



PROVIDER REVERIFICATION PROCESS

DOCUMENT SUBMISSION GUIDE

TABLE OF CONTENTS

I.	Directions.....	3
II.	Annual Documents.....	3-4
	A) BDDS Waiver Provider Information.....	3
	B) Organizational Chart.....	3
	C) Indiana Secretary of State.....	3
	D) Financial Information.....	3-4
	E) Insurance Documentation.....	4
	F) Annual Satisfaction Survey.....	4
	G) Policies updated since last reverification.....	4
	H) Annual accreditation report, as applicable.....	4
III.	Reverification Determination Year (Year 2 or 4).....	4
	A) DDRS Service Provider Agreement.....	4
	Exhibit A: Creating a Zip file.....	5-6

I. DIRECTIONS

- A. Compile the required documents.
- B. Each document must be saved as a separate file, labeled appropriately, saved in a folder, and attached as a zip file to the email. Directions on creating a zip file are available in Exhibit A.
- C. Email all documents to BQISReporting@fssa.in.gov.
 - **Note:** *Email attachments cannot exceed 40mb.* Depending on the size of the documents, multiple emails may be necessary. If multiple emails are required, label each email to indicate which one it represents out of the total number of emails to be sent. (Example: "Email 1 of 3", "Email 2 of 3", "Email 3 of 3")
 - **Note:** *BQIS is unable to retrieve documents form Dropbox, OneDrive, Google Docs, etc.*

II. ANNUAL DOCUMENTS

- A. BDDS Waiver Provider Information (Attachment B)
 1. Review the following and update as needed:
 - Address(es)
 - Contact Name(s)
 - Phone Number
 - Fax Number
 - Additional Contacts
 - Additional Phone Numbers
 - Additional Emails
 - Counties
 - Services
 2. Sign and date the document
 3. Scan and save as a PDF file
 4. Name the file: *Provider Name_Provider Info_Date*
- B. Organizational Chart
 1. Name the file: *Provider Name_Organizational Chart_Date*
- C. Indiana Secretary of State documentation
 1. Name the file: *Provider Name_Indiana Secretary of State_Date*
- D. Financial Information
 1. Current Financial Status; (*Source: Annual Audit, Bank Statements, or Tax return*)
 2. Current Expenses and Revenues; (*Source: Annual Audit or Bank Statements*)
 3. Projected budgets outlining future operations; (*Source: Operating Budget*)

4. Credit history and the ability to obtain credit; (*Source: Annual Audit or Line of Credit through a financial institution*)
 5. Documented ability to deliver services without interruption for at least two (2) months without payment for services; (*Source: Annual Audit, Bank Statements, or Tax Return*)
 6. More than one financial document will need to be submitted.
 - Name the file: *Provider Name_Financial_Source Type_Date*
 - Example: A Good Company_Financial_Annual Audit_02.25.2020
- E. Provider's Insurance documentation
1. Name the file: *Provider Name_Insurance_Date*
- F. Annual Satisfaction Survey
1. Blank copy of annual satisfaction survey
 - Name the file: *Provider Name_Annual Survey_Date*
 2. Survey implementation date, Survey response due date, and Record of findings (e.g. spreadsheet of responses with totals for each question, etc.)
 - Name the file: *Provider Name_Annual Survey Findings_Date*
 3. Documentation of efforts (or planned efforts) to improve service delivery (e.g. improvement plan, evidence of efforts, etc.)
 - Name the file: *Provider Name_Annual SS Improvement Plan__Date*
- G. All policies created or updated since its last reverification with substantive revisions since the previous year (Note: please do not send the entire policy manual). If BQIS is expecting a particular policy to be submitted, the policy will be requested in the initial letter.
1. Name the file: *Provider Name_Policy Name_Date*
- H. Annual accreditation status report (if applicable) (460 IAC 6-10-3).
1. Name the file: *Provider Name_Annual Accreditation Status Report_Date*

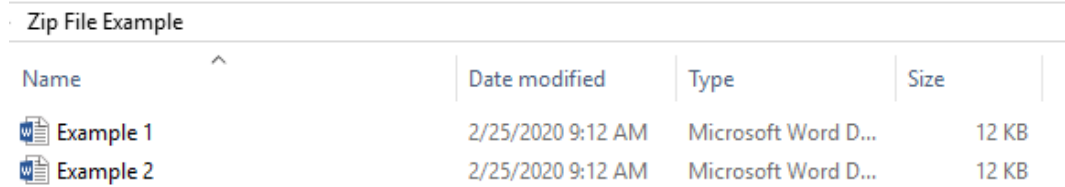
III. REVERIFICATION DETERMINATION YEAR (YEAR 2 OR 4 ONLY)

- A. DDRS Service Provider Agreement
1. Complete and sign pages 1 and 4 of the agreement
 2. Scan and save as a PDF file
 3. Name the file: *Provider Name_Provider Agreement_Date*

EXHIBIT A: CREATING A ZIP FILE

1. Open File Explorer
2. Save the necessary files into one folder (Figure A)

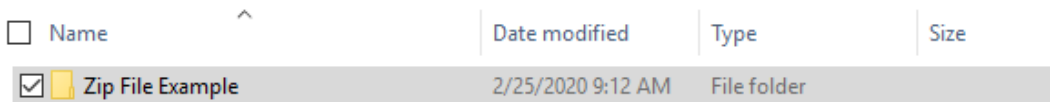
Figure A



Name	Date modified	Type	Size
Example 1	2/25/2020 9:12 AM	Microsoft Word D...	12 KB
Example 2	2/25/2020 9:12 AM	Microsoft Word D...	12 KB

3. To select the folder you want to make a **zip file**, left click on the name of the folder. The folder will become highlighted (Figure B)

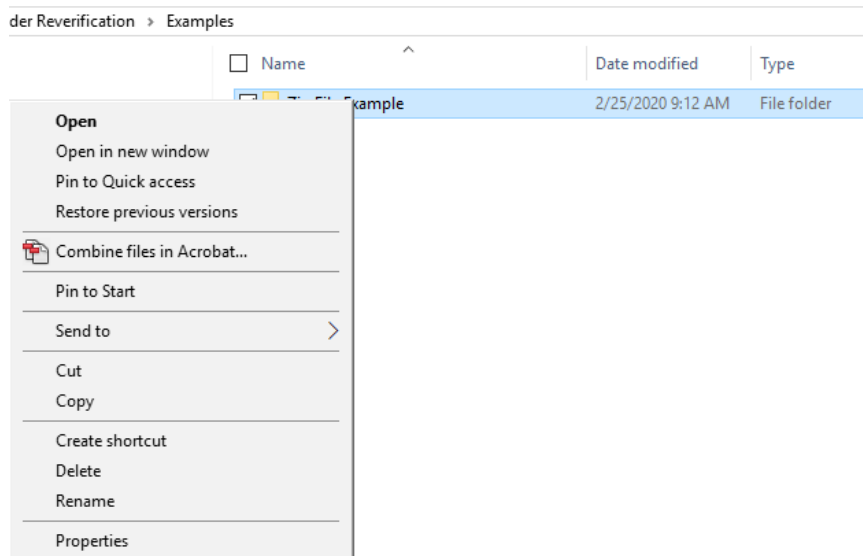
Figure B



<input type="checkbox"/> Name	Date modified	Type	Size
<input checked="" type="checkbox"/> Zip File Example	2/25/2020 9:12 AM	File folder	

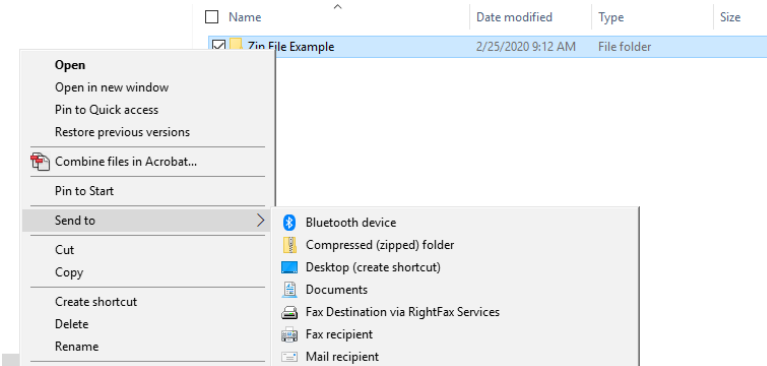
1. Right click on selected folder and a menu will appear (Figure C)

Figure C



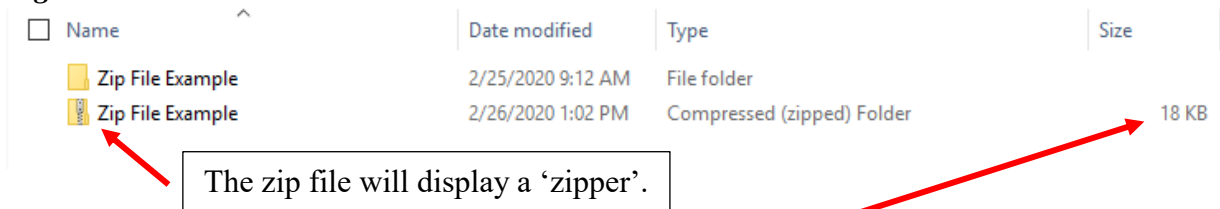
2. In the menu, click on the arrow to the right of “Send to”. A menu will appear (Figure D)

Figure D



3. Select “Compressed (zipped) folder”. The selected folder will become a zip file. (Figure E)

Figure E



4. Check the size of the zip file to ensure it does not exceed 40 MB. If the zip file exceeds the 40 MB limit, the original folder must be split into two folders and multiple zip files created.