

Division of Developmental Disabilities Services
Process for Obtaining and Authorizing Prospective Day and Residential Providers

1. A Request for Services is generated by the Division of Developmental Disabilities Services (DDDS) and forwarded to DHSS Procurement for publication.
2. The Request for Services is also placed on the DHSS webpage at least 3 weeks in advance of the meeting and remains there until after the meeting has taken place. The posting can be viewed by going to the DHSS website & clicking on 'Recent Requests for Proposals and Invitation to bid'. It is also posted in on the State of Delaware, Delaware Health and Social Services website, which can be accessed via <http://www.dhss.delaware.gov/dhss/rfp/dhssrequests.html>
3. The Request for Services details:
 - the date, time, and place of the next Mandatory meeting;
 - when and how to submit an application (either at or within 30 days following the mandatory meeting);
 - when and how to submit a Letter of Interest (at the meeting or with the application);
 - that providers agree to accept reimbursement for services based on an Individually based rate methodology;
 - who to contact if a provider has questions
4. Once the application is submitted it is reviewed for completeness by the DDDS and is placed on the agenda for discussion at the next scheduled Authorized Provider meeting (scheduled monthly or more or less frequently based on whether applications have been received);
5. The prospective provider is interviewed at the Authorized Provider Meeting and is also given the opportunity to ask questions about the Division, its services, or other items.
6. The prospective provider is informed in writing of the Committee's decision within 2 weeks of the meeting unless there are extenuating circumstances, in which case the letter is written as soon as those extenuating circumstances are resolved.
7. Once approved, the provider's name and contact information is added to the Authorized Provider Directory (located on the DDDS website: <http://www.dhss.delaware.gov/dhss/ddds/cps.html> within one week.
8. Once an agency is listed in the Directory it will receive all information or correspondence sent out to providers and individuals and families can chose to meet with the agency to determine if this will be their chosen provider.