DEVELOPMENT PROCESS OVERVIEW
FOR NEW PROVIDERS SEEKING INITIAL DHS LICENSURE

STEP 1
Become a DDD Provider

- Agency submits combined application to Gainwell
- Gainwell sends application to DDD Provider Enrollment (PE)

STEP 2
Provision of Services

- Onboarding with CMPS & initial Section 11 P&P development discussion
- Refer to Clinical Services if the agency will support individuals who have acuity
- Provide 24 months of direct care services (e.g., IS, CBS, Day Hab, Respite, etc.)
- Once the agency has sufficient service history in NJ or out-of-state track record, contact the Provider Help Desk.
- NoteWell: As a component of the Application for Licensure the agency will need to demonstrate compliance with Federal and State guidelines via Track Record or DDD audit

STEP 3
Complete Application for Licensure

- Agency submits application and required documents to Onboarding
- Agency will be sent a letter(s) of correction with 45 days to come into compliance
  - Application is accepted, NPDT is notified and Agency attends New Provider Orientation
  - Application is denied, agency may re-apply in six months

STEP 4
New Provider Presentation (NPP)

- OOL sends NPP template
- Agency completes and submits NPP to OOL
- Present to NPDT
- Revise plans and represent if necessary
- Cannot progress to Step 5 unless Section II P&P is complete

STEP 5
OOL P&P Development

- Meet with TAU and develop Residential P&P
- Once Residential P&P is approved, OOL notifies NPDT
- A Program Developer is assigned to the agency

STEP 6
Developing the Program

- Site Search
- Program Developer (PD) and Housing Inspector (HI) conduct initial inspection
- Submit Community Integration Plan as needed
- Agency identifies at least 75% of the people who will live at the program
- Submit Job Descriptions, Program Description, and contact Housing Subsidy Unit
- Approximately 90 days prior to licensure, the agency submits a Notice of Intent to License (NOIL) to the PD
- The agency sends NOIL, signed by PD and application to Gainwell
- PD and HI inspect the location at 50% and 100% completion

STEP 7
Initial Licensure

- The Program Developer(PD) reviews required items and confirms agency is ready for initial licensure
- PD submits a Request to Inspect (RTI) to OOL
- OOL conducts an initial licensing inspection
- Once the program has met the initial licensure requirements, OOL notifies the PD
- PD completes a Notification of Licensure and sends to Provider Enrollment (PE)
- PE approves the Gainwell application and sends Notice of Licensure to Gainwell
- Support Coordinators can now add the program to ISPs

Abbreviations Key

NPDT = New Provider Development Team
CMPS = Care Management and Provider Support
OOL = Office of Licensing
TAU = Technical Assistance Unit

Note Well: The agencies must have approval from CMPS Clinical & Behavioral Services Unit prior to serving individuals with a behavioral or medical acuity. If you have any questions or require additional information, please contact Care Management and Provider Support (CMPS) at DDD.Providerhelpdesk@dhs.nj.gov