

IHCP *bulletin*

IHCP announces guidance for HCBS provider certification renewal process

The Office of Medicaid Policy and Planning (OMPP) will begin processing Home- and Community-Based Services (HCBS) provider certification renewal requests for the following waivers: Indiana PathWays for Aging (PathWays), Traumatic Brain Injury (TBI) and Health and Wellness (H&W).

Effective immediately, all HCBS provider certification renewal requests for PathWays, TBI or H&W waivers must be submitted through the OMPP HCBS Certification Portal. Provider compliance reviews are required by all HCBS waiver providers every three years. Noncompliance with this process will result in corrective action and ultimately decertification.

Providers will receive notification of their renewal three months prior to their due date. Notification will come via email either through the portal if an account is already created or through the certification team if an account is not already created. See *Indiana Health Coverage Programs (IHCP) Bulletin [BT202456](#)* for instructions and more information about the OMPP HCBS Certification Portal. Table 1 outlines the steps needed to complete certification renewal.



Table 1 – Provider certification renewal steps

Steps	Instructions
Preparation	Ensure that all documents are prepared and up to date with current compliance standards: see the Required Documents Definitions at in.gov/fssa/ompp .
Submission	<ul style="list-style-type: none">Log in to current portal account or create new portal account if needed at the OMPP HCBS Certification Portal. ⇒ You will be prompted to enter your IHCP Provider ID upon creating your account, so be sure to enter this information. This will associate the location with the IHCP Provider ID with your account.Navigate to the Applications option on the header and choose Apply for New Application. Choose Certification Renewal from drop down and select the location that is due for renewal.Submit all required documents and submit review on or before the due date as specified in your renewal notice email.
Additional Submission	Upon receipt of your application, an OMPP provider certification specialist will begin review. The specialist will request background check, TB test (if applicable), licensing (if applicable), and driver's license (if applicable) for a number of employees. Return these requested documents within five business days within the portal.

Failure to submit compliance review, incomplete compliance review submissions, and documents that are not in compliance with the requirements of the [Aging Rule \(Indiana Administrative Code 455 IAC 2\)](#) or the [Division of Disability and Rehabilitative Services Home- and Community-Based Services Waivers](#) and [Office of Medicaid Policy and Planning Home- and Community-Based Services Waiver: Indiana PathWays for Aging](#) provider reference modules will result in corrective action and could lead to decertification. If providers have questions, they can submit inquiries through the portal.

QUESTIONS?

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

COPIES OF THIS PUBLICATION

If you need additional copies of this publication, please download them from the [IHCP Bulletins](#) page of the IHCP provider website at in.gov/medicaid/providers.

SIGN UP FOR IHCP EMAIL NOTIFICATIONS

To receive email notices of IHCP publications, subscribe by clicking the blue subscription envelope or sign up from the [IHCP provider website](#) at in.gov/medicaid/providers.

