



# **BDDS POLICY**

## **Provider Reverification for Accredited Waiver Services**

**Policy Number:** 2020-01-R-001

**Effective Date:** February 9, 2020

**Revision History:** v02\_October 4, 2021

**Purpose:** To clarify that approved providers of home and community-based waiver services that are accredited by one of the accrediting bodies listed in Indiana Code 12-11-1.1-1(j) must meet the specified requirements of the Division of Disability and Rehabilitative Services (DDRS) and Bureau of Developmental Disabilities Services (BDDS) for reverification to continue to be authorized to offer these accredited services to individuals with intellectual and developmental disabilities.

**Scope:** BDDS Staff, BQIS Staff, Waiver Providers

### **Policy Statement(s):**

A. For a new provider:

1. Prior to the expiration of the provider's first year of approval as a BDDS provider, the provider must submit to BDDS, or its designee, evidence of accreditation survey dates scheduled with an approved national accreditation body for each applicable service. If the scheduled survey is delayed by the national accreditation body, due to no fault of the provider, the provider must notify BDDS or its designee in writing and submit supporting documentation from the national accreditation body of the delay. BDDS or its designee must receive written notice of any changes to the survey schedule within seven (7) business days of the provider receiving notice from the national accrediting body of a change in the date of the survey.
2. Failure by the provider to participate in the scheduled survey or to obtain the required accreditation with the national accreditation body during the scheduled survey shall result in the provider not being authorized to continue to provide services to individuals for any services for which the provider is not in compliance and/or being subject to a moratorium on new admissions, in accordance with 460 IAC 6-7-3; and may result in issuance of a citation of violation as permitted under Indiana Code 12-11-1.1-11, which may include civil sanctions and/or termination as

a BDDS provider.

3. Within ninety (90) days following the accreditation survey date(s), the provider must submit to BDDS, or its designee, all accreditation documentation including, but not limited to, accreditation progress updates and accreditation determinations (i.e. the accreditation award notice, survey reports, audit reports, etc.). If the accreditation survey documentation is delayed by the national accreditation body, due to no fault of the provider, past the initially established timeframe, the provider must notify BDDS, or its designee, in writing and submit supporting documentation from the national accreditation body of the estimated timeframe.
4. Within ninety (90) days following the accreditation award notice date, the provider must submit to BDDS, or its designee, the completed quality improvement plan (i.e. BA Plan, QIP, etc.), if applicable.
5. Prior to the expiration of the provider's first year of approval as a BDDS provider, and thereafter based on the provider's accreditation term, the provider shall be subject to a review of its provider data, including but not limited to the following topics:
  - Financial documentation;
  - Complaint investigations;
  - Incident reports;
  - Mortality reviews;
  - Any outstanding issues that endanger the health or safety of an individual receiving services from the provider, this would include corrective action plans and sanctions; and
  - Annual satisfaction surveys of individuals receiving services from the provider, including records of findings and documentation of efforts (or planned efforts) to improve service delivery in response to the surveys, according to 460 IAC 6-10-10.

B. Providers with a current accreditation term of three (3) or more years:

1. Shall be subject to a review of its provider data at year (4). The review of its provider data shall include, but is not limited to, the following topics:
  - Complaint investigations;
  - Incident reports;
  - Mortality reviews; and
  - Any outstanding issues that endanger the health or safety of an individual receiving services from the provider, this would include corrective action plans and sanctions.
2. At year two (2) and year four (4), the provider must submit the following to BDDS, or its designee, for review.

- Confirmation of provider location(s), contact information, and BDDS approved services;
  - The financial information required by 460 IAC 6-11-2 and 6-11-3;
  - A copy of the annual satisfaction survey of individuals receiving services from the provider for the prior two years, including records of findings and documentation of efforts (or planned efforts) to improve service delivery in response to the surveys, according to 460 IAC 6-10-10; and
  - As requested by BQIS, policies created or updated since its last reverification with substantive revisions since the last review.
- C. Providers adding a service requiring accreditation OR with a current accreditation term of less than three (3) years:
1. Shall be subject to a review of its provider data at year two (2). The review of its provider data shall include, but is not limited to, the following topics:
    - Complaint investigations;
    - Incident reports;
    - Mortality reviews; and
    - Any outstanding issues that endanger the health or safety of an individual receiving services from the provider, this would include corrective action plans and sanctions.
  2. Annually, the provider must submit the following to BDDS, or its designee, for review.
    - Confirmation of provider location(s), contact information, and BDDS approved services;
    - The financial information required by 460 IAC 6-11-2 and 6-11-3;
    - A copy of the annual satisfaction survey of individuals receiving services from the provider, including records of findings and documentation of efforts (or planned efforts) to improve service delivery in response to the surveys, according to 460 IAC 6-10-10; and
    - As requested by BQIS, policies created or updated since its last reverification with substantive revisions since the last review.
- D. If BDDS identifies compliance issues during its review of the provider's data, BDDS shall issue the provider a notification of citation(s) and/or sanction(s) that must be addressed prior to being re-verified as a provider of accredited services, according to Indiana Code 12-11-1.1-11.
- E. After the provider has addressed all citations and/or sanctions, the provider shall be required to execute provider agreement with DDRS. The provider must execute the provider agreement to complete the reverification process. Failure to execute the provider agreement shall result in the provider not being re-verified.

- F. If the provider fails to meet the requirements for reverification, the provider shall be subject to any citations and/or sanctions BDDS is authorized to issue under Indiana Code 12-11-1.1.11.
- G. The provider must also maintain proper enrollment through the Office of Medicaid Policy and Planning (OMPP) enrollment process. OMPP provider enrollment is a separate process overseen by OMPP.

**Definitions:**

"BDDS" means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

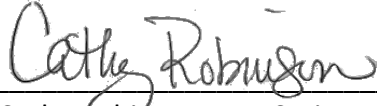
"BQIS" means Bureau of Quality Improvement Services as created under IC 12-12.5-1-1.

"DDRS" means the Division of Disability and Rehabilitative Services as established by IC 12-9-1-1.

"Provider" has the meaning set forth in 460 IAC 6-3-42.

**References:**

- IC 12-9-2-3
- IC 12-9-1-1
- IC 12-11-1.1-1
- IC 12-28-5
- 460 IAC 6-6-5
- 460 IAC 6-7-3
- 460 IAC 12-7
- 460 IAC 6-10-10
- 460 IAC 6-11-3
- DDRS Policy: Incident Reporting & Management
- DDRS Policy: Complaint Investigations BQIS
- DDRS Policy: Mortality Review

Authorized by:  on: 10/4/2021  
 Cathy Robinson, BDDS Director Date

  
 Kim Opsahl, DDRS Director