



IDAHO DEPARTMENT OF
HEALTH & WELFARE

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**INSTRUCTIONS TO APPLY FOR A
DEVELOPMENTAL DISABILITIES AGENCY CERTIFICATE**

What is a Developmental Disabilities Agency (DDA) and DDA services?

A DDA is a type of developmental disabilities facility that is non-residential and provides services on an outpatient basis. A DDA is certified by the department to provide DDA services to people with developmental disabilities that are rehabilitative and habilitative in nature. It is a business entity, open for business to the general public; and primarily organized and operated to provide DDA services and the corresponding assessments to adults and children with developmental disabilities. DDA services include assessment, diagnostic, and treatment services and may be community-based, home-based, or center-based in accordance with the requirements in IDAPA 16.03.21 and IDAPA 16.03.10.

Each DDA providing services to children is required to provide habilitative support services and will be certified as a support services agency. An agency certified as a support services agency may also opt to provide respite and family education services.

A DDA providing services to children also has the choice to be certified as an intervention and support services agency. If a DDA is certified as an intervention and support services agency, the agency is required to provide habilitative supports, habilitative intervention, and family training. Agencies certified as intervention and support services may also opt to provide the following optional services: respite, family education, interdisciplinary training, therapeutic consultation, and crisis intervention.

How do I apply?

DDAs who wish to seek reimbursement from Medicaid for their services must apply for a Medicaid Provider Agreement and comply with the standards of that agreement. Your Medicaid Provider Enrollment application must be completed online at www.idmedicaid.com.

NOTE: Agencies that want to provide Adult Day Health in addition to DDA services must also complete the Medicaid Provider Agreement for Adult Day Health. The Supplemental Agreement section states compliance standards that must also be followed.

DDA Application

1. Complete the Application for Developmental Disabilities Agency Certificate located at www.ddacertification.dhw.idaho.gov. All requested documentation must be submitted with your application.
2. For DDAs with center locations, an ADA checklist must be completed for each location and maintained on file.
3. The application materials may be submitted by mail, fax, and/or hand delivered. PLEASE KEEP A COPY AND DO NOT SEND ORIGINALS we will not be responsible for the documents submitted. Department contact information is as follows:

Where do I send my application?

Email: ALC@dhw.idaho.gov

Fax: (208) 287-1164

If you are mailing the application packet, mail to:

Department of Health and Welfare
Division of Licensing and Certification
DDA/ResHab Program
P.O. Box 83720
Boise, ID 83720-0009

For hand delivery, deliver to:

Department of Health and Welfare
Division of Licensing and Certification
DDA/ResHab Program
3232 Elder Street
Boise, ID 83705

4. A reviewer will contact you and indicate if the application is complete or if there is any missing information that needs to be submitted. Once the agency has submitted a completed application, if your agency has a center location, a center review will be scheduled prior to certifying your agency.

How long will the application process take?

A completed application and supporting documents must be received by the Department at least sixty (60) days prior to the planned opening date. A written decision regarding the certification will be submitted to the agency within 30 days of the date the completed application packet is received by the department. In order for your application to be considered complete, all information listed in the application packet must be received by the department, and based on a cursory review, the documentation must be accurate and appropriate for DDA service delivery.

DDA/ResHab Website: www.ddacertification.dhw.idaho.gov

Health and Welfare Rules

You may access Health and Welfare rules by going to www.adm.idaho.gov . Choose the top tab that says “Administrative Rules.” There are two links on that site that are important now and in the future. They are the “Idaho Administrative Code” link and the “Idaho Administrative Bulletin” link.

- The Bulletin is where proposed and temporary rules are published.
 - Choosing the link to the “Idaho Administrative Code” will provide links to state agency rules.
 - Select “Health and Welfare” and there are links to different sets of rules. Oftentimes, one set of rules will be cross-referenced in another set. You will need to comply with any cross-referenced rules as applicable.
- **Idaho Administrative Procedures Act (IDAPA) 16.03.21 “Developmental Disabilities Agencies (DDA)”**
 - **IDAPA 16.03.09 “Medicaid Basic Plan Benefits”**
 - **IDAPA 16.03.10 “Medicaid Enhanced Plan Benefits”**

Health and Welfare Website

www.healthandwelfare.idaho.gov

Thank you,

DDA/ResHab Certification Team
Division of Licensing and Certification