SLIDE #1

For existing Lifespan Waiver providers that want to open a new site, navigate to the Delaware Division of Developmental Disabilities Services webpage.

SLIDE #2

Navigate to the DDDS Supports and Services section, then click on the “Information and Resources” icon.

SLIDE #3

Under the section heading of “Information” select the “For Providers” link.

SLIDE #4

You have arrived on the Office of Business Supports Services section of the webpage. Click on “Provider Managed New Site Application Forms.”

SLIDE #5

Complete the QA FRM 200A – Request to Develop a Provider Managed Residential Site

DDDS will instruct you when to submit the other forms:

* QA FRM 200B – Comparable Housing Assessment for Providers
* RPAA – Residential Property Approval and Authorization

Email the completed forms to:

DHSS\_DDDS\_NewSite@delaware.gov

SLIDE #6

DDDS will review the application and will either approve or deny the request. If DDDS approves the request to start the process to open a new site, DDDS will request the Residential Property Approval and Authorization Form, unsigned lease/settlement paperwork, and Comparable Housing Assessment for Providers form.

The provider will contact the Division of Health Care Quality (HCQ) to obtain a provisional license for a neighborhood home once RPAA has been approved. DDDS does not require licensing for Community Living Arrangements (CLAs). The Service Integrity and Enhancement Unit will complete an inspection, document the inspection results, and verify remediation.

Once the provider has met all the requirements, DDDS will send the provider a written approval letter, allowing the provider to open the site.

SLIDE #7

It is important to note that DDDS’ approval of the new site application is the start of the new site process. The site cannot officially open, and the provider cannot deliver services to individuals at the site until the provider receives the written approval letter from DDDS acknowledging approval to open the site.