



Eric Holcomb, Governor
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Division of Disability and Rehabilitative Services
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To: Division of Disability and Rehabilitative Services, Bureau of Developmental Disabilities Services
Providers, Case Managers, BDDS Staff

From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services

Re: BDDS Portal core implementation

Date: January 24, 2018

On February 21, 2018, the Bureau of Developmental Disabilities Services (BDDS) will begin the data migration and transition activities from Advocare to the BDDS Portal. The first step in the transition will be moving information from Advocare to the BDDS Portal, which will mean that Advocare will no longer be available as of 12 a.m. EST, on Wednesday February 21, 2018. INsite will continue to be available at this time and will continue to be the system of record for BDDS waivers.

On February 28, 2018, at 8 a.m. EST, the BDDS Portal will be live with core components and become the system of record. The core implementation will include key systems and case management functions:

- Case manager case notes
- Demographic information
- Living arrangement designations
- Diagnoses
- Transitions
- Onboarding
- Document library

Between February 21, 2018, 12 a.m. EST and February 28, 2018 12 a.m. EST, the BDDS Portal will not be available for access. The INsite system will continue to be functional throughout the systems transition. If there is a need for INsite to be down for brief periods of time during the transition, BDDS will notify case management companies in advance.

Specific information on handling onboarding, transitions, documents, etc. during the transition will be provided to case managers and BDDS staff.

Training webinars for the BDDS Portal will be posted to the BDDS webpage prior to implementation.

