

# Submission of Disclosure for Housing with Services Establishments (State Form 49028) and Alzheimer’s and Dementia Special Care Unit (State Form 48896)

**Target Audience:** Facility Filer and Facility Verifier

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# 1 Overview

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## 1.1 Purpose

The Disclosure for Housing with Services Establishments (State Form 49028 required by IC 12-10-15) and the Alzheimer's and Dementia Special Care Unit (State Form 48896 required by IC 12-10-5.5) must be submitted by facilities providing these services to comply with State of Indiana requirements. This job aid assists in the submission of these forms.

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## 1.2 Facilities Required to Submit Disclosure forms

### **Disclosure for Housing with Services Establishments (State Form 49028)**

Indiana Code 12-10-15-10 requires any Indiana State Department of Health (ISDH) licensed and unlicensed residential care facility meeting the Housing with Services Establishments criteria to submit an annual *Disclosure for Housing with Services Establishments* (State Form 49028) to the Division of Aging.

Per Indiana Code 12-10-15-3, "Housing with Services Establishment" is defined as an establishment providing sleeping accommodation to at least five (5) residents and offering or providing for a fee (whether directly or indirectly):

- (1) at least one (1) regularly scheduled health related service; or
- (2) at least two (2) regularly scheduled supportive services

**Required submitters generally include assisted living facilities.** For exceptions and additional information visit:

<http://iga.in.gov/legislative/laws/2019/ic/titles/012#12-10>

### **Alzheimer's and Dementia Special Care Unit disclosure (State Form 48896)**

Indiana Code 12-10-5.5-3 requires any health facility that provides or offers Alzheimer's or dementia special care to submit the *Alzheimer's and Dementia Special Care Unit disclosure* (State Form 48896) annually to the Division of Aging. Required submitters are generally either assisted living facilities or skilled nursing facilities. For more information visit:

<http://iga.in.gov/legislative/laws/2019/ic/titles/012#12-10-5.5>

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## 1.3 Process Overview

1. Facility designates personnel to add/update, review, and submit forms.
2. Facility accesses forms in database via INconnectAlliance.org (only online forms are accepted).
3. Facility personnel completes and submits online forms to the Division of Aging.
4. Division of Aging reviews and approves forms.

5. Facilities with approved State Form 49028 forms are listed on INconnect Alliance public search website.
6. Facility personnel must renew forms annually and update content changes throughout the year when needed.

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## 1.4 Roles Overview

Facilities designate personnel to fulfill the Filer and Verifier roles (one person may perform both roles).

**Filer:** completes new forms, updates existing forms, and prepares forms for renewal. Saved forms are automatically moved to the Verification Requested status.

**Verifier:** opens completed forms from Filer, reviews for accuracy and completeness, and submits form to Division of Aging. A Verifier also has Filer privileges and may complete forms.

**State Administrator (Division of Aging):** reviews form for completeness and if deemed complete, approves form.

## 2 Accessing the Database

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### 2.1 First-time Login for All Skilled Nursing Facilities and “existing” Assisted Living Facilities

“Existing” Assisted Living Facilities: facilities that have completed State Form 49028 prior to Sept. 2018.

Follow these steps in order to gain access to the database where the forms are housed and manage your facility’s activities pertaining to these forms:

1. Contact the Division of Aging at 317-232-7020 or email [DAComments@fssa.in.gov](mailto:DAComments@fssa.in.gov) to request an INconnect Alliance Facility Invitation to access your facility.
  - a. If you require access to multiple facilities, you will need to request invitations to each facility. Separate emails with links will be sent for each facility. Once your profile account is established and invitation accepted, you will have access to view all requested facilities under one account.
2. Receive email from “No Reply” ([no\\_reply@in.gov](mailto:no_reply@in.gov)) with subject “INconnect Alliance Facility Invitation.”
3. Select “Accept Invitation.” This will enable you to access the database.
4. First-time users may create an account by selecting “Don’t Have an Account? Sign-Up Now.”

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### 2.2 First-time Login for a New Assisted Living Facility or Assisted Living Facility User

New facility: Any Assisted Living Facility that has not previously completed State Form 49028.

- a. Go to the [INconnectAlliance.org](http://INconnectAlliance.org) website
- b. Select the “Housing with Services” button
- c. In the upper right corner, click “Log In”
- d. Select “Don’t Have an Account? Sign-Up Now” to set up username and password

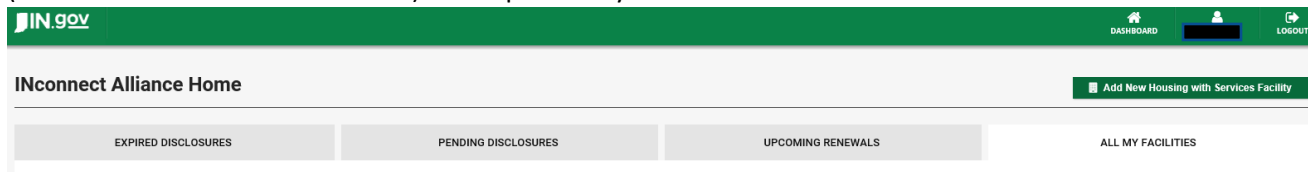
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### 2.3 On-going Login for ALL Database Users

1. Go to the [INconnectAlliance.org](http://INconnectAlliance.org) homepage and select “Housing with Services” button. Alternatively, if received an email from [noreply@in.gov](mailto:noreply@in.gov), you can click the link provided through the “INconnect Alliance Facility Invitation” email.
2. In the upper right corner, click “Log In.”
  - a. First-time users will create an account by selecting “Don’t Have an Account? Sign Up Now.”
  - b. Existing users will log in with their username and password.

## 2.4 Dashboard

- Once logged in to your account, most users will see a Dashboard view similar to the figure below (Verifiers will have additional tabs). Multiple facility's info can be viewed within one Dashboard.



- The **Expired Disclosures** tab lists all expired forms for your facilities.
- The **Pending Disclosures** tab lists all forms in pending (draft) mode.
- The **Upcoming Renewals** tab lists the forms within the allowable renewal time-frame.
- The **All My Facilities** tab lists all your facilities, including those currently Approved.

## 3 Filer Role – Disclosure of Housing with Services or Special Care Unit Form

### 3.1 Adding a New a Form

- From Dashboard, select either **Add New Housing with Service Facility** or **Add New Memory Care Unit**.
- Complete all information fields.
  - Filer can log out of the system and return to complete the form at a later time. The draft form can be retrieved from the Pending Disclosures or All My Facilities tab on the Dashboard. To continue entering information on the form, click **Edit**.
- Once complete, click **Submit**. The completed form can now be verified. If you are also the Verifier submitting the form at this step, it will be sent directly to the State Administrator for approval.

### 3.2 Updating or Amending an Approved Form

- From Dashboard, select the **All My Facilities** tab.
- Select the desired facility.
- Click **Edit** and update as needed.
- Once complete, click **Submit**. The completed form can now be verified. If you are also the Verifier submitting the form at this step, it will be sent directly to the State Administrator for approval.

### 3.3 Renewing a Form

- From Dashboard, select the **Upcoming Renewals** tab. If there are no forms on the Upcoming Renewals tab, you have no forms that are eligible for renewal yet.

- a. Disclosures for Housing with Services are “Renewable” in the four (4) months prior to the form’s expiration.
- b. Alzheimer’s/ Dementia Special Care Unit forms are “Renewable” in the month of December each year.

*Note: You will receive two renewal reminder emails from No Reply ([no-reply@in.gov](mailto:no-reply@in.gov)) during the renewable window.*

- 2. Select the desired facility and form.
- 3. Click **Renew** and update as needed.
- 4. Once complete, click **Submit**. Your completed form can now be verified. If you are also the Verifier submitting the form at this step, it will be sent directly to the State Administrator for approval.

## 4 Verifier Role – Reviewing and Approving a Form

### 4.1 Reviewing and Approving Forms

- 1. From Dashboard, click **Disclosures Needing Approval** tab. This tab shows the daily work queue for forms submitted by a Filer.
- 2. Click **View** to review a form.
  - a. If form needs more information, click **Open Notes & Attachments**, then + **Add New Note**. To minimize the form notes, click **x Close Notes & Attachments**. This will return the form to the Filer’s Dashboard with the status “Need More Information.”
- 3. Click **Approve** to submit completed form to the State Administrator.
- 4. Monitor notifications received by the State Administrator.
  - a. If State Administrator has questions or requires more information, the form will return to Dashboard with status “Need More Information.” Respond to inquiry and click **Submit**.
  - b. Verifier will receive email from State Administrator when the form is Approved.

## 5 Managing Forms

### 5.1 Form Status

- 1. Form on your Dashboard will have one or more of the following statuses:

<b>Renewable</b>	<p>Form is within the updatable window.</p> <p><b>Disclosure for Housing with Services form:</b> form may be renewed (i.e. updated) within 120 days prior to its expiration which is four (4) months after the end of the facility fiscal year. During renewal period, the form is still deemed Approved and information remains available on the INconnect Alliance public search website.</p>
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	<b>Alzheimer's and Dementia Special Care Unit form:</b> form may be renewed (i.e. updated) only during the period December 1 <sup>st</sup> to December 31 <sup>st</sup> .
<b>Approval Requested</b>	Form has been submitted by Verifier and awaiting State Administrator approval.
<b>Approved</b>	Form has been Approved by State Administrator.  <b>Note:</b> when form is available for renewal the form status will automatically change to Renewable; however, the form is still deemed Approved and information remains available on the INconnect Alliance public search website.
<b>Expired</b>	Form was not renewed during the renewable period. Expired forms cannot be brought up to date. To become current, a facility must submit a new form.  <b>Note:</b> If the Housing with Services Disclosure form expires, any associated Alzheimer's and Dementia Special Care Unit form expires as well (as there is no longer an associated facility). See Expired Disclosures section 5.2 below.  <b>Disclosure for Housing with Services form:</b> expires four months after the end of the facility's fiscal year end – no exceptions. Expired Disclosure for Housing with Services forms are automatically removed from the INconnect Alliance public search website.  <b>Alzheimer's and Dementia Special Care Unit form:</b> expires December 31 <sup>st</sup> of each year or when an associated Disclosure for Housing with Services form is expired.
<b>First Expiration Notified</b>	Automated email reminder from No Reply ( <a href="mailto:no-reply@in.gov">no-reply@in.gov</a> ) was sent regarding upcoming expiration.
<b>Needs More Information</b>	State Administrator has determined form is not complete and has requested additional information from the facility.
<b>Pending</b>	Form is in a draft mode since data entry is not complete. Pending forms can be saved and accessed later for completion. State Administrator cannot access pending forms.
<b>Pending Renewal</b>	A Filer or Verifier has started the process to renew an existing Approved form. Pending forms can be saved and accessed later for completion; however, forms not completed within the Renewable period will expire and require a new form submission (see Renewable and Expired status explanations above). State Administrator cannot access pending forms.
<b>Second Expiration Notified</b>	Automated email reminder from No Reply ( <a href="mailto:no-reply@in.gov">no-reply@in.gov</a> ) was sent 15 days prior to expiration.
<b>Verification Requested</b>	Once a Filer has completed a form, the form remains in this status until Verifier approves form.

## 5.2 Expired Disclosures

1. From the Dashboard, click **Expired Disclosures** tab. This tab lists all expired disclosures.

2. Click **View** to review an expired form.
3. To remain current, you must start the form submission process again by creating a new facility by clicking “Add New Housing with Services Facility” (or “Add New Memory Care Unit” for skilled nursing facilities). See sections 3 and 4 above.
4. *If you are a Housing with Services Establishment that had to recreate the facility and form due to the expiration, you will also need to resubmit the Alzheimer’s and Dementia Special Care Disclosure by clicking “Add New Memory Care Unit” once the Housing with Services Establishment disclosure is approved by the State Administrator.*

Expiration timeframes and notifications:

- a. **Disclosure for Housing with Services Establishments forms** expires four (4) months after the end of the facility’s fiscal year end—no exceptions. Expired forms are automatically removed from the INconnect Alliance public search website.
- b. **Alzheimer’s and Dementia Special Care Disclosure forms** expire December 31 of each year.
  - i. If this form is affiliated with a Housing with Services Establishment disclosure form that expires, this form will also expire in the system as there no longer is an approved facility linked to the special care unit.
- c. Facilities will receive two renewal reminder emails prior to expiration and if warranted, an email when a form expires with the subject “Attention: You have an Expired Form.”

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### 5.3 Viewing, Printing, or Saving Forms

1. From the Dashboard, click either the **Expired Disclosures** or **All My Facilities** tab.
2. Select the desired facility and form.
3. Click **View**.
4. Once the form opens, hover on the form until this appears:



5. Select the **Print** or **Save** icon.

## 6 Managing Users and Facilities

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### 6.1 Add New User

1. Click **Manage Facility** from any tab on your dashboard.
2. Click **Invite User** to access the form with the desired roles (privileges).



## 6.2 Update User Privileges

1. Click **Manage Facility** from any tab on your dashboard.
2. Click **Update User** to update the user's privileges for a particular facility.

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## 6.3 Update User Profile Information

1. Click **your name** in the upper right corner of the Dashboard to update your contact information. To update your email address:
  - i. Log in with your current user name (should be your current email address).
  - ii. Click **your name** in the upper right corner.
  - iii. Update the **Receive Email At:** field to your new email address.
  - iv. With this option, your old email address will remain as your user name; however, notifications will now be sent to the new email address.

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## 6.4 Closing a Facility

1. Click **Manage Facility** from any tab on your dashboard.
2. Click **x Close Facility**. This red button will remove this facility's information and any related forms from the database. Once a facility is closed, the information cannot be retrieved.

## 7 References

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### 7.1 FAQs

1. **I am new to my facility. How can I access our existing form?** A current Verifier for your facility can invite you to access the form via “Manage Facility” or contact 317-232-7020 or email [DAComments@fssa.in.gov](mailto:DAComments@fssa.in.gov) to request an invitation.
2. **If my Disclosure for Housing with Services Establishments expires, is the facility still accessible in the INconnect Alliance public search website?** No, once a form expires, the data is disabled and no longer viewable by the public. Additionally, the form is no longer able to be renewed and the process must start over with “Add New Housing with Services Facility.”
3. **Why do I have to create an entirely new facility by selecting “Add New Housing with Services Facility” if a form expires?** This is due to the design of the system. Once a form expires, that facility is no longer in compliance with Indiana Code 12-10-15 and therefore no longer active in the system. Only current, compliant facilities can renew.
4. **Why do I have multiple facilities with the same name? How do I know which is the correct facility to invite a new user to?** Multiple facilities with the same name will occur if a facility did not renew their form(s) in a timely manner and it expired. If you have more than one listing for your facility with the same name, select the facility with the status “Compliant” as this will provide access to the most current form.
5. **Why did my Alzheimer’s and Dementia Special Care Unit form expire before December 31?** If the HWS disclosure form expired, the memory care form will to because there is no longer an active facility in the system to link it to.
6. **Who can I contact with questions?** Contact the Division of Aging at 317-232-7020 or email [DAComments@fssa.in.gov](mailto:DAComments@fssa.in.gov).

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### 7.2 Troubleshooting

1. **Why can’t I submit an Alzheimer’s and Dementia Special Care Unit form?** A Special Care Unit (SCU) can be affiliated with a skilled nursing facility or an assisted living facility. An assisted living facility must have an approved Disclosure for Housing with Services form on file prior to submitting the SCU form. If the SCU is affiliated with a nursing facility, contact the State Administrator (317-232-7020 or email [DAComments@fssa.in.gov](mailto:DAComments@fssa.in.gov) to request an invite be sent for the nursing facility to begin the form submission process.
2. **Difficulty logging in?** Try these steps to address the issue:
  - a. Make sure you are attempting to log in via the correct link at [Housing with Services](#) or the “INconnect Alliance Facility Invitation” email from No Reply ([no-reply@in.gov](mailto:no-reply@in.gov)).
  - b. Try resetting your password by clicking Log In at [Housing with Services](#).

- c. If this does not work, contact 317-232-7020 or email [DAComments@fssa.in.gov](mailto:DAComments@fssa.in.gov).
3. **The email address on the Alzheimer’s and Dementia Special Care Unit form is incorrect and I can’t change it, what do I do?** These forms that are related to an assisted living’s Disclosure for Housing with Services form, the email address pulls from that form. The email address on the Disclosure for Housing with Services form must be updated (by amending the form and resubmitting). Once approved by the State Administrator, resubmit the memory care form and it will be automatically updated.