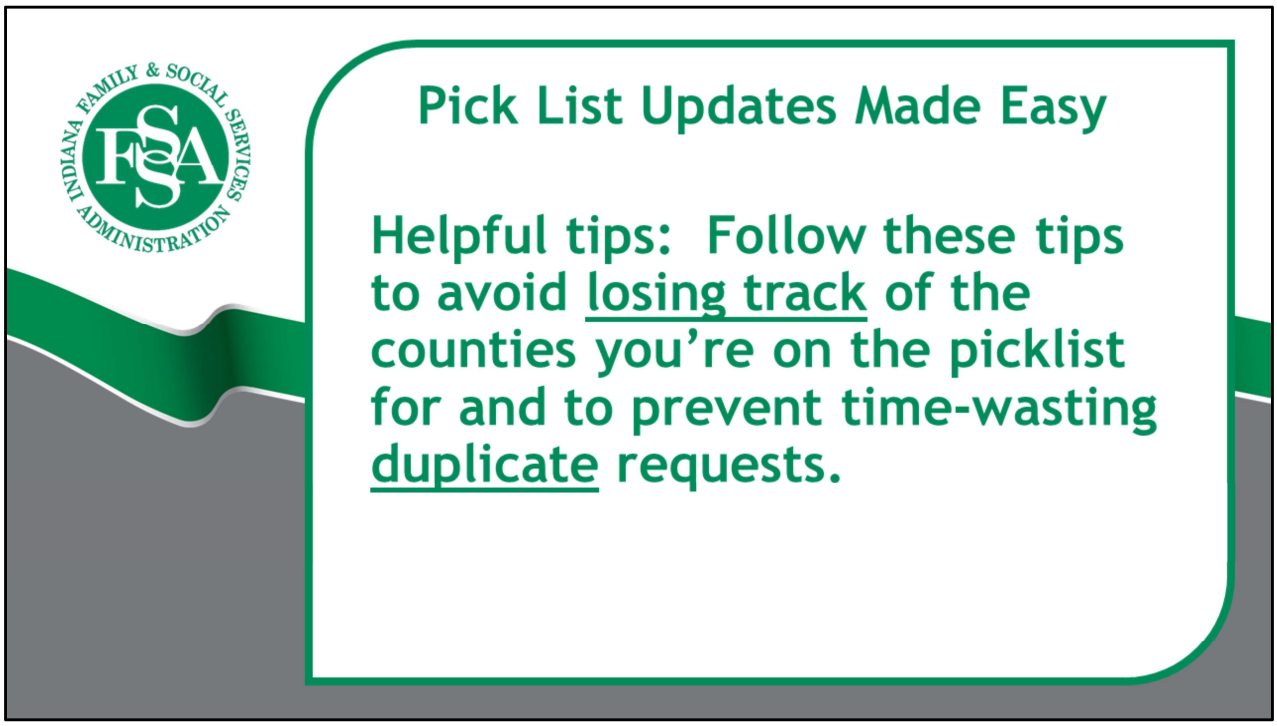
- ☐ Initial authorization *(For respite facility, include respite facility application.)*
- ☐ Reauthorization

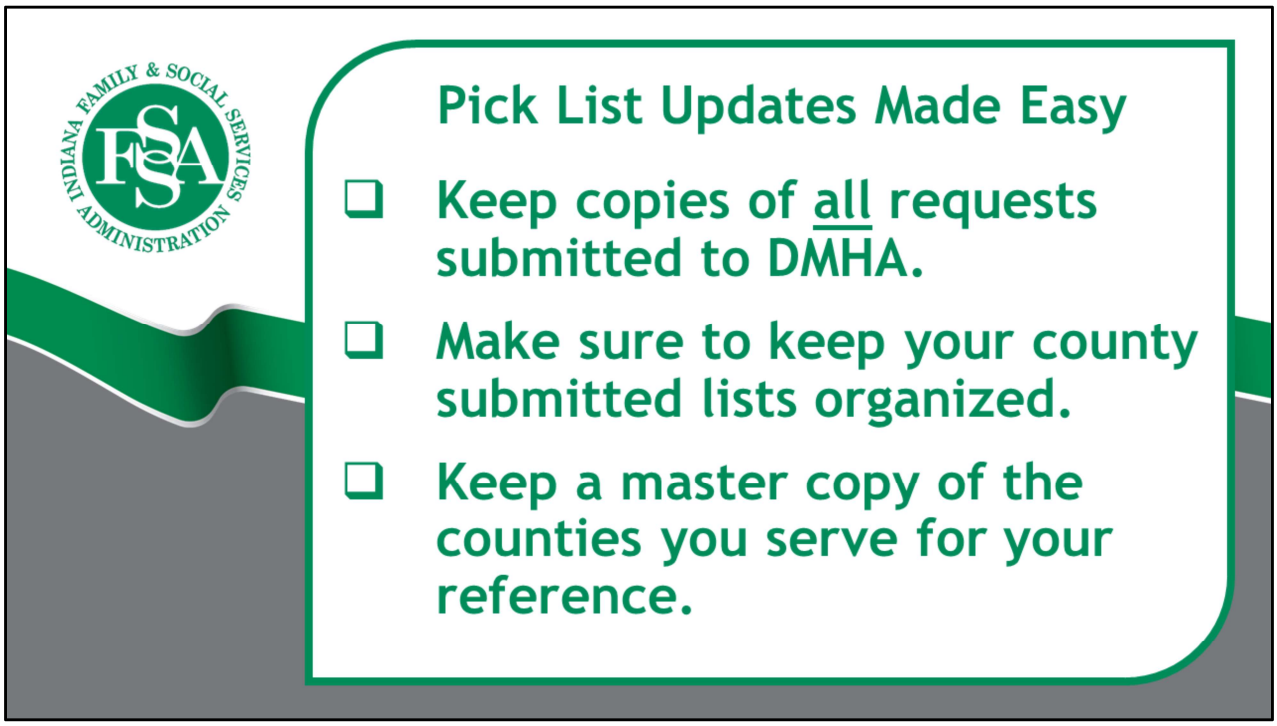
Section B. For Existing Providers *(Check all that apply.)*

- ☐ Conversion of Agency Type (e.g., individual provider to non-accredited agency)
- ☐ Add new staff
  List names here:
- ☐ Add new service
  List services here:
- ☒ Update Demographic Information *(For update of address, name changes, or requesting county update. Include name of staff that will provide services in this county. If you need additional space, a provider summary (**https://dmhareport.fssa.in.gov/**) may be attached.)*
  Update provider counties of service, see attached provider summary.


INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
Complete this as a cover sheet.
Add the provider summary changes/updates.
You are now ready to submit your changes to DMHA.

INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
You may submit the application cover sheet with your county removals/additions via email to:
Olga.Murray@fssa.IN.gov and Sheila.Crawford@fssa.in.gov
All facility based respite providers will work with Julie Bandy. Please sent questions to Julie.Bandy@fssa.in.gov


Pick List Updates Made Easy
Helpful tips: Follow these tips to avoid losing track of the counties you're on the picklist for and to prevent time-wasting duplicate requests.


INDIANA FAMILY & SOCIAL SERVICES ADMINISTRATION
FSSA
Pick List Updates Made Easy
Keep copies of all requests submitted to DMHA.
Make sure to keep your county submitted lists organized.
Keep a master copy of the counties you serve for your reference.