

IHCP *bulletin*

INDIANA HEALTH COVERAGE PROGRAMS BT202460 MAY 16, 2024

IHCP announces launch of OMPP HCBS Certification Portal

As announced in *Indiana Health Coverage Programs (IHCP) Bulletin [BT202442](#)*, in May 2024 the Office of Medicaid Policy and Planning (OMPP) will begin processing Home- and Community-Based Services (HCBS) provider certification requests for the Indiana PathWays for Aging (PathWays) Waiver, Traumatic Brain Injury (TBI) Waiver as well as the PathWays Waiver and the Health and Wellness (H&W) Waiver (both which will be replacing the Aged and Disabled [A&D] Waiver in July 2024). The IHCP is announcing that the [OMPP HCBS Certification Portal](#) is live and can now be accessed at OMPPProviders.fssa.in.gov.



Effective immediately, all HCBS provider certification requests for the A&D Waiver or TBI Waivers must be submitted through the OMPP HCBS Certification Portal. Providers that submit any new requests to the Family and Social Services Administration (FSSA) Division of Aging will be directed to complete their requests through the new portal.

Instructions on how to use the OMPP HCBS Certification Portal can be found in *IHCP Bulletin [BT202456](#)*.

Frequently asked questions

1. *What is the expected time frame for application review?*

Applications will be reviewed within four business days of submission. Providers will have 10 business days to return any documents that are sent back due to being incorrect or needing more information.

2. *When is it necessary for a provider to submit a new application?*

A new provider certification application should be submitted for any provider that does not currently hold an A&D Waiver certification or a TBI Waiver certification and wishes to provide services under the H&W, PathWays or TBI Waiver. Providers that currently hold an A&D Waiver certification from the Division of Aging will be grandfathered into the PathWays Waiver and H&W Waiver and do not need to apply for a new certification for those programs. Providers with a TBI Waiver certification from the Division of Aging do not need to apply for a new TBI Waiver certification through the OMPP; their current Division of Aging certifications will continue to be honored.

3. *When is it necessary for providers to submit a request to add a service?*

A request to add additional services to an existing certification should be submitted for a provider that is currently providing services under the A&D Waiver (*grandfathered into the PathWays Waiver and H&W Waiver*) or TBI Waiver and wishes to add an additional service.

IMPORTANT NOTE: *When a currently certified provider completes the application to add a service, they should include all their current services, as well, to ensure that all services (existing as well as newly added) are reflected within the OMPP HCBS Certification Portal.*

4. For required background checks, how old can background checks be and still be accepted?

A background check needs to be completed within 90 days of the application submission date.

5. Is the current A&D Waiver certification accepted for the PathWays Waiver and H&W Waiver?

Yes, providers that are currently certified for the A&D Waiver will be grandfathered into the PathWays Waiver and H&W Waiver for existing services. A new certification letter is not required. Providers that use the OMPP HCBS Certification Portal for any changes to their certification will be provided a new certification letter reflecting the new waivers.

6. Do providers use both the OMPP HCBS Certification Portal and the IHCP Provider Healthcare Portal?

Yes, providers will be required to apply for certification through the OMPP HCBS Certification Portal and apply for enrollment with the IHCP through the IHCP Provider Healthcare Portal (IHCP Portal) after the approved certification has been received.

7. If a provider has multiple enrolled service locations, do they need to create an account for each?

Yes, a separate OMPP HCBS Certification Portal account is required for each individually enrolled location.

8. How often are waiver agencies required to recertify with the OMPP?

Recertification will occur every three years. The recertification process will take place through the OMPP HCBS Certification Portal. Providers that have not created an account through the OMPP HCBS Certification Portal will be contacted via the email address provided to the IHCP to initiate the process.

9. Where can document requirements be found?

Providers can locate document requirements for each individual service in the [OMPP HCBS Certification Portal](#).

10. What formats are accepted for file upload?

The following file formats are accepted for upload in the portal:

- Microsoft Word (.doc, .docx)
- Adobe Acrobat Portable Document Format (.pdf)

11. If I submitted an application through the Division of Aging, do I need to resubmit through this portal?

Applications submitted to the Division of Aging will continue to be processed in the order in which they are received. As of May 13, 2024, all new applications must be submitted to the OMPP.

12. How do providers get added to the H&W and TBI pick list?

Upon completing certification and enrollment with the IHCP, an agency will be directed to contact the FSSA at BDSPROVIDERSERVICES@FSSA.IN.GOV. This will allow the agency to be added to the pick list along with any additional items required by the Division of Disability and Rehabilitative Services (DDRS). Agencies will not go through the Bureau of Disabilities Services (BDS) certification process for the H&W Waiver or TBI Waiver.

Upcoming webinar

Providers may attend an IHCP Live webinar to learn more about the new portal (see Table 1).

Table 1 – Webinar for OMPP HCBS Certification Portal

Date	Time (Eastern Time)	Registration link
Wednesday, June 5, 2024	10 a.m. – 11:30 a.m.	Register for webinar

QUESTIONS?

If you have questions about this publication, please contact Customer Assistance at 800-457-4584.

COPIES OF THIS PUBLICATION

If you need additional copies of this publication, please download them from the [IHCP Bulletins](#) page of the IHCP provider website at in.gov/medicaid/providers.

SIGN UP FOR IHCP EMAIL NOTIFICATIONS

To receive email notices of IHCP publications, subscribe by clicking the blue subscription envelope or sign up from the [IHCP provider website](#) at in.gov/medicaid/providers.

