

South Dakota Department of Human Services Division of Developmental Disabilities



Application Guide for Services

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The mission of the Division of Developmental Disabilities (DDD) is to ensure that people with developmental disabilities have equal opportunities and receive the services and supports they need to live and work in South Dakota communities.



Welcome

Our principles are:

1. We will support people to participate in the life of their community.
2. We will honor the importance of relationships with family and friends.
3. We will ensure that quality services are available and accessible.
4. We will work with providers to enhance services while respecting the dignity of risk and the importance of health and safety.
5. We will respect and value cultural diversity.
6. We will be good stewards of public funds.

The goal of this guide is to serve as a resource and tool to support you as you apply for services and supports from the Division of Developmental Disabilities. If you have any questions or need additional support, a DDD Intake Specialist is available to assist you.



Home and Community Based Services: An Overview

Medicaid Home and Community Based Services (HCBS) waivers provide opportunities and supports for people to remain in their own home or community rather than more isolated settings or facilities.

The DDD operates two HCBS waivers: Family Support 360 and CHOICES



Family Support 360 (FS 360) provides supports that will meet the unique needs of the person and their family. The FS 360 Program is **self-directed**, which means the person and their family control which services they want and need, how their services are provided and how to spend the funding provided by the state, with help from their Family Support Service Coordinator. Each person receiving FS 360 services selects a Family Support Service Coordinator who will help the person and their family make a plan and also are an advocate for them. Family Support Coordinators assist people to access paid services and supports. The Family Support Coordinator will also help find natural supports (supports delivered by people who are not being paid) such as extended family members, friends, neighbors, church congregations, etc. Please refer to the appendix on page 13 to learn more about the services and supports FS360 offers.



Community, Hope, Opportunity, Independence, Careers, Empowerment, Success (CHOICES) is designed to provide more intensive services and supports that assist people to lead healthy, independent and productive lives to the fullest extent possible. The CHOICES waiver offers a range of services and supports that can range from round-the-clock support to intermittent supports throughout the day. CHOICES also offers a Shared Living residential service. Please refer to the appendix on page 12 to learn more about the services and supports CHOICES offers.

CHOICES and Family Support 360 are Medicaid programs. This means that a person must be eligible for Medicaid in order to be eligible for a waiver. In South Dakota, the state Medicaid Agency is the Department of Social Services. The Department of Social Services oversees how DDD runs the waivers. It approves funding from the Centers for Medicare and Medicaid Services (CMS). They also make sure the rules about the waivers are being followed.



To learn more about CHOICES and FS360, please watch the videos found here:

<https://dhs.sd.gov/developmentaldisabilities/familyresources.aspx>.

Eligibility Requirements



An intellectual disability is defined as limitations in intellectual and adaptive function. So, what exactly does that mean?

Intellectual functioning is determined by many factors, but a common source of this capacity is intelligence. Intelligence is someone’s ability to reason, plan, think, and communicate. These abilities allow us to solve problems, learn, and use good judgement. Standard tests that measure intelligence are called intelligence quotient tests, or IQ tests.

Examples of adaptive behaviors include real-life skills such as grooming, getting dressed, managing money, cleaning, and the ability to work. Adaptive behavior is also measured through standardized tests.

Developmental disabilities are a broader category of conditions that begin during the developmental period, may impact day-to-day functioning, and usually last throughout a person's lifetime.

The children and adults who are eligible for our services must have an intellectual disability or a developmental disability that closely resembles an intellectual disability. That would include conditions like autism spectrum disorder, down syndrome, cerebral palsy, epilepsy, head injury, brain disease, and fetal alcohol effects.

If your child is between 0 and 3 years of age, they must be identified as needing prolonged assistance through the Birth to 3 program. *This is indicated in the child’s Individualized Family Service Plan (IFSP).*

There are also financial eligibility requirements for our waivers. To be eligible, the person must be receiving Supplemental Security Income, also known as SSI, or be determined to be aged, blind, or disabled and have income less than 300% of the SSI standard benefit amount.

To learn more about eligibility for CHOICES and Family Support 360, please watch the video titled “All about Eligibility” found here <https://dhs.sd.gov/developmentaldisabilities/familyresources.aspx>



Criteria for Psychological Evaluations

A psychological evaluation is a series of tests that are used to gather information to evaluate a person's behavior, character, strengths, and needs for the purpose of clarifying a diagnosis. Psychological evaluations are required by DDD to determine eligibility for CHOICES and Family Support 360. Psychological evaluations must be completed by a licensed psychologist. Psychological

evaluations are commonly completed as a component of the Individualized Education Plan (IEP) process through the school district.

DDD accepts the following testing instruments within a psychological evaluation to determine eligibility:

Intelligence

- Kaufman Assessment Battery for Children (KABC)
- Wechsler Pre-School and Primary Scale of Intelligence (WPPSI)
- Wechsler Intelligence Scale for Children (WISC)
- Wechsler Adult Intelligence Scale (WAIS)
- Sanford-Binet Intelligence Scale (SB)
- Test of Nonverbal Intelligence (TONI)

Adults applying for services should have an intelligence test for adults completed.

Adaptive Behavior

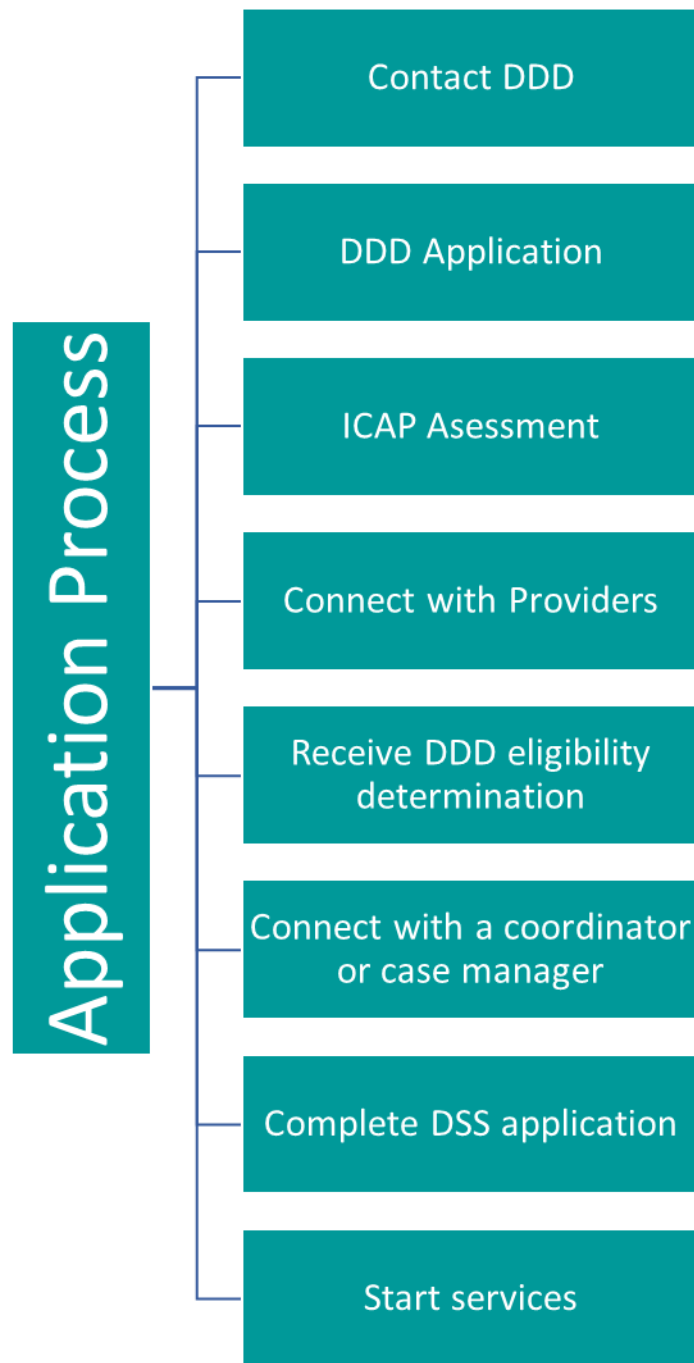
- Adaptive Behavior Assessment System (ABAS)
- Vineland Adaptive Behavior Scales

Autism

- Autism Diagnostic Observation Schedule (ADOS)
- Autism Diagnostic Interview (ADI)
- Childhood Autism Rating Scale (CARS)
- Gilliam Rating Scales
- Autism Spectrum Rating Scale
- Social Responsiveness Scale (SRS)

There are times when a psychological evaluation does not provide enough information for DDD to make an eligibility decision. In some cases, additional medical records showing a diagnosis signed by a physician can be used to support a psychological evaluation. Additionally, people with older records or outdated testing may need to have a new adaptive behavior assessment completed. DDD will contact you if additional information is needed.

Eligibility Process Overview



1 Intake:

The first step of the DDD eligibility process is to contact Dakota at Home. The phone number is 1-833-663-9673. Press “Option 2” to speak with a DDD intake specialist. You can contact DDD via email at DDDIntakeProcess@state.sd.us



- A DDD Intake Specialist will spend some time getting to know more about the person seeking services and their needs.
- The Intake Specialist is available to answer any questions that you might have about services.
- The Intake Specialist will provide an overview of services and supports, as well as available providers.
- Intake Specialists are knowledgeable about more than just DDD services and supports. They can also connect you with additional community-based resources to meet your needs.

2 Application:

After speaking with a DDD Intake Specialist, you will complete the application for DDD services. This application can be completed online using this link. <https://dhs.sd.gov/content/dam/digital/united-states/south-dakota/sdo/pdf/division-of-developmental-disabilities/DDD-Application.pdf>.

The application can also be filled out and sent to DDD by mail, email, or fax.

If you have any questions about the application process, the Intake Specialist is available to support you.

- You can receive assistance with completing the application in-person at one of the DSS or DHS field offices. An Intake Specialist can assist you with finding the closest location to you.
- The following documents must be submitting with the application in order for it to be considered complete and eligible for processing.
 - A psychological evaluation
 - A Birth to 3 assessment (if the person is between the age of 0-3)
 - Signed Choice and Rights and Fair Hearing forms

3 ICAP

The Inventory for Client and Agency Planning (ICAP) is an assessment tool that assists in determining a person's needed level of support and is used by the DDD to establish eligibility for both CHOICES and Family Support 360.

- After DDD receives a completed application, you will be contacted within seven days to schedule a time to complete the ICAP assessment.
- The ICAP assessment will be completed by a trained individual who is looking to learn more about the person applying for supports to get an accurate idea of their needs.
- Those who know the person applying for services can provide support during the ICAP assessment process to ensure that it is accurate.
- After DDD receives the completed ICAP assessment, DDD will continue processing the application for services.

4 Connect with Providers

It is important to learn more about services and available providers in the area that will best meet the needs of the person applying for services. An Intake Specialist can provide contact information for providers.

- While you are awaiting an eligibility decision, you can reach out to providers and learn more about the services that they provide.
 - This can include visiting and touring provider locations.
- People have the choice to apply to any provider that they feel might best meet their needs.
 - Each provider will review applicants and determine if they are able to meet the person's needs. If a provider is unable to provide services to the person applying, that will be communicated directly by the provider agency.
- After you have been determined eligible for services, if you are interested in the CHOICES waiver, a case manager will support you to apply directly to a Community Support Provider.

5 Receive DDD Eligibility Decision

After DDD receives the completed application, supporting documentation, and ICAP assessment an eligibility decision will be made.

- DDD will process applications and make an eligibility decision within 45 days of receiving the completed application. *A completed application includes the application and all required documents.*
- If a person is found to be eligible for DDD services, it will be communicated via the person's preferred method of communication
- If a person applying for services is found not eligible, they will be informed of their right to appeal this decision
- Because CHOICES and Family Support 360 are Medicaid waiver programs, DSS makes a final eligibility determination once all financial paperwork is completed. This determination will come after step 7.

6 Connect with a Family Support Coordinator or CHOICES Case Manager

CHOICES and Family Support 360 are unique programs that are designed to meet a person's needs through a variety of services. Through the intake and application process, a DDD Intake Specialist will help you identify which program will best meet your needs.

- If Family Support 360 is the best program for the person applying for services, they will be connected with a Family Support Coordinator from the preferred provider in their area.
- If CHOICES is the best program for the person applying for services, they will be connect with a Case Manager from the preferred provider in their area.

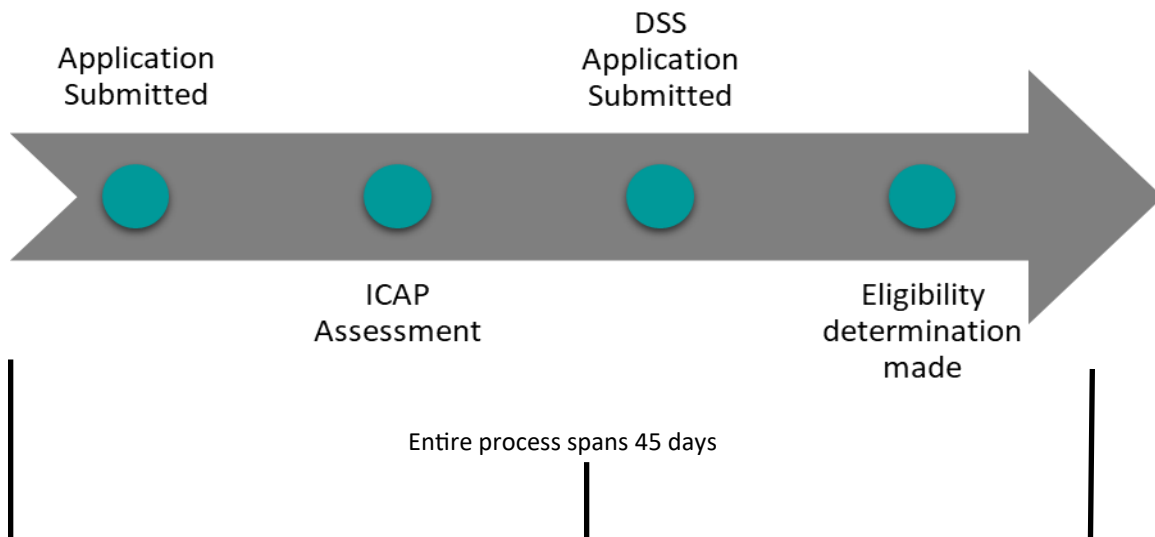
If DDD does not have sufficient financial resources to serve everyone who is eligible, a waiting list is established. If a waiting list develops, the division shall assign a level of priority for applicants to the waiver. The first level is priority status, which is reserved for people who are at significant risk. A person at significant risk is one under any of the following circumstances:

- 1) Whose health, welfare, or safety is in jeopardy;
- 2) Who is at imminent risk of being institutionalized; or
- 3) Who is institutionalized.

7 Complete DSS Financial Eligibility

As mentioned above, DSS is the state Medicaid agency and is therefore responsible for making the final determination of eligibility for waiver services. A Family Support Coordinator or CHOICES Case Manager will assist the person that has been determined DDD eligible with completing the DSS financial eligibility application.

- DSS reviews financial eligibility for the person applying for services and will only review their financial information, even if they are under the age of 18
- DDD and DSS staff are available at local offices to support people who need assistance with completing the application



8 Begin Services

If the person applying for services is found eligible for Family Support 360 services, a Family Support Coordinator will begin working with them to identify the services and supports needed and create an Individualized Service Plan.

If the person applying for services is found eligible for CHOICES, the case manager will begin the Individualized Service Planning process to help identify the services and supports needed. This information will be used to help apply for Community Support Providers to provide supports to meet the person's needs.



Appendix A: CHOICES Waiver Services

Case Management services includes the development of a person-centered individualized services plan (ISP) that identifies needed services and supports (regardless of funding source) to ensure the person's health, safety and independence. *Case Management services cannot be delivered by the same provider of other CHOICES services

Residential Habilitation provides supports with completing activities of daily living such as cooking, cleaning, and accessing community activities. Residential services are intended to provide opportunities to live as independently as possible, in consideration of health and safety. Supports can range from around the clock support to intermittent supports throughout the day.

Shared Living Residential Habilitation is an arrangement of residential services provided in the private home shared by both the person and their primary caregiver. A host home provider that shall provide services including assistance, support, and guidance in life domain areas such as daily living, safety and security, community living, healthy lifestyle, social interactions, spirituality, citizenship, and advocacy.

Individual Supported Employment (SE) services are delivered to a person who has a goal to obtain competitive, integrated employment specified within their ISP. Individual Supported Employment seeks to support the individual's goal to obtain a job within the general workforce and compensation at or above minimum wage.

Group Supported Employment services are supports to a group of participants to obtain and maintain a job in integrated competitive employment, customized employment, or self-employment. Services include job coaching, job support, retention, and follow along.

Small Group Vocational Support services are designed to create a pathway towards integrated community-based employment. This service provide opportunities for a participant to be paid while gaining work experience in a community business setting

Career Exploration (Prevocational) Services are designed to assist the person to identify and develop skills that prepare them for integrated, competitive jobs. These services are limited in duration.

Day Habilitation Services are intended to assist the person to gain opportunities for meaningful life experiences, including building positive social relationships, supporting greater independence, and acquiring and maintaining skills that promote the person's goal attainment. A person receiving this service may not be paid a wage for activities in which they participate. Day services may be provided in integrated, community-based settings.

Specialized Medical Equipment and Drugs are devices, controls or appliances which enable the person to increase or maintain their ability to perform activities of daily living, or to perceive, control, or communicate with the environment in which they live.

Assistive Technology includes a device, item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of the participant.



Appendix B: Family Support 360 Waiver Services

Service Coordination assists the person to access needed services and identify natural supports; as well as advocating for the person.

Companion Care Services are non-medical services delivered in home or community settings that include socialization, appropriate community engagement, and independent living skill development. A companion care provider may prompt or coach the person through steps to complete a task.

Specialized Medical Adaptive Equipment and Supplies may include devices, controls, or appliances, which enable the person to increase their abilities to perform activities of daily living, or to perceive, control, or communicate with the environment in which they live.

Respite Care is short term relief for primary care givers.

Environmental Accessibility Adaptive Equipment are physical adaptations to the home, necessary to ensure the health, welfare, and safety of the person, or enable better independence at home.

Vehicle Modifications are alterations to a person's primary means of transportation (automobile) to accommodate the person's needs and help improve community access for the person.

Supported Employment services consist of ongoing supports that enable integrated employment at or above minimum wage.

Personal Care Services provide a range of assistance to enable the person to accomplish tasks of activities of daily living such as eating, bathing, and personal hygiene.

Nutritional Supplements are products prescribed by a doctor that are used to supplement the person's dietary needs.

Specialized therapies includes horse, music, and art therapies.



Appendix C: Common Terms

Department of Social Services: South Dakota’s state Medicaid agency that services as the authorizing agency for CHOICES and Family Support 360

Division of Developmental Disabilities: The operating agency for CHOICES and Family Support 360

ICAP: The Inventory for Client and Agency Planning (ICAP) is an assessment tool that assists in determining the level of support needs that a person has and is used by the Division of Developmental Disabilities (DDD) to establish eligibility for both CHOICES and Family Support 360.

Waiver: The term “waiver” means that CMS gives a “waiver”, or exception, to South Dakota for a Medicaid requirement called ‘Comparability.’ Comparability means that services are provided in an equal way to all people who receive Medicaid. Because CHOICES and Family Support 360 are programs that are just for people in South Dakota who have ID/DD, the state has to have approval from CMS to waive the Comparability requirements to only serve people with intellectual and developmental disabilities through CHOICES and Family Support 360.

