

Process Overview:

The Division of Developmental Disabilities Services (DDDS) in conjunction with the Delaware Medical Assistance Program has established a process for the **initial** authorization of a service provider who seeks to offer one or more services contained within the DDDS Home and Community Based Services (HCBS) 1915(c) Waiver as approved by the Centers for Medicare and Medicaid Services (CMS). The DDDS HCBS 1915(c) Waiver control number is 009.

Service providers can be for profit and non-profit business organizations, or limited liability partnerships unless otherwise specified in a Request for Services which shall supersede any information contained within this packet (removed individual proprietor).

This is a two-step process that serves to authorize prospective agencies to provide DDDS HCBS 1915(c) services as well as simultaneously enrolls them as a Delaware Medicaid Provider through Delaware's fiscal intermediary, Hewlett Packard (HP). Therefore, all conditions must be successfully met by the prospective provider before authorization is granted by the DDDS/DMMA (HP). The successful completion of the required information shall result in a contract with HP, complete with an assigned provider number. The DDDS will also issue a separate contract for services and contract items that are non-Medicaid reimbursable.

The terms and conditions in both contracts must be met in order to remain an authorized and enrolled provider. Both of these contracts are available for review at www.state.de.us/dhss/ddds/index.html.

The current services authorized in the DDDS HCBS 1915(c) Waiver include the following:

1. Clinical Consultative Services:
 - RN Consultative Services
 - BA Consultative Services
2. Day Habilitation
3. Prevocational Services
4. Supported Employment Services
5. Residential Habilitation:
 - Neighborhood Group Home
 - Staffed Apartment
 - Supervised Apartment
 - Shared Living

Authorized/enrolled providers can be selected by individuals eligible for DDDS services and their families, advocates etc. to be their provider of choice. An individual receiving service may select different providers for different services but cannot choose more than one provider for a service (i.e. cannot choose two Registered Nurses for clinical services).

However, since selection is based on choice the State of Delaware and its agents cannot guarantee that an authorized/enrolled provider will be selected. Therefore, the DDDS shall host “provider fairs” (at least twice annually) so that service recipients and their families can meet authorized providers in person. The DDDS also strongly encourages its authorized providers to market their businesses as much as possible to gain visibility in the community.

Once a provider has received authorization and is enrolled they shall be added to a ***Directory of Authorized Providers*** which is posted on the DDDS website. The information contained within this Directory shall list the provider name, contact information and may also include a link to that provider’s website.