



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
Families Providers, Case Managers, BDDS Staff

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

Re: Residential Habilitation Services Budget Flexibility

Date: January 23, 2018

On January 1, 2018, the Bureau of Developmental Disabilities Services (BDDS) implemented a change allowing an individual's budget allocation approach under the Objective Based Allocation System (OBA) to no longer distribute individual budgets into three categories or 'buckets' for individuals receiving services through the Community Integration and Habilitation Waiver (CIH). Individuals will now be able to access their full budget allocation to support identified community integration needs through the person-centered planning process.

As a result of this change, an individual currently being served under Residential Habilitation Services (RHS) Daily may elect to be served by RHS Hourly to best meet their service needs within their CIH budget.

At this time, if an individual receiving RHS Daily service has indicated a need or desire to have residential supports provided through RHS Hourly, for any reason, the individual can request this change of service through their case manager.

Information for case managers

Case manager may submit a ticket through the online ticketing system, the JIRA Help Desk, which is available [by clicking here](#), utilizing the "Related Application" of "INSite – Fiscal – DDRS." In the summary please enter: RHS Budget. In the JIRA ticket description, include the HIPAA name of the individual, confirm it is the individual's choice to change their RHS service and the date the individual requested the change. The effective date of the change will be the first day of the month following the month of the request.

BDDS staff will then update the individual's residential option and respond through the JIRA ticketing system to confirm the change has been made.

