

How to Become an Independent Provider for Developmental Disabilities Services

What are developmental disabilities (DD) services?

The Division of Developmental Disabilities (DDD) responsible for the system of support in Nebraska for persons eligible for developmental disability services. DDD provides the funding for services and oversight of community-based providers.

DD services can be provided by either an independent or agency provider. Services focus on helping participants live the most independent lives possible. A list of services including definitions; limits on the amount, frequency, or duration; and provider requirements can be found in the Developmental Disabilities [Service Directory](#).

How do I become an independent provider?

First, review the requirements for independent providers to ensure you meet them. Requirements can be found on page 2 of this guide.

You must have a participant in mind to work with. That participant will connect you to DD Service Coordination, who will help you enroll. A referral to become a Medicaid provider will be sent to you by either DHHS Resource Development or a DDD staff. Complete and submit your Medicaid provider application on Medicaid's website. You must receive approval to provide Medicaid services. Instructions for enrollment are available [online](#).

You will complete the United States Citizenship Attestation Form, available from the Department of Administrative Services.

Before you are approved as a provider, you must provide a statement, signed and dated, listing any record of current charge(s), pending indictment(s), or conviction(s) regarding misdemeanor or felony actions. This includes details, dates, and disposition (such as parole, probation, incarceration, fine, community service). If services will be provided in your home, any adult regularly present in your home must provide a statement. You, or members of your household, cannot engage in or have a history of injurious behaviors or behaviors which may endanger the health or morals of a participant. Approval is not issued or cannot remain in effect if there is a conviction for, admission of, or substantial evidence of crimes against a child or vulnerable adult, crimes involving intentional bodily harm, or crimes involving the illegal use of a controlled substance.

Maximus Health Services and DHHS complete specific screens and background checks for Nebraska, as required by federal regulations. Information is available online regarding [provider screening and enrollment](#). The adult and child central registries are checked to determine if there are any substantiated reports of abuse or neglect by you. If you provide services in your own home, staff will check the central registries to determine if there are any substantiated reports of abuse or neglect by household members. If a report of abuse or neglect has been substantiated, you are not eligible to be a provider. If a report of abuse or neglect is substantiated concerning you or a member of your household (if services are provided in your home), your provider agreement will be terminated immediately. It is necessary to protect the health and safety of a participant. You receive a notice from DHHS. You cannot start working until you are contacted.

If you are a provider looking to work with an additional participant, you can let service coordination know; contact local advocacy groups or contact statewide resources:

- Nebraska Resources and Referral System (NRRS) is a database of agencies and service providers: www.nrrs.ne.gov.
- Nebraska 211 lists information regarding Health and Human Services agencies and services providers: www.ne211.org.

What do I need to know to be an independent provider?

As an independent provider, you will be employed by a participant. The participant is responsible for locating, hiring, firing, scheduling, training, and supervising you. A participant may choose anyone not legally responsible for them. Once a participant chooses you, DHHS has an approval process. You must meet requirements and have a service authorization.

The following services may be offered by an independent provider:

Adult Companion Service*

Assistive Technology

Consultative Assessment Service

Environmental Modification Assessment

Habilitative Community Inclusion*

Home Modifications

Homemaker Services

Prevocational Services*

In-Home Residential Habilitation*

Respite Service

Supported Employment – Follow Along*

Supported Employment – Individual*

Transitional Services

Transportation

Services with a star () are habilitative and include teaching. Additional provider requirements.*

As an independent provider, you must:

- Be age 19 or older and authorized to work in the United States;
- Not be a legally responsible individual or guardian for participant (parent if under age 19, guardian, or spouse);
- Not live with a participant if providing respite, homemaker, or home modifications;
- Have training in the following areas, and provide evidence upon request:
 - Abuse, neglect, and exploitation and state law reporting requirements and prevention;
 - Cardiopulmonary resuscitation; and
 - Basic first aid;
- Work drug-free;
- Provide service(s) as specified in a participant's Individual Support Plan (ISP);
- Accept a rate selected by participant; and
- Comply with billing requirements, including submitting thorough and accurate claims electronically.

In order to provide a habilitative (teaching) service, you must:

- Have a Bachelor's degree or equivalent coursework/training in: education, psychology, social work, sociology, human services, or a related field; OR
- Have four or more years of professional experience in the provision of habilitative services for persons with intellectual or other developmental disabilities (IDD), or habilitative program writing and program data collection/analysis, or four or more years of life experience in teaching and supporting an individual with IDD; OR
- Have any combination of education and experience identified above equaling four years or more.

If transportation is provided as part of any service, you must:

- Maintain the minimum vehicle insurance coverage as required by state law;
- Not have had your driver's or chauffeur's license revoked within the past three years; and
- Use your own personally registered vehicle to transport.