

IHCP *bulletin*

INDIANA HEALTH COVERAGE PROGRAMS BT202577 JUNE 3, 2025

IHCP reminds HCBS waiver providers of certification and enrollment guidelines

The Indiana Health Coverage Programs (IHCP) is issuing reminders to 1915(c) Home- and Community-Based Services (HCBS) waiver providers about certification and provider enrollment best practices and expectations.

As outlined in *IHCP Bulletin* [BT202456](#), the first step to enrolling in the IHCP as an HCBS waiver provider is to become certified with the appropriate Indiana Family and Social Services Administration (FSSA) division for the applicable waiver services:

- *For Indiana PathWays for Aging (PathWays), Health & Wellness (H&W) or Traumatic Brain Injury (TBI) waiver services* – Apply for certification with the Office of Medicaid Policy and Planning (OMPP) using the [OMPP HCBS Certification Portal](#).
- *For Community Integration and Habilitation (CIH) Waiver or Family Supports Waiver (FSW) services* – Contact the Division of Disability and Rehabilitation Services (DDRS) Bureau of Disability Services (BDS) at BDSproviderservices@fssa.in.gov.



After receiving a *Waiver Service Certification Letter*, the provider may then apply to enroll in the IHCP, either online, using the IHCP Provider Healthcare Portal (IHCP Portal), or by mail, using the appropriate provider enrollment packet (for details, see the [Provider Enrollment](#) provider reference module at in.gov/medicaid/providers).

The following sections provide additional details about the certification and enrollment process for HCBS waiver providers.

Enrollment effective dates

An HCBS waiver provider's enrollment effective date with the IHCP will automatically match the certification date, by service, for each certified service. This date will be indicated in the certification letter issued by the OMPP or DDRS BDS. The provider does not need to request a retroactive enrollment date when applying to the IHCP. If a provider questions their IHCP enrollment effective date, they should contact Gainwell Technologies and request a correction, if needed.

IHCP Provider ID versus National Provider Identifier usage

HCBS waiver providers are unable to add a National Provider Identifier (NPI) to their IHCP enrollment profile. All HCBS waiver providers are required to bill for services using their IHCP Provider ID, which is assigned during IHCP enrollment.

Secondary Specialties

HCBS waiver providers will receive provider secondary specialties corresponding to all services for which they are certified. If a provider does not wish to enroll with a certified service, the provider must contact the certifying FSSA division to have that service removed from their certification:

- For PathWays, H&W or TBI waiver services:
[OMPP HCBS Certification Portal](#)
- For CIH Waiver or FSW services: contact
BDSproviderservices@fssa.in.gov

All providers will automatically be enrolled with Money Follows the Person (MFP) demonstration grant services corresponding to all the provider's certified services, even if the certification letter does not reflect MFP services.



Address changes

An HCBS waiver provider that undergoes a service location change must contact the certifying FSSA division and receive an updated certification prior to updating their provider profile information with Gainwell Technologies. This is to ensure that the provider furnishes Gainwell with an updated certification letter that accurately reflects the provider's service location.

For providers interacting with the OMPP HCBS Certification Portal for the first time during an address change, all previously certified services and provider policies and procedures will be reviewed to ensure appropriate compliance with HCBS regulations. Any future address changes will be considered demographic updates without a full review.

Standalone IHCP enrollments

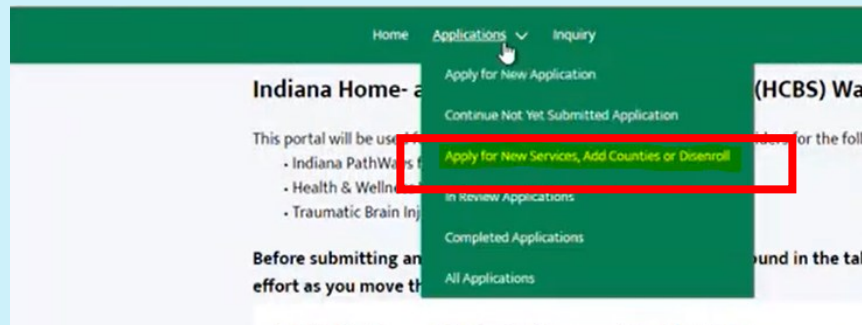
HCBS waiver providers may be certified to provide a facility-based service (such as Adult Day Services, Adult Family Care, Assisted Living or Structured Day Program) as well as other waiver services. These providers are required to follow the following enrollment rules:

- *If the provider performs all HCBS business out of one location* – The provider can be certified and enrolled through one location receiving one IHCP Provider ID.
- *If the provider does HCBS business outside of a facility-based location* – The provider must enroll each separate service location for which business is conducted for a specific service. For example, if the provider is certified for Adult Family Care at a facility location and is seeking certification for Attendant Care at a separate business location, these locations are to be certified and enrolled separately in IHCP.

Adding services for established organizations

IHCP-enrolled HCBS waiver providers may, at some point, wish to add additional waiver services (secondary specialties) to their existing enrollment for a given service location. To do so, they will first need to apply to the OMPP or DDRS BDS to be certified for the service. For H&W, PathWays and TBI waiver providers, this process is performed on the OMPP HCBS Certification Portal, using the **Add Services** option (see Figure 1) for their existing account at that service location, and completing the appropriate application for certification of the new service.

Figure 1 – Add Services option for existing account



After the certification is complete, the provider can submit an update to add the new secondary specialty to their IHCP provider enrollment profile for the applicable service location, using the IHCP Portal or by submitting the appropriate update form by mail.

Enrolling multiple locations or entities

An entity is the legal structure under which a business operates. Locations refer to the different business locations that are associated with each entity.

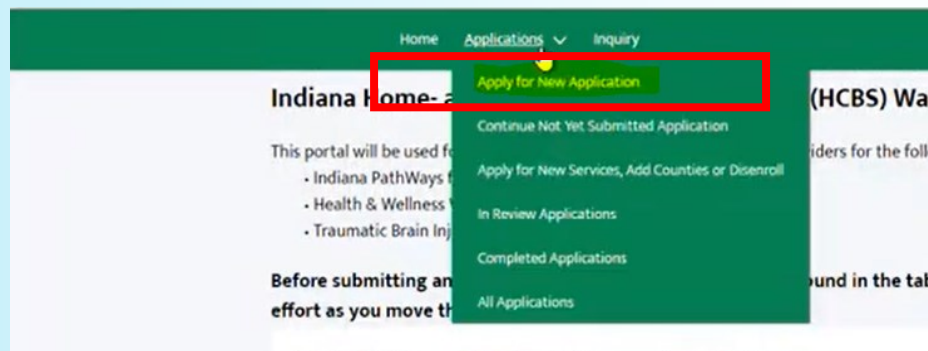
Each location for each HCBS waiver entity must be separately certified by the OMPP or BDS, and then individually enrolled in the IHCP and assigned a unique Provider ID. The following sections describe procedures for H&W, PathWays and TBI waiver providers to enroll services for different locations under the same entity or enroll different entities using the OMPP HCBS Certification Portal.

Enrolling service for different locations under the same entity

H&W, PathWays and TBI waiver providers enrolling to deliver services for different locations under the same entity will only be required to create one account on the OMPP HCBS Certification Portal. This account must be created using an email that is unique to the agency.

If new locations are associated with the same entity, all applications for new locations can be stored historically within the account. Each new location will require a “new application” to be submitted.

Figure 2 – Apply for New Application option on OMPP HCBS Certification Portal



A new application must be completed for every new location under the same entity before that location can be enrolled in the IHCP to be assigned a Provider ID. This step ensures the ability to add services to the correct location and IHCP Provider ID in the future.

All information will remain historically in the system with the correct certifications and IHCP Provider IDs assigned to each location.

The Add Services option (see [Figure 1](#)) is only available for a new location after the initial application for that location has successfully been certified for the services indicated, and that location has been enrolled with the IHCP and assigned an IHCP Provider ID.

Enrolling different entities

The OMPP HCBS Certification Portal requires providers to create unique separate accounts for different entities applying for OMPP HCBS certification.

Providers will be required to create separate accounts using a unique email associated with each different entity. This process ensures certification letters will remain correctly within the system for each different entity.

Providers will be able to add services for each entity after OMPP HCBS certification and IHCP enrollment are completed.

Providers should take the correct steps when creating their account for OMPP HCBS certification to ensure prevention of future billing and enrollment issues.

For more information

For questions about OMPP Certification, providers can email OMPPwaiverCertification@fssa.in.gov. If they have an account on the OMPP HCBS Certification Portal, they can submit an inquiry through the portal.

QUESTIONS?

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

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