

STATE OF ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF SENIOR AND DISABILITIES SERVICES POLICY & PROCEDURE MANUAL	SECTION: Developmental Disabilities	Number: 8-	Page: 1
	SUBJECT: Application to, Scoring for, and Selection from DD Registry		
	APPROVED:		DATE:

Purpose

To describe to applicants how and why to apply for placement on the DD Registry

To provide a uniform method of assigning a need-based score to a completed Developmental Disabilities Registration and Review (DDRR) form for placement on the DD Registry

To provide a uniform method of selecting individuals from the DD Registry to receive Medicaid home and community based waiver services

Policy

An individual who has been determined DD eligible and who wants to be considered for the Intellectual and Developmental Disabilities Medicaid home and community based services waiver must first apply using the DDRR application process to be placed on the DD Registry. SDS requests (but does not require) that other DD eligible individuals who receive state-funded grant services but are not seeking Medicaid waiver services seek placement on the Registry, as SDS uses the Registry as a predictive tool for program planning and management. The Registry provides the State and other stakeholders information on the current need and preferences of the individuals and families waiting for expanded supports and services.

The DDRR application measures the immediate needs and circumstances of the applicant through a self-scoring process. A Qualified Intellectual Disabilities Professional (QIDP) reviews the application, determines the applicant's score based on information provided to SDS, and places the applicant on the Registry. Within the limits of appropriation from the legislature, a QIDP then selects individuals with the highest needs, as identified by their scores, for evaluation for the IDD Medicaid waiver.

Authority

- 7 AAC 130.200-130.319 (HCB waiver services; ICF/IID level of care)
- 7 AAC 140.600-140.640 (ICF/IID services)
- AS 47.80.100-47.80.170 (Programs for persons with disabilities)
- AS 47.80.900(6) (Definition of developmental disability)

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Definitions

“Applicant” means a DD eligible individual, or the individual’s designated representative, who has completed and submitted the Disability Determination Registration and Review form.

“Aging and Disability Resource Center (ADRC)” means a agency or entity designated by the state as an ADRC whose primary goal is to serve the public, specifically seniors, people with disabilities and their caregivers and families, as an unbiased resource for information and assistance related to Long Term Services and Supports (LTSS).

“DD eligible” means an individual who has submitted an initial application for a developmental disability determination and who has received an approval letter from SDS stating that s/he experiences a substantial developmental disability, as defined in AS 47.80.900(6):

(6) "person with a developmental disability" means a person who is experiencing a severe, chronic disability that

(A) is attributable to a mental or physical impairment or combination of mental and physical impairments;

(B) is manifested before the person attains age 22;

(C) is likely to continue indefinitely;

(D) results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency; and

(E) reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated.

“Developmental Disability Registration and Review” (DDRR) means the application form and process that, when completed, allows an individual who has been found “DD eligible” to be considered for further evaluation for the IDD Medicaid home and community based waiver services, when funding becomes available. The form uses a numerical system to score an applicant’s need, with higher scores indicating greater need.

“Developmental disabilities services” means both grant-funded services and the Intellectual and Developmental Disabilities (IDD) Medicaid waiver program.

“Grant-funded services” means services funded through programs managed by provider agencies with grant awards from SDS.

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“Intermediate care facility for individuals with intellectual disabilities” (ICF/IID) means a facility that is primarily for the diagnosis, treatment, habilitation, or rehabilitation of people with intellectual and developmental disabilities or related conditions and that has met the conditions for payment set out in 7 AAC 140.600.

“Legal representative” means a parent of a minor child or an individual with legal authority to act on behalf of an applicant. An individual age 18 and older without a court-appointed guardian or Power of Attorney is his or her own legal representative.

“Qualified Intellectual Disabilities Professional” (QIDP) means an SDS employee who meets the requirements of 7 AAC 140.640.

“Registry” means the list of applicants who have been found to be DD eligible, have completed the DDDR, and are waiting for SDS to make an ICF/IID level of care determination, in order to obtain home and community based waiver services.

“STAR agency/STAR coordinator” means the Short-Term Assistance and Referral entity/individual tasked with helping people with developmental disabilities and their families to address short-term needs, such as applying for a developmental disability determination, seeking grant-funded services, and completing the DDDR.

Responsibilities

1. The **applicant** or **legal representative** is responsible for:
 - a. submitting a complete DDDR application, including self-scoring of needs, to be reviewed and scored by a QIDP, and
 - b. maintaining current contact information with SDS, by submitting a completed DDDR at least annually, and more frequently, if contact information or needs change.
2. The **STAR coordinator** is responsible for
 - a. advising the applicant or legal representative of eligibility requirements, including DD eligibility, and
 - b. assisting the applicant or legal representative with submitting a complete DDDR application, upon request of the individual.
3. The **SDS QIDP** is responsible for
 - a. reviewing each DDDR application, including self-scores,
 - b. scoring the application, including modifying the self-scores using standardized criteria applied to the narrative provided in the application and to documents from the applicant’s determination of developmental disability, if necessary,
 - c. placing the applicant in score order on the Registry,

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- d. notifying the applicant in writing of the scoring outcome and confirming placement on the Registry, and
- e. notifying via certified mail each individual that has been selected from the Registry that the individual will require an assessment to determine that the individual meets the level of care requirement for Medicaid waiver services.

Procedures

1. Timeframes

- a. Within 14 business days of receipt of the complete DDDR application, SDS scores the application and places the applicant on the Registry in score order.
- b. Within five business days of the applicant being placed on the Registry, SDS issues written notification of the scoring outcome and placement on the Registry to the applicant or representative, and the community provider who applied on behalf of the applicant, if a release of information is on file with SDS.

2. Application

- a. The applicant, legal representative, STAR coordinator, or another community provider on behalf of and with the permission of the applicant, submits the DDDR application, including signed releases of information, via the online form, secure messaging system, or paper copy.
- b. The QIDP reviews the DDDR and approves the self-score or, using the narrative provided in the application and, if necessary, documents from the applicant's determination of developmental disability, applies standardized criteria to modify the self-score. The QIDP then places the applicant on the Registry in score order.
- c. The QIDP notifies the applicant in writing of the applicant's score, including an explanation of any changes made by the QIDP to the applicant's self score, and confirms placement on the Registry.

Scoring and Selection

1. Criteria

- a. The questions on the DDDR, which were designed by a community stakeholder group and require community input to be changed or updated, gather information on the applicant's community participation skills, living situation, caregiver needs, and desired services.
- b. The DDDR uses a weighted set of possible scores for each question; the higher the need, the greater the number of points that are given.
- c. An individual's rank on the Registry is relative to the scores of all the other individuals on the Registry, so an individual's position on the Registry may change depending on the relative needs of others on the Registry.

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2. Re-determination of score

- a. An individual on the Registry can submit a revised DDRR application to provide additional information and answer questions raised by the QIDP on the initial score and Registry placement.
- b. If an individual's life situation changes at any time, a revised DDRR should be submitted to SDS.
- c. Individuals on the DDRR must reapply annually, to ensure SDS has current needs-based information

3. Selection after scoring

- a. At periodic intervals during the year, SDS selects or "draws" individuals from the Registry based on highest needs, as evidenced by the highest numerical scores at the time of the selection, for consideration for IDD Medicaid waiver services. The number of individuals selected is directly related to the amount of legislative appropriation
- b. SDS notifies by certified mail all individuals who have been drawn from the Registry that they have been selected to be assessed for IDD Medicaid waiver services. This notification includes information about the ICF/IID level of care assessment process.

Removal of Persons from the Registry

An individual on the Registry can be removed for the following reasons:

1. Selected for Medicaid waiver services
2. Deceased
3. No longer a resident of Alaska
4. DD eligibility has expired
5. Did not submit annual update to maintain placement on Registry
6. Request to be removed.

ATTACHMENTS:

- a) DDRR application form
- b) DDRR standardized criteria
- c) Sample letter with scoring information and confirming placement on the Registry