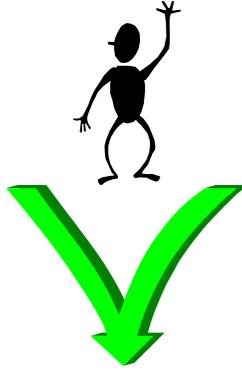


# DEVELOPMENTAL DISABILITIES SERVICES APPLICATION & ASSESSMENT PROCESSES



The person, person's family member or guardian contacts a Designated Agency (DA) to ask for services (or is referred by someone else, at which point the DA contacts the person/family). The DA may initiate an application but must get consent of the person or guardian.

The Application Process is the sole responsibility of the DA.



## APPLICATION PROCESS



The person fills out and submits the application form. The DA assists if needed.

**5  
Days**

1. Provide information on application and assessment processes, notification, grievance/appeal and rights
2. Provide information & referrals (if wanted) for other available supports and services
3. Make a determination whether the person is in crisis (or will be in crisis within 60 days) and can receive an expedited decision on the application



Ensuring completion of all Assessment Processes (Parts I & II) and approval of the budget (Authorized Funding Limit) is the responsibility of the DA.



## ASSESSMENT PROCESSES

### Part I - ELIGIBILITY TO RECEIVE SERVICES



The DA notifies the person about rights as a recipient and what needs to be done to initiate services (e.g., Personal Planning Process, information on providers and choosing a provider, ISA, etc.), responsibility to pay (if any), and appeals process.

Determination of diagnosis of developmental disability

### Part II - ELIGIBILITY TO RECEIVE DDS FUNDING

#### Responsibility to Pay

Determination of responsibility to pay based on financial resources of the person &/or parents of a child (↓18)

#### Brief Assessment Process

Gather information to assess the person's needs and resources (this may include using information obtained through the individual planning process<sup>†</sup>)

#### Priority for Funding

Determination of whether the situation of the person meets criteria for receiving DDS funding per the System of Care Plan



The DA may notify the person in writing *at any time* during the Assessment Processes *as soon* as it may be determined he or she is not eligible for services *or* to receive funding in accordance with the System of Care Plan.

## RESULTS

IN



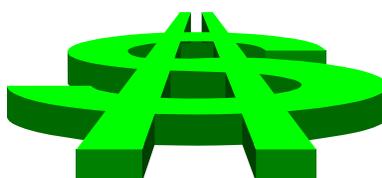
The DA must notify the person in writing within 45 days of Application with the determination of eligibility for services and to receive funding, the responsibility to pay (if any), and the Authorized Funding Limit.



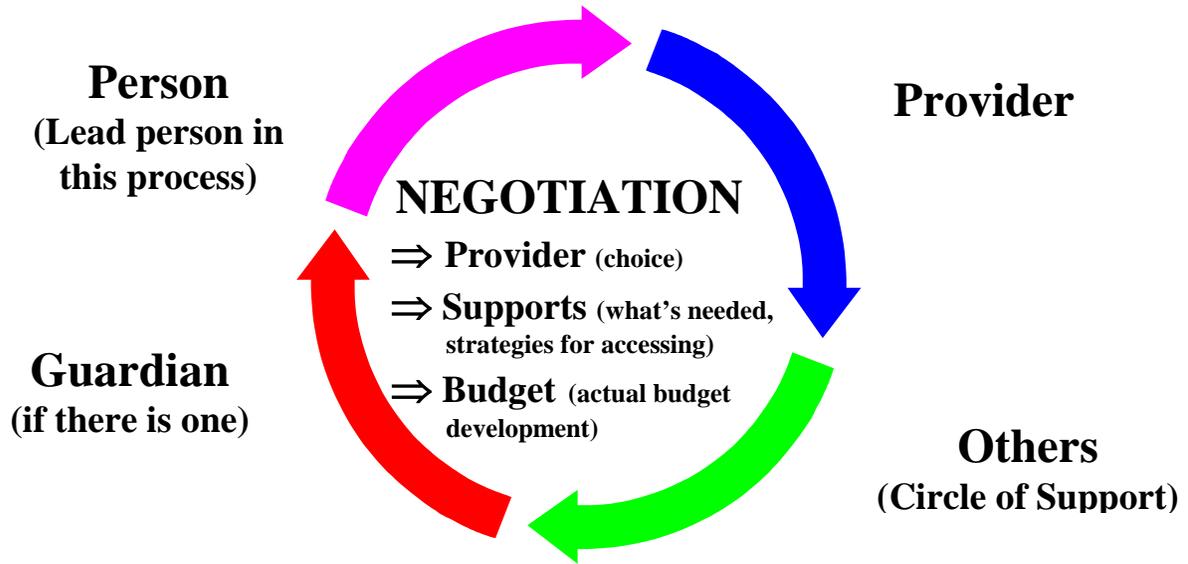
## AUTHORIZED FUNDING LIMIT

The DA must notify the applicant in writing if the assessment and funding is not going to be completed in 45 days.

If some or all services are denied because the person does not meet funding priorities, the DA must provide the person with the necessary information ‡.

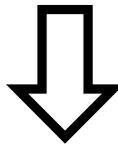


# DEVELOPMENT OF THE INDIVIDUAL SUPPORT AGREEMENT AND BUDGET



## RESULTS

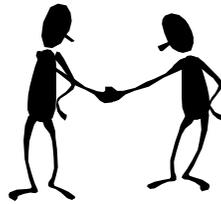
IN



## SIGNED INDIVIDUAL SUPPORT AGREEMENT

⇒ The DA is ultimately responsible for assuring ISA development within 30 days after written authorization of funding (or authorized extension by recipient).

The DA is responsible to check in with the consumer within 6 months of implementation of services.



The DA must provide or arrange for services to funded individuals.

The Provider (Designation Agency/Specialized Service Agency) is responsible for timely implementation of the ISA.

The individual can authorize an extension to the ISA implementation date.

## SUPPORT & SERVICES PROVIDED

† The individual planning process includes identifying answers to the following questions:

- What does the individual want (goals and wishes for the future)?
- What does the individual need?
- What supports are necessary for meeting those needs/wishes?
- What supports are available now or does he/she have access to now?
- What role can a service provider play in those support needs?
- What characteristics or skills must a support person possess?
- How will we know when supports are effective?
- Who will maintain this information and how?

‡ If some or all services are denied because the person does not meet funding priorities, the DA must provide information to the person on the basis of the decision and the process for appeal (including where to get legal help). The DA must add the person to the waiting list and provide him or her with information about the waiting list and periodic review. If the person is not eligible for services, the DA must provide the person with information and referral(s), if wanted, including the process for appeal.

---