



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
1-800-545-7763

To: Division of Disability and Rehabilitative Services, Bureau of Developmental Disabilities Services Providers, Case Managers, and BDDS Staff
From: Cathy Robinson, Director, Bureau of Developmental Disabilities Services
Re: BDDS Portal core implementation reminder
Date: February 19, 2018

As previously communicated to case management companies and Bureau of Developmental Disabilities Services (BDDS) staff, on February 21, 2018, at 12:01 a.m. EST, the following changes and updates to the BDDS systems will occur:

Advocare: The Advocare system will no longer be available to be utilized due to a system transition to the BDDS Portal.

- All documents from the Advocare document library will be migrated to a new document library in the BDDS Portal;
- Data from Advocare will be migrated to the BDDS Portal – excluding Wellness data and plans entered directly into the Advocare system. All uploaded Wellness documents will be transferred to the BDDS Portal.

BDDS Portal: The BDDS Portal, currently housing only the Monitoring Checklist, Level of Care Screening Instrument (LOCSI) web tool, BDDS Document Library, INsite and DART will not be available beginning February 21, 2018 at 12:01 a.m. EST. CMCO's and BDDS staff will be notified when these systems are back online.

BDDS anticipates that the LOCSI, Document Library and INsite will be available by the end of the day on February 21.

The BDDS Portal will remain inaccessible until full implementation on February 28, 2018.

The BDDS Portal will be live and accessible for case managers and BDDS staff on February 28, to support the following functions:

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



- Document library
- Monitoring Checklist

Specific web-based training on each of these functions will be provided to case managers and BDDS staff prior to the February 28, implementation.

The Person Centered Individualized Service Plan (PCISP) will become accessible for utilization April 1, 2018, and entry of PCISPs may begin at that time.

Provider enrollment for the BDDS Portal will begin in April to facilitate providers' access to the portal by May 1, 2018. Information on how providers can request new access to the portal will be shared by April 1. Providers should maintain any documents for uploading until they have gained access to the BDDS Portal.