



Eric Holcomb, Governor
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Division of Disability and Rehabilitative Services
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To: Bureau of Developmental Disabilities Services Providers
From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services
Re: Access to BDDS Portal
Date: August 28, 2018

Over that past several weeks the Bureau of Developmental Disabilities Services has been working on system enhancements that will allow BDDS service providers to access the BDDS Portal. We are anticipating a go-live date of September 10, 2018. As we move toward implementation, BDDS wanted to provide the following critical information to service providers:

- Invitations for access to the BDDS Portal will be sent electronically to service providers using the email address that has been provided to BDDS to send providers their Notice of Action documents. These email addresses are the only accurate and secure addresses BDDS stores in the system at this time.
- Please review the NOA email addresses that are used within your agency to ensure they are correct. If you believe that the email addresses you are using are not correct please update your NOA email address [by clicking here](#).
- Please check within your agency to ensure that those who access these email accounts are aware that an invitation email will be sent to the NOA box.
- Invitation emails will be sent from BDDSPortalAccess@fssa.in.gov and will be titled "Your Invitation to the BDDS Portal."
- There will be instructions and a link within the email that will allow access to the portal.
- Once initial access is completed providers will be able to add users.
- Access to specific individuals in the BDDS Portal is based on the provider listed on the Cost Comparison Budget and NOA. If a provider is removed from a CCB they will lose access to that specific client in the portal at the time they are removed from the CCB.

Further information on access, using the BDDS Portal and timelines will be provided prior to implementation.

