



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF INTELLECTUAL DISABILITIES SERVICES
ANDREW JACKSON BUILDING, 15TH FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243

LICENSURE CROSSWALK

Tennessee Department of Health (DOH)

Please note that agencies providing occupational therapy (OT), physical therapy (PT), speech language pathology (SLP), and/or Nursing through DIDS are required to obtain a Professional Support Services (PSS) license through the Department of Health. ***This cannot be initiated until you have received initial approval based on your application to DIDS.***

While there is no fee associated with applying to become a provider for DIDS, there is a fee required to obtain the PSS license in order to provide Nursing Services.

The fee schedule is as follows:

\$270.00 – Agencies that are licensed as a Home Health Agency through the Department of Health; or Agencies licensed through the Department of Mental Health and Developmental Disabilities.

\$1080 – Agencies that are not licensed as a Home Health Agency through the Department of Health; or Agencies that are not licensed through the Department of Mental Health and Developmental Disabilities. Agencies providing Nursing Services.

This fee is required annually to renew this licensure through the DOH. The license expires every June 30th of each year. The PSS license is not required for agencies providing only nutrition services or orientation and mobility services.

Tennessee Department of Mental Health Developmental Disabilities

Please note that agencies providing Residential, Day, Respite, Family Model and/or Personal Assistant through DIDS are required to obtain a license through the Tennessee Department of Mental Health Developmental Disabilities (TDMHDD).

This office will survey the service provider before issuing a license and then conduct at least annual surveys to renew the licenses.

For further details about licensure requirements and fees, call the office in your grand region.

East Tennessee: (865) 594-6551
Middle Tennessee: (615) 532-6590
West Tennessee: (901) 543-7442

1. Family Model Residential Services
 - Agency office needs “placement service” license. No need to license each site.
2. Supported Living
 - Agency office needs license for supported living. No need to license each site.
3. Residential Habilitation
 - Each site needs license prior to a person residing at the site.
4. Community Based Day , and Supported Employment
 - Agency office needs Day Habilitation license.
5. Facility Based Day
 - Each site needs license
6. Personal Assistance
 - Agency office needs Personal Support Services license.
7. Respite
 - Agency office needs Respite license for office not each site.
8. Medical Residential Services
 - Agency needs either Residential Habilitation or Supported Living license whichever the criteria the home meets. The agency also needs the Department of Health Professional Support license.
 - When an agency moves their office they need to have a license for the new office before they move.
 - If an agency is opening another office in the same region, they need another license for all services offered from that office.
 - Home Care Agencies licensed by Department of Health are exempt from needing DMHDD Personal Support license to provide personal assistance for DIDS per state law.
 - Microboards - These are agencies approved to support one person and are exempt from needing any DMHDD license per Title 33.
 - Any time lapse of a license results in no payment for the services that needed to be licensed.

Relevant Legal References

*DIDS encourages all agencies to have knowledge of these federal requirements and other state agency requirements, in addition to DIDS requirements. These websites are to assist you in this process.

State Agencies

Department of Finance and Administration

- 1) DIDS Provider Manual - www.tn.gov/dids
- 2) Provider Agreement - Distributed
- 3) TDMHDD-the application forms are on line under www.tn.gov/mental once in the Mental Health system, you may obtain licensure forms by clicking on legal counsel, then click on Licensure office. at the bottom of the Licensure page are licensure rules & Licensure forms, click licensure forms. See Initial application forms, Addendum Facility Fact Sheet, Financial Statement form & Fee invoice forms at the bottom of the licensure page. Please note also that all other renewal forms are included under the form listings.
- 4) Title 33 - www.tn.gov/mental

Department of Health

DOH licensure for agencies providing professional support services: nursing, occupational therapy, physical therapy, speech, pathology language, dietician
www.tn.gov/doh,

Bureau of TennCare

DIDS is chapter 1200-13-1-.29

Federal Agencies

- 1) U.S. Dept. of Labor – Wage and Hour Rules governing overtime, etc. – www.dol.gov
- 2) U.S. (OSHA) Occupational, Safety and Hazard Administration - www.osha.gov regarding universal precautions, training and exposure control plan requirements
Sample exposure control plan distributed.
- 3) Social Security Administration (if representative payee) - www.ssa.gov Rules governing agencies acting as representatives of payee for a person's social security benefits