



*Dedicated to  
helping Hoosiers  
live self-sufficient  
and productive lives*

**WWW.FSSA.IN.GOV**



## Pick List Updates Made Easy

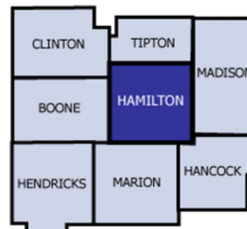
### The Picklist

Directions for adding or removing counties of service for HAB, FST, & Respite Providers.



## Pick List Updates Made Easy

DMHA encourages our service providers to offer their services (at most) in the county in which they live and surrounding counties.





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Why?



Here are some things to consider.



## Pick List Updates Made Easy

- 1) This cuts down on travel time and provides easier access to our CMHW participants, thus promoting consistent and dependable services.





## Pick List Updates Made Easy

- 2) Counties closer to you are easier to access especially under winter conditions.
- 3) Consider the difficulty involved between AM & PM appointments if they're too far apart.



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- 4) DMHA receives complaints due to providers turning down services because the location is “too far away.”
- 5) Agencies who plan to hire staff to provide services in *other parts of the State* should wait until the staff has been hired before requesting those counties.



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6) Finally, as you review your current counties of enrollment, ask yourself:

- Have I ever received a call from this county for service?
- Have I or any of my staff turned down a job for this county?

If so, consider removing that county from your services.





## Pick List Updates Made Easy

Now, let's review the DMHA application procedure for adding or removing counties of service.



## Pick List Updates Made Easy

The first thing you will need to do is print your provider summary. You can do this through the Incident Reporting and Complaint portal:

<https://dmhareport.fssa.in.gov/>



## Pick List Updates Made Easy



State of Indiana  
DIVISION OF MENTAL HEALTH AND ADDICTION



- [User Guide](#)
- [Initial Incident Report](#)
- [Follow-Up to Initial Incident Report](#)
- [Complaint Report](#)
- [Provider Summary Report](#)

### Welcome to the DMHA Incident, Follow-Up and Complaint Reporting website

**NOTICE TO USERS:** Please be advised, the Indiana Office of Technology (IOT) only supports Internet Explorer. If you access this site via Mozilla (Firefox), Safari, Chrome or some other agent, errors may occur. Thank you.

This website is for filing appropriate initial incident, follow-up and complaint reports as required by the State of Indiana Division of Mental Health and Addiction. Providers **MUST** use this form to initiate DMHA's investigation into your complaint. Youth and family members may use this form or may also file a complaint by contacting the Consumer Service Line at 1-800-901-1133.

This site is maintained by the Division of Mental Health and Addiction. Please report any technical problems with the website by sending an e-mail to [DMHA.Admin@fssa.in.gov](mailto:DMHA.Admin@fssa.in.gov). Please direct policy related questions to [DMHAYouthservices@fssa.in.gov](mailto:DMHAYouthservices@fssa.in.gov).



## Pick List Updates Made Easy

Click on the down arrow shown here:



State of Indiana  
DIVISION OF MENTAL HEALTH AND ADDICTION



[Provider Summary Report](#)

[Save/Print Report](#)

[Home](#)

[User Guide](#)

[Initial Incident Report](#)

[Follow-Up to Initial Incident Report](#)

[Complaint Report](#)

[Provider Summary Report](#)

Provider:





# Pick List Updates Made Easy

Select your agency/name:



State of Indiana



Provider Summary Report

[Save/Print Report](#) [Hon](#)

Provider:

- (none)
- 1 More Chance, LLC - 300028178A (Indianapolis)
- 180 Degrees Mentoring Group, LLC - 300018219A (Indianapolis)
- A.W. Holdings, LLC - 300029312A (Fort Wayne)
- Adult & Child - 100367690A (Indianapolis)
- Adult & Child - 100367690B (Franklin)
- Alan Archibald - 201265220A (Indianapolis)
- Alicia Stout - 300014997A (Indianapolis)
- Alyssia Hawthorne - 300007079A (Fort Wayne)
- Amy Carman - 300011515A (Muncie)
- Angeloque West - 201281000A (Indianapolis)
- Ardella Aikens - 183168119A (Indianapolis)
- Aspire Indiana, Inc. - 100073590A (Noblesville)
- Aspiring Change Family Services, LLC - 300018992A (Indianapolis)
- Atlantic Solutions, LLC - 300025898A (Carmel)
- BEATS Music Mentoring, Inc. - 300023085A (Indianapolis)
- Benjamin Browne - 201255390A (Indianapolis)
- Beverly Averitte - 201262220A (Indianapolis)
- Brandon Cleaves - 201246660A (Brownsburg)
- Brighter Horizons, LLC - 300034930A (Fishers)
- Bryson Davis - 300030112A (Brownsburg)
- Cammy Betts - 201263370A (Indianapolis)
- Catherine Anne Cox - 201185990A (Martinsville)
- Centerstone - 100182650A (Bloomington)
- Changing Your World, LLC - 300020154A (Anderson)
- Charles Anthony Kirk - 201263260A (Muncie)
- Choices, Inc. - 300023624A (Indianapolis)
- Christian A. Blakey - 201246030A (Fishers)
- Christopher L. Stamm - 201267730A (Union City)
- Clarence Martin, Jr. - 201262380A (Indianapolis)

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- [User Guide](#)
- [Initial Incident Report](#)
- [Follow-Up to Initial Incident Report](#)
- [Complaint Report](#)
- [Provider Summary Report](#)



## Pick List Updates Made Easy

This will enable you to find your record. Your provider summary reflects exactly what services you are offering under the counties you've selected. Always check for accuracy and keep for your records.



## Pick List Updates Made Easy

Have this summary ready and  
proceed to the next part of  
the process→



## Pick List Updates Made Easy

On the provider summary, each staff will be listed with the service and county on individual lines.

Draw a single line, ~~like this~~, through any county/service lines you want removed. We need to be able to see the county of service to be removed to avoid mistakes.





## Pick List Updates Made Easy

Next, you will need an application cover sheet. You can download the Application Cover Sheet from the Provider Information web page:

[https://www.in.gov/fssa/dmha/  
2764.htm](https://www.in.gov/fssa/dmha/2764.htm)



## Pick List Updates Made Easy

Complete the top portion of the application cover sheet.

Under *Application Type*, find “Change demographic Information” and check the box.



## Pick List Updates Made Easy

The following is  
an example of a request  
on the application  
cover sheet:



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## APPLICATION COVER SHEET

State Form 56583 (R2 / 2-20)

FAMILY AND SOCIAL SERVICES ADMINISTRATION  
DIVISION OF MENTAL HEALTH AND ADDICTION (DMHA)  
YOUTH HOME AND COMMUNITY-BASED WRAPAROUND  
SERVICES (HCBS)  
402 W. Washington Street, Room W353  
Indianapolis, IN 46204-2739  
Telephone: (317) 232-7800

Individual Provider or Agency Name	Contact Telephone Number	Application Date (month, day, year)
Name of Person Completing the Application	Contact E-mail	
<b>Section A. Application Type (Check all that apply.)</b>		
<input type="checkbox"/> Initial authorization (For respite facility, include respite facility application.)		
<input type="checkbox"/> Reauthorization		
<b>Section B. For Existing Providers (Check all that apply.)</b>		
<input type="checkbox"/> Conversion of Agency Type (e.g., individual provider to non-accredited agency)		
<input type="checkbox"/> Add new staff List names here: _____		
<input type="checkbox"/> Add new service List services here: _____		
<input checked="" type="checkbox"/> Update Demographic Information (For update of address, name changes, or requesting county update. Include name of staff that will provide services in this county. If you need additional space, a provider summary ( <a href="https://dmhareport.fsa.in.gov">https://dmhareport.fsa.in.gov</a> ) may be attached.) Update provider counties of service, see attached provider summary.		



## Pick List Updates Made Easy

Complete this as a cover sheet.

Add the provider summary  
changes/updates.

You are now ready to submit your changes  
to DMHA.



## Pick List Updates Made Easy

You may submit the application cover sheet with your county removals/additions via email to:

[Olga.Murray@fssa.IN.gov](mailto:Olga.Murray@fssa.IN.gov) and  
[Sheila.Crawford@fssa.in.gov](mailto:Sheila.Crawford@fssa.in.gov)

All facility based respite providers will work with Julie Bandy. Please sent questions to [Julie.Bandy@fssa.in.gov](mailto:Julie.Bandy@fssa.in.gov)



## Pick List Updates Made Easy

Helpful tips: Follow these tips to avoid losing track of the counties you're on the picklist for and to prevent time-wasting duplicate requests.



## Pick List Updates Made Easy

- Keep copies of all requests submitted to DMHA.
- Make sure to keep your county submitted lists organized.
- Keep a master copy of the counties you serve for your reference.