

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

GUIDANCE DOCUMENT

“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Nebraska Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.”

Pursuant to
Neb. Rev. Stat. § 84-901.03

How to Become an Independent Provider for Developmental Disabilities Services

The Division of Developmental Disabilities (DHHS-DD) is responsible for Nebraska’s developmental disability services for people who are eligible. DHHS-DD provides funding for services and oversight of community-based providers. Services are provided through Medicaid Home and Community-Based Services (HCBS) Waivers.

A participant is someone who is eligible for developmental disabilities services and is receiving services through a Medicaid HCBS developmental disabilities waiver.

What are developmental disabilities services?

Developmental disabilities services can be provided by either an independent or agency provider. Services focus on helping a participant live as independently as possible. A list of services including definitions; limits on the amount, frequency, or duration; and provider requirements are in the Developmental Disabilities [Service Directory](#).

It is important to subscribe to DHHS-DD’s [Provider Bulletin](#) page to receive up-to-date information for providers.

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

As an independent provider, you are employed by a participant. The participant is responsible for locating, hiring, scheduling, training, supervising and dismissing. DHHS also has an approval process when providers are chosen by participants.. You must meet all requirements and have a service authorization. You must enroll as a Medicaid provider. As a Medicaid provider, you must follow [Provider Bulletins](#) issued by DHHS Medicaid and Long-Term Care.

The following services may be offered by an independent provider:

Assistive Technology	Respite
Consultative Assessment	Supported Employment – Follow-Along*
Environmental Modification Assessment	Supported Employment – Individual*
Habilitative Community Inclusion*	Supported Family Living*
Home Modifications	Transitional
Homemaker	Transportation
Independent Living*	

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

An independent provider must:

- Be age 19 or older and authorized to work in the United States;
- Not be an employee of DHHS-DD, unless approved by DHHS;
- Not be a legally responsible adult for the participant: a parent (natural or adoptive) of a minor child, a spouse, a guardian, a conservator or a power of attorney;
- Avoid any conflicts of interest and any appearance of conflicts of interest;
- Work drug-free;
- Follow all statutes, regulations and policies;
- Have access to and the ability to use the state-mandated web-based case management system (Therap);
- Accept to be paid the rate selected by the participant and comply with billing requirements, including submitting thorough and accurate electronic claims;
- Be able to meet the participant’s needs and provide services as written in his/her Individual Support Plan (ISP);
- Not live with the participant when providing respite, homemaker or home modifications; and
- Have training in the following areas, and provide evidence of such upon request:
 - [Abuse, neglect and exploitation](#) and state law reporting requirements and prevention (free training is on the DHHS-DD [training page](#));
 - Cardiopulmonary resuscitation (CPR) course with a hands-on skills evaluation and OSHA workplace approval; and
 - Basic first-aid.

To provide a habilitative (teaching) service, you must have:

- A Bachelor's degree or equivalent coursework or training in education, psychology, social work, sociology, human services, or a related field; OR
- Four or more years of professional experience providing habilitative services for people with developmental disabilities, or habilitative program writing and program data collection/analysis, or four or more years of life experience teaching and supporting someone with developmental disabilities; OR
- Any combination of education and experience identified above equaling four years or more.

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

- Maintain the minimum vehicle insurance coverage 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.

How do I become an independent provider?

First, make sure you can meet the requirements and are willing to do the job. DHHS-DD holds independent provider orientations every month. The orientation is highly recommended and provides valuable information needed to perform the job. The orientation schedule and how to sign up is on the [Independent Provider](#) page. On the same page, you will find flow charts for the process of becoming a new independent provider and adding a new service. If you want a paper copy of any resource, you may ask the participant's Service Coordinator.

When a participant wants you to be his/her independent provider:

- He/she will give you a referral form. The second page will have been filled out by the participant's Service Coordinator.
- After you complete the referral form, send it to dhhs.ddproviderreferrals@nebraska.gov and a referral to become a Medicaid provider will be emailed back.
- When you get this referral, you must complete and submit your Medicaid provider application on Medicaid's website.
- You must receive your approval before you can provide developmental disabilities services.

Nebraska uses Maximus Health Services to complete specific screens and background checks, as required by federal regulations. Information is available online about [provider screening and enrollment](#).

- As an independent provider you are responsible for the central registry check for child and adult abuse and neglect. When you provide services in your home, you must also check the central registry for household members.
- Maximus will send you a link to complete the central registry online. When you use the link, Maximus will receive the results. When you do not use the link, you must upload the results to the Maximus web portal.
- If a report of abuse or neglect has been substantiated, you cannot be a provider. If a report of abuse or neglect is substantiated concerning you, or a member of your household when services are provided in your home, your provider agreement will end immediately.
- When background checks are done, Maximus will notify DHHS-DD.
- If you are approved, Maximus will also notify you. You cannot provide services until you are contacted.

When you want to provide services for 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.
- [Nebraska 211](#) lists information regarding Health and Human Services agencies and services providers.

Links

- Abuse, Neglect, and Exploitation training <http://dhhs.ne.gov/DD%20Documents/DD%20Abuse-Neglect%20Training.pdf>
- Independent Provider page <http://dhhs.ne.gov/Pages/DD-Independent-Providers.aspx>
- Nebraska 211 www.ne211.org
- Nebraska Resources and Referral System (NRRS) www.nrrs.ne.gov
- Provider bulletins from DHHS-DD <http://dhhs.ne.gov/Pages/DD-Provider-Bulletins.aspx>
- Provider bulletins from DHHS-MLTC <http://dhhs.ne.gov/Pages/Medicaid-Provider-Bulletins.aspx>
- Provider screening and enrollment information <http://dhhs.ne.gov/Pages/Medicaid-Provider-Screening-and-Enrollment-Requirements.aspx>
- Service Directory <http://dhhs.ne.gov/DD%20Documents/DD%20Service%20Directory.pdf>
- Training Page <http://dhhs.ne.gov/Pages/DD-Training.aspx>