

Summit DD Portal Info and Tips

Tips for responding to the Summit DD Portal:

- Make sure to read the posting thoroughly and understand what the Person Served is looking for in a provider.
- Address your response to the Individual by using their name.
- Explain why you feel you are a good fit for this individual by highlighting experiences or similar interests you both share.
- Make sure that your Name, Phone Number, Email, etc. are all filled in so the person and/or the team can reach you.
- Double check for spelling/grammar mistakes and make corrections.

Tips for Higher Success:

- It is best to avoid Copy & Paste responses. Instead, read the posting and create a unique response based on what the individual is looking for.
- Focus on the service being sought as opposed to advertising all the other services you provide.
- If residential is being requested, include the address of the home you have available.
- If Transportation is part of the request, include the type of vehicle you drive in your response.
- If selected for an interview, treat this like a job interview. Be professional and dress professional. Also, make sure to be on time or 5 minutes early.

What happens after a response is submitted:

- Portal postings are Live for 5 calendar days including weekends.
- The posting will be reposted if there is only 0 or 1 response.
- Once the 5 days are up, the SSA sends all the responses to the individual and/or their Team for review.
- The Individual/Team will determine who they would like to interview.
 - This can include additional providers they may know that did not respond.
- The Individual/Team/SSA/FCOP RSS can assist with interviews.
- Once a decision for a provider has been made, the SSA will close the portal posting.
- Closing the portal posting will notify all other providers that they were not selected via email.

Why a provider may not be selected:

- There are many reasons why a provider may not be selected.
- Here are a few examples:
 - The individual chose a different provider.
 - The posting was closed because a provider was no longer needed.
 - The previous provider was able to continue providing services.
 - The individual/team decided to put off seeking a provider until a later time.
 - A medical situation came and delayed the new service.
 - Too many responses to interview everyone.
 - TIP: Review the portal daily and respond to the new postings if you are willing & able. The responses show up 1st responses at the top of the list.