



# Georgia Department of Behavioral Health & Developmental Disabilities

Frank W. Berry, Commissioner

## Office of Provider Network Management

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## RECRUITMENT ANNOUNCEMENT

### PROVIDER RECRUITMENT AND APPLICATION TO BECOME A PROVIDER OF DEVELOPMENTAL DISABILITIES SERVICES

The Department of Behavioral Health and Developmental Disabilities announces the upcoming Open Enrollment period for Developmental Disabilities Services, July 1-31, 2014.

The Enrollment period for potential providers occurs two times per year January 1-31 and July 1-31. The Department is currently seeking providers for each of the 6 regions who will provide residential services for individuals with Intellectual/Developmental Disabilities. It is preferable that these providers have the capacity to deliver services to persons who require significant medical supports, support with behavioral challenges or who may be dually diagnosed with a mental illness.

**NOTE:** The Department of Behavioral Health and Developmental Disabilities/Division of Developmental Disabilities **does not guarantee referrals of individuals with Intellectual/Developmental Disabilities to any provider.** Individuals with Intellectual/Developmental Disabilities and their families always have choice in the selection of providers.

**Additional Information:** For detailed information on the recruitment and application process, please read the Department of Behavioral Health and Developmental Disabilities policy titled **Recruitment and Application to Become a Provider of Developmental Disabilities Services, Policy # 02-701** available in DBHDD PolicyStat: <https://gadbhdd.policystat.com/policy/202162/latest/>. Also, the service definitions and Standards for all DD providers can be found in the Provider Manual for DD Community Providers: <http://dbhdd.org/files/Provider-Manual-DD.pdf>. These documents should be reviewed prior to attending the forum.

**Policy Requirement Highlights: (This is not intended to specify all requirements but rather a few examples.)**

- Interested providers must provide a copy of a fully executed contract to verify a minimum of one year delivery of service during the most recent 12 months confirming that the agency has previously delivered similar Home and Community Based services.
- Interested providers must submit a 12-month pro-forma (projected) operating budget which outlines and includes all income with specified sources and all identified expenses.
- If the Pre-Qualifiers are not complete, the applicant will be informed that they must wait until the next enrollment cycle to re-submit. (If items are missing or inadequate submissions are considered incomplete. Contracts must contain the specified elements outlined in the policy.)

**Questions:** If you have questions or need additional information after you have read the Policy, you may contact Office of Provider Network Management at: [mhddad-serviceapps@dbhdd.ga.gov](mailto:mhddad-serviceapps@dbhdd.ga.gov)

**Please be sure to include your name, phone number, and your specific question.**