



Eric Holcomb, Governor
State of Indiana

Division of Aging
MS 21, 402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083
TOLL FREE: 1-888-673-0002
FAX: 317-232-7867

TO: Division of Aging Providers for Aged & Disabled Waiver and
Traumatic Brain Injury Waiver
FROM: Darcy Tower, MSW, Provider Relations Director
DATE: April 8, 2020
RE: Provider hiring requirements during COVID-19

The Division of Aging recognizes that agencies may face staffing challenges due to COVID-19. Providers play a crucial role in helping participants remain at home, especially during these unprecedented times. As such, the division is waiving agency hiring requirements for new and current direct care staff willing and able to provide in-home care to participants.

Please be advised that normal requirements outlined in **455 IAC 2**. The requirements pertain to the following:

1. General Provider Requirements

- (A) Applicable federal, state, county, or municipal regulations that govern the operation of the agency.
- (B) Family and social services administration and DDARS laws, rules, and policies.
 - (2) Provide proof of the following:
 - (A) That insurance is in force as prescribed in 455 IAC 2-12-1(4).
 - (B) That any employee, agent, or staff of the provider agency meets all standards and requirements for the specific services the person will be providing.
 - (C) That licensed health professionals are checked for findings through the Indiana professional licensing agency.
 - (3) Obtain a current limited criminal history obtained from the Indiana state police central repository, as prescribed in 455 IAC 2-15-2(b)(2), for each employee or agent involved in the direct management, administration, or provision of services before providing direct care to individuals receiving services.
 - (4) Obtain and submit a current document from the nurse aide registry of the Indiana state department of health verifying that each unlicensed employee or agent involved in the direct provision of services has no finding entered



into the registry, if applicable, before providing direct care to individuals receiving services.

2. General Requirements for Direct Care Staff

- (1) Be at least eighteen (18) years of age.
- (2) Be competent to provide services according to the individual's plan of care.
- (3) Demonstrate the ability to effectively communicate.
- (4) Submit a copy of a current negative TB test or negative chest x-ray that is completed annually.
- (5) Possess a current, valid state-issued driver's license if the employee will be transporting an individual.
- (6) Provide proof of current insurance on the vehicle used to transport an individual that meets current Indiana requirements.

The following language will remain a part of the division's administrative rule during COVID-19, and there is no current plan to waive this language: "An individual who is a legally responsible relative of an individual, including a parent of a minor individual and a spouse, is precluded from providing home and community based services for that individual for compensation under this section, except as otherwise stated in IC 12-10-10-9(b). A provider of adult foster care service provided under the A & D waiver cannot be related to the individual receiving services either by blood or by marriage and receive reimbursement for the services provided.

Questions about waivers for any other provider enrollment requirements with other FSSA or state agencies, please contact that division/state agency separately.

By waiving direct care staff hiring requirements, the division is hopeful this will eliminate administrative burden on agencies and secure stronger staffing networks during this pandemic.