
INFORMATIONAL LETTER NO. 2698-MC-FFS

DATE: July 24, 2025

TO: Home and Community-Based Services (HCBS) Waiver and State Plan Habilitation providers

APPLIES TO: Managed Care (MC) and Fee-for-Service (FFS)

FROM: Iowa Department of Health and Human Services (HHS), Iowa Medicaid

RE: Provider Self-Assessment and HCBS Settings Tracking Updates

Effective: Upon Receipt

Background

In May 2025, Iowa Medicaid launched a new Provider Self-Assessment (PSA) Application within Iowa Medicaid Portal Application (IMPA) to streamline the annual self-assessment process, update provider information, and report HCBS provider settings to HCBS Provider Quality Specialists.

A soft launch was conducted with select HCBS providers following development and testing of the application.

The ¹[PSA Application User Guide](#) has been created to include step-by-step instructions for navigating within the application. A recorded training is available for HCBS providers to communicate expectations and ensure consistency in use.

¹ <https://secureapp.dhs.state.ia.us/IMPA/Default.aspx>

The application consists of four parts: organization contact details, program and service enrollment and qualification information, HCBS settings, and the self-assessment questionnaire. All information can be updated and reported directly within the application to your HCBS Provider Quality Specialist for review and approval.

Provider Usage

Usage should be limited to those within the organization who have IMPA access and signatory responsibilities for organization documents. HCBS providers of Iowa's seven waivers or Habilitation enrolled for any of the following services are required to utilize the PSA application:

- Adult Day Care
- Agency Consumer-Directed Attendant Care (CDAC)
- Assisted Living Service
- Behavior Programming (Brain Injury Waiver)
- Counseling (AIDS/HIV Waiver)
- Day Habilitation
- Elderly Waiver Case Management
- Family and Community Support Services (Children's Mental Health Waiver)
- Family Counseling and Training (Brain Injury Waiver)
- Home-Based Habilitation
- In-Home Family Therapy (Children's Mental Health Waiver)
- Interim Medical Monitoring and Treatment (IMMT)
- Medical Day Care for Children
- Mental Health Outreach (Elderly Waiver)
- Prevocational Services
- Residential-Based Supported Community Living (RBSCCL)
- Respite
- Supported Community Living (SCL)
- Supported Employment (SE)

Training and Access

Before using the new feature, please review the PSA Application User Guide, training and corresponding frequently asked questions (FAQ) on the ²[HCBS webpage](https://hhs.iowa.gov/programs/welcome-iowa-medicaid/iowa-medicaid-programs/hcbs) under the heading "HCBS Quality Oversight". Otherwise see the list below for contact information based on your specific questions or issues.

² <https://hhs.iowa.gov/programs/welcome-iowa-medicaid/iowa-medicaid-programs/hcbs>

IMPA access or issues:

- To register as an IMPA user, contact your organization's IMPA administrator or register ³[here](#).
- For issues with functionality of IMPA contact: impasupport@hhs.iowa.gov.

PSA Application access or issues:

- Existing IMPA users must request access to the PSA Application using this ⁴[form](#).
- For issues with functionality of the PSA Application, contact: impasupport@hhs.iowa.gov.

General PSA Application questions:

- HCBS providers contact your assigned ⁵[HCBS Specialist](#) or
 - The HCBS general email box at HCBSwaivers@hhs.iowa.gov.
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³ <https://secureapp.dhs.state.ia.us/imp/Default.aspx>

⁴ <https://hhs.iowa.gov/programs/welcome-iowa-medicaid/iowa-medicaid-programs/hcbs>

⁵ <https://hhs.iowa.gov/media/13145/download?inline>