



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, at implementation of the standardized vendorization process, you can create a login profile in the Provider Directory and 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:

- If you are applying for For Self-Determination Program (SDP), do not create a profile. Instead, contact the regional center that aligns with your service address to start the process.
- If your (parent) organization already has one or more (child) vendor records in Provider Directory, do not create a profile until your organization's Provider Directory 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.
- If you have a recently approved vendorization record, and no other vendor records are in the Provider Directory, do not create a profile. Program will upload your record to Provider Directory, and you will receive an invitation to register. Prior to the standardized vendorization process, Provider

Directory-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 Provider Directory 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:

Emergency Vendorization or

An approved Community Placement Plan (CPP) or Community Resource Development Plan (CRDP) for one of the following:

- Enhanced Behavioral Supports Home (EBSH)
- Community Crisis Home (CCH)
- Group Home for Children with Special Health Care Needs (GHCSHN)
- Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)
- Specialized Residential Facility (SRF) with Delayed Egress Secured Perimeter (DESP)

Q4. Do I need an Adobe license to e-sign the DS 1890 and DS 1891?

A4. No. An Adobe license is not needed for people who only need to sign documents that are sent to them. They must sign documents via a web browser.

Q5. Can I apply one or more documents from an approved application to a new vendorization applications?

A5. No. However, approved providers can download documents from their vendor record to a personal computer or cloud storage and then upload them into a new vendorization application.

Q6. Will the Provider Directory support Spanish or other languages?

A6. At implementation, the Provider Directory does not support languages other than English.

Q7. Can multiple staff from the same organization access the same vendor application in Provider Directory?

A7. No. At implementation, the person that starts the application is the only

person that can access the application.

Q8. Can I re-use a previously e-signed DS 1891 form for multiple applications?

A8. No. Each application requires completing select fields from the DS 1891 in the Provider Directory.

Q9. Can I reuse an existing parent/guardian vendor number for a different purchase reimbursement?

A9. Yes. Initially, you need to be vendored in Provider Directory. When seeking reimbursement, there is no need to re-vendor again. You can bill for services with the vendor number issued.

California Department of Developmental Services

1215 O Street, Sacramento, CA 95814

info@dds.ca.gov

www.dds.ca.gov