



STANDARDIZED VENDORIZATION – APPLICANT/PROVIDER

Q1. If I am notified that I do not meet requirements for vendorization, how can I get more information about next steps?

A1. Each application that does not meet requirements will receive an email notification which will include a high-level summary of the reason. If you feel there has been an error you are encouraged to contact your vendoring regional center to learn more, including options to appeal.

Q2. If I have not yet received an invitation to register for the Provider Directory, can I apply for vendorization in the Directory?

A2. Yes, when the standardized vendorization process is implemented, you can create a login profile in the Provider Directory (PD) to begin the vendorization application process. Anyone can register for a Provider Directory account at <https://caddsprod.servicenowservices.com/spd>. However, not everyone should create a new profile. Exceptions include:

1. If you are applying for Self-Determination Program (SDP), do not create a profile. Instead, contact the regional center that aligns with your service address to start the vendorization process.
2. If your (parent) organization already has one or more (child) vendor records in PD, do not create a profile until your organization's PD Provider Admin adds you to your organization's account. After you have been added, you will receive an invitation to register. See Provider Directory training manual for steps to add or remove users to your organization.
3. If you have a recently approved vendorization record, and no other vendor records are in the PD, do not create a profile. Program will upload your record to PD and you will receive an invitation to register. Prior to the standardized process, PD-qualified records were manually uploaded. During the transition period, Program will continue uploading these vendorizations. This process is expected to phase out within two months of implementation.

Q3. When should I create a Provider Directory login profile?

A3. First, if you are a service provider that already has a PD login profile, use that profile. Most applicants can create a profile whenever they are ready to start the application process. However, if one of the following scenarios applies, contact the regional center that aligns with your service address to learn how to begin your application process and **when** to create your login profile.

1. Emergency Vendorization
2. Community Placement Plan (CPP) or Community Resource Development Plan (CRDP) for one of the following:
 - a. Enhanced Behavioral Supports Home (EBSH)
 - b. Community Crisis Home (CCH)
 - c. Group Home for Children with Special Health Care Needs (GHCSHN)
 - d. Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)
 - e. Specialized Residential Facility (SRF) with Delayed Egress Secured Perimeter (DESP)