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Re: Process change for Self-Direct clients

Greeting Support Brokers:

On occasion the Bureau of Developmental Disability Services (BDDS) sends out emails notifying you about updates or process changes to the Self Direction program.

Effective **1 December 2014**, BDDS will no longer send this information via e-mail. Instead, this information will now be available on the Adult DD Care Management website, located at:

<http://healthandwelfare.idaho.gov/Medical/DevelopmentalDisabilities/SelfDirection/tabid/212/Default.aspx>

Information posted by BDDS can be found under the section titled "Support Brokers". Each listing will include a title description and the date it was posted. You will need to monitor this page if you want to receive BDDS communications previously received from the Care Manager in charge of Support Broker Information.

To assist you in monitoring the Adult DD Care Management webpage, an alert function has been added that you may subscribe to. Attached to the e-mail received with this letter are detailed instructions on how to subscribe to the alert function. The Department of Health and Welfare and BDDS are not responsible for your subscription, nor will it have access to the email addresses for providers who have subscribed.

Additionally, there have been some changes made to how we process certain SD paperwork. At the Information Meeting, privacy paperwork is distributed to participant with the requirement that they will be completed, signed and turned in with the Support and Spending Plan. The SD Training Certificate is given out at the end of the Guide Training, and is expected to come in with the plan. This last part is not new, simply a reminder.

Thank you,

Stacey M. Clark
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