



Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: Bureau of Developmental Disabilities Waiver Case Managers
From: Nicole Norvell, Director, Division of Disability and Rehabilitative Services
RE: Living Arrangement for Individuals on the Community Integration and Habilitation Waiver
Date: April 1, 2015

The Bureau of Developmental Disabilities (BDDS) will be updating the living arrangement for Community Integration and Habilitation (CIH) Waiver participants, effective immediately, to reflect updated information in the Advocare system. The updated information may result in an increase or decrease the Objective Based Allocation (OBA) based on an individual's information in the system.

After April 1, 2015, based upon the updated information submitted to Advocare, case managers will receive notifications concerning the new OBA's of individuals whose OBA's were adjusted. In addition to the notification regarding the OBA change, case management companies will receive a spreadsheet of all individuals assigned to them, whose OBA has changed due to the updating of the information.

Case managers should review the updated OBA's of all individuals on their case load and work with the Individualized Support Team (IST) to update Cost Comparison Budgets (CCB) based on the individual's needs. CCB's that need to be changed should be updated by May 1, 2015.

Effective April 1, 2015, as changes in living arrangements are submitted into Advocare, OBAs will automatically be recalculated to meet the current living arrangement. Case managers will receive a notification that the OBA has increased or decreased. As with any OBA change, Case managers will need to update the CCB in consultation with the IST.

After reviewing an individual's functional assessment in comparison to the new CCB if the IST determines the new allocation does not meet the individual's support needs, the individual's waiver case manager may also submit a Budget Review Questionnaire (BRQ) to BDDS for review.

Instructions and procedural guidance documents for verifying and correcting an individual's living arrangement are available on the [DDRS' Announcements page](#). If there are any additional questions related to this please utilize the help desk ticket through Advocare in order to get clarifications.

