



NEW HAMPSHIRE
DHHS
DEPARTMENT OF
HEALTH & HUMAN SERVICES

Developmental Services Forms Focus Group

August 8 , 2024

Developmental Services Forms Focus Group

Surveys and listening sessions have identified an interest and opportunity to review the various forms used in developmental services. This focus group offers an additional opportunity for you to provide feedback and learn about the next steps in this priority area.



What We Heard From Stakeholders

- Improve alignment on required forms between Individuals and Families, BDS, Area Agencies, Service Providers, and Service Coordinators.
- Review current forms and identify ways to streamline, combine, or remove these forms.
- Engage and collaborate with stakeholders on the development of new forms.



Next Steps

1. Launch focus groups to hear from stakeholders about forms are working well and which forms are redundant or creating barriers to access.
2. Review the feedback internally to identify which forms BDS can update and which forms belong to other organizations or departments.
3. Share feedback with the owners of forms BDS is not responsible for.
4. Collaborate with stakeholders on the updating or creation of new forms, where possible.



Focus Group Discussion

- Which forms do you currently use the most?
- Which forms do you request the most support with?
- Are there forms you think could be combined?
- Are there forms you think could be removed?

Individual and Family Information and Resources Website

Individual and Family Information and Resources Website

Individual and Family Information and Resources

Information and resources from the Bureau of Developmental Services for families, with the mission to support citizens with developmental disabilities and acquired brain disorders

Bureau of Developmental Services Sharing What We Heard: Moving Forward Together



On May 8, 2024, the New Hampshire Department of Health and Human Services (DHHS) Bureau of Developmental Services (BDS) held a **virtual community webinar** to discuss the work to strengthen the developmental services system. We shared a summary of what we heard during the recent BDS community listening sessions and surveys. Your feedback is guiding BDS' planning and vision for a system that meets each individual and family's needs. Please view the following below for more information.

- [Sharing What We Heard: Moving Forward Together - Presentation](#) 
- [BDS Sharing What We Heard: Moving Forward Together \(YouTube\)](#)

Upcoming Engagement

See the schedule of [BDS Systems Work Stakeholders Engagement](#) sessions.

BDS Systems Work Compliance Webinar Series, Spring 2023

BDS has developed the webinar series "Introduction to Direct Bill and Conflict-Free Case Management in New Hampshire's Developmental Disabilities Service System" to provide individuals and families an overview of the changes that have been completed regarding Compliance and Direct Bill that went into effect July 1, 2023. Please view the series links below.

- Session 1: [Introduction to Compliance](#) (3:43)
- Session 2: [History of Compliance Initiatives](#) (3:10)
- Session 3: [Path to Compliance](#) (5:01)
- Session 4: [Direct Bill Process](#) (3:57)
- Session 5: [Conflict Free Case Management](#) (4:57)

[Developmental Services](#)

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[Administrative Rules](#)

[BDS Systems Strengthening](#)

[Provider Information and Resources](#)

[Behavioral - Mental Health](#)



Provider Information and Resources Website

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Provider Information and Resources

Information and resources for providers who provide services or wish to provide services to individuals with intellectual or developmental disabilities in the State of New Hampshire

Information on this page will be continuously updated as resources become available.

NH Easy 777 Provider Enrollment Form



BDS is excited to offer the provider access enhancement to NH Easy. In order to access the NH Easy BDS Service Provider Management platform, all provider agencies must complete the [NH Easy Provider enrollment form \(777\)](#). The NH Easy Provider enrollment form (777), must be completed by the assigned NH EASY Administrator (one administrator per organization). Please inquire internally at your provider agency to identify who the NH Easy Administrator is. Detailed instructions on how to complete the form may be found within the [NH Easy Provider Enrollment Memo](#).

Please submit this form to BDS@dhhs.nh.gov, with the subject line "Provider Access NH Easy 777 Form".

The form indicates to submit it to DHHS.NHEASYHelpDesk@dhhs.nh.gov, however during this initial enrollment process please do not submit to that email address.

Events - Upcoming

[Developmental Services Forms Provider & Service Coordinator Listening Session](#)
08/06/2024

Developmental Services

[BDS Systems Strengthening](#)

Forms

- [Service Provider Acknowledgement Form](#) (03/2024)
- [He-M 521 Certification Memorandum](#) (rev. 07/2024)
 - [He-M 521 Certification Recommendation template](#) (02/2024)
 - [He-M 521 Checklist for Certification Recommendation](#) (06/2024)
- [He-M 525 Certification Memorandum](#) (rev. 07/2024)
 - [He-M 525 Certification Recommendation template](#) (updated 01/2024)
- [Services Exemption Request - OWQP](#) (updated 12/2023)
- [He-M Waiver Request Policy](#) (06/2024)
 - [He-M Waiver Request](#) (updated 10/2023)
- [Residency Agreement FAQs](#) (10/20/23)
 - [Residency Agreement - He-M 310 Adopted Rule 2022-230 Form](#)
 - [Residency Agreement - He-M 310 Adopted Rule 2022-230 PDF version](#)
- [Mortality Notification Form](#) (03/2023)
- [Mortality Review Form](#) (03/2023)
- [Functional Screen QA Checklist](#)
 - [BDS Functional Screen](#) (updated 05/2023)
- [ISA QA Checklist](#)

Registry Checks

[Search the Exclusions Database](#) | [Office of Inspector General](#)

Please refer to the below links to access the following forms:

- [BEAS Registry Consent Form](#)
- [DCYF Central Registry Check \(Individual & Third Party\)](#)
- [Criminal Record \(State Police\) Check](#)
 - [Reduced Fee Criminal Record Request Form](#)
- [Motor Vehicle Record Check](#)



Self-Directed Programs Survey

BDS is seeking feedback from individuals and their families on Self-Directed Services. We want to hear your experiences, what parts of your program are working well, as well as your thoughts and ideas on what improvements should be considered. Please share your opinions by filling out the [Self-Directed Programs: Participant Directed and Managed Services/ In-Home Supports Programs Survey](#)



Upcoming Engagement Opportunities



Focus Groups

The Bureau of Developmental Services is kicking off a series of focus groups to hear additional feedback, experiences, and thoughts from stakeholders on specific topics. These sessions reflect priorities shared from our stakeholders during our winter engagement opportunities. Please use the links below to register for the sessions most appropriate to your role for the topics of interest to you.

- **Participant Managed and Directed Services (PDMS)**
 - Provider & Service Coordinator Session
 - August 14, 2:00-3:30
 - [Register for this session here!](#)
 - Individual & Family Session
 - August 15, 5:00-6:30
 - [Register for this session here!](#)