1 Assisted Living Disclosure and Alzheimer’s form processing

1.1 Overview

The online Disclosure for Housing with Services Establishments (480) and the Alzheimer's / Dementia Special Care Unit (499) forms are now available online.

Designated facility personnel can fill-out, renew, or update on-line forms. The following steps will guide you through the process.

1.2 Roles

Each facility can assign personnel to fill-out the form and personnel to verify and submit the form. A person filling out the form, a Filer, can create a new, update, or prepare a form for renewal then save their work. Once complete, the form moves to Verification Requested status.

A Verifier then opens the form, reviews it for completeness and submits it to the State of Indiana where it is reviewed again for completeness. If deemed complete by the State Administrator, the form is approved.

1.3 FAQs

What role fills out the forms? A facility Filer role or a Verifier can fill out forms. After completed, forms are always reviewed, approved, and submitted to the State by the Verifier role.

Can a Verifier both fill out and review the facility form? Yes, the verifier can complete and submit forms to the State Administrator.

If my form expires, is my facility still accessible in the Housing with Services search? No, once a form expires, the data is disabled and no longer viewable by the public.

1.4 Login

Go to the INconnect Alliance homepage. From the page bottom, right corner, click

LOG IN WITH ACCESS INDIANA
2 Filer Role – Filling-out a Disclosure or Alzheimer’s Form

2.1 Adding a New, Updating, or Renewing a Form

1. From Dashboard, select either Add New Housing with Service Facility or Add New Memory Care Unit, or if updating or renewing, search for and open your form.
2. Complete all fields
3. Once complete, click Submit. Your completed form can now be verified.

3 Verifier Role – Reviewing a Disclosure or Alzheimer’s Form

3.1 Expired Disclosures

1. From the dashboard, click Expired Disclosures tab. This tab lists all expired disclosures.
2. Click View to review a form.

   Note: If your form expires, you must complete a new form. The expiration date will always be four months from the last day of your fiscal year close month.

3.2 Disclosures Needing Approval

1. From the dashboard, click Disclosures Needing Approval tab. This tab shows the daily work queue.
2. Click View to review a form.
   a. if the form needs more information, click Open Notes & Attachments, then + Add New Note. To minimize the form notes, click x Close Notes & Attachments.
   b. if the form is complete, click Approve to submit to the State Administrator

3.3 All Disclosures

1. From the dashboard, click All Disclosures tab. This tab shows all disclosure, Alzheimer’s forms and their statuses.
2. Click View to review a form.
   a. PENDING forms are awaiting action from another role within your facility.
   b. APPROVAL REQUESTED status indicates form has been submitted to State Admin for Approval.
   c. APPROVED indicates the form has been approved by the State Admin, and the form information is available in the Assisted Living Search.