

# South Dakota Department of Human Services Division of Developmental Disabilities



## RESOURCE GUIDE

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June 2024



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The purpose of this Developmental Disability Resource Guide is to provide uniform direction for family members, caregivers, and advocates of individuals with an intellectual or developmental disability to plan and prepare for the attainment of the person's Good Life.

This guide references concepts and tools developed by the University of Missouri-Kansas City through the National Community of Practice for Supporting Families of Individuals with Intellectual/Developmental Disabilities. Charting the LifeCourse is frequently mentioned throughout this guide and is designed to assist the person in creating a vision for the future. Please visit [dhs.sd.gov/en/division-developmental-disabilities](https://dhs.sd.gov/en/division-developmental-disabilities) for more information and to stay current on trends related to South Dakota's Community of Practice efforts.

This Division of Developmental Disabilities (DDD) Resource Guide is intended to complement the policies and procedures of DDD programs, not to supplant them. Throughout this guide, you will learn about DDD programs which provide services and supports to help people live, work, and participate in community activities. Each program description contains details about eligibility requirements and who to contact for information. We want this guide to be a valuable resource to you and to provide the information needed to make informed decisions while equipping you with the basic knowledge you need to match tailored services and supports to meet your needs.

DDD would like your input as to how this guide can be improved to better capture the information you need to make informed decisions about your care. If you feel additional information can be included within the guide, please contact the Division of Developmental Disabilities.

Thank you for your advocacy in supporting South Dakotans with Intellectual and Developmental Disabilities.

For more information about services discussed in this guide, please contact DDD via Dakota at Home.

Phone: 1-833-663-9673 [choose option 2] or Email [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us).

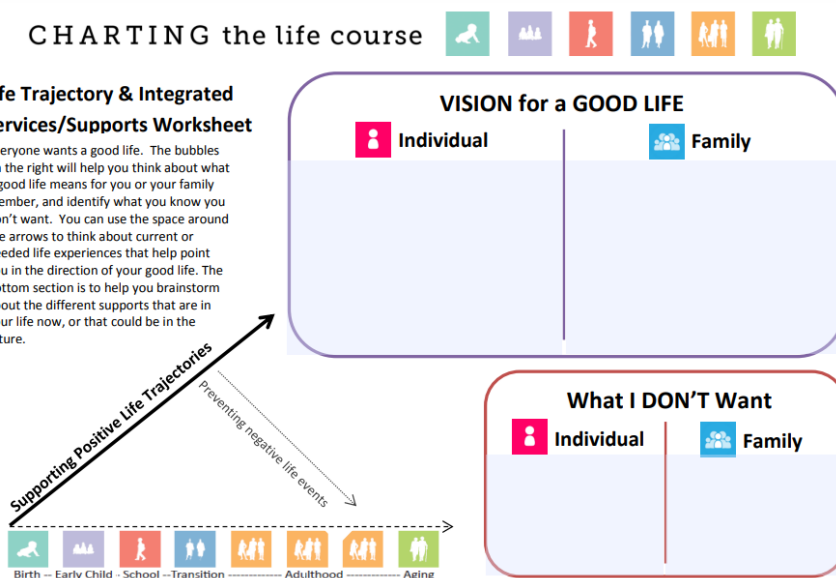


The services and supports outlined in this guide are based on the belief that all people have the right to live, love, work, play, and pursue their life aspirations in their community. Supporting all individuals with developmental disabilities and their families to have a good life is a key component to building strong communities in South Dakota. Throughout all stages of life, it is important to consider what information is needed, how to find or develop supports, and discover what it takes for the person to live the life they want to live.

## CHARTING the life course

### Life Trajectory & Integrated Services/Supports Worksheet

Everyone wants a good life. The bubbles on the right will help you think about what a good life means for you or your family member, and identify what you know you don't want. You can use the space around the arrows to think about current or needed life experiences that help point you in the direction of your good life. The bottom section is to help you brainstorm about the different supports that are in your life now, or that could be in the future.



What does the person envision when they think about a “good life” for the future? Whether the future is next month, next year, or 10 years from now, the decisions made today and tomorrow either lead the person closer to or further from that vision. Focus on the current situation and what is needed now to build an inclusive, productive life in the future.

<https://www.lifecoursetools.com/lifecourse-library/exploring-the-life-stages/>

Think about the experiences that have led the person closer to their “good life” as well as the events that have taken them off track. What would it take for them to get to their vision? What do they want to avoid? Having an idea of their vision makes it easier to advocate for what they want—or don't want.

Worksheets and more information are located at the link below.

<https://www.lifecoursetools.com/lifecourse-library/foundational-tools/person-centered/>



Supports are defined as resources and strategies that aim to promote the development, education, interests, and personal well-being of a person and that enhance individual and family functioning. The resources found in this guide are considered eligibility specific and are just one type of support to explore to help a person have a good life.

Ideally, supports are a combination of personal strengths & assets, relationship based, technology, community resources, and eligibility-specific.

The following pages include an overview of the different funding sources, programs, and specific services offered by the South Dakota Division of Developmental Disabilities.

## Our Mission

At the Division of Developmental Disabilities we work 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.



## Our Principles

We will support people to participate in the life of their community.

We will honor the importance of relationships with family and friends.

We will ensure that quality services are available and accessible.

We will work with providers to enhance services while respecting the dignity of risk and the importance of health and safety.

We will respect and value cultural diversity.

We will be good stewards of public funds.

“There’s nothing complicated about equality”

Alice Paul (1885-1977)



## What is an Intellectual or Developmental Disability?

An Intellectual Disability begins between birth and early adulthood (age 18) and includes limitations in cognitive functioning and life skills. These limitations can cause a child to develop and learn more slowly or differently than a typically developing child.

A Developmental Disability is a group of conditions that are due to mental or physical impairments that begin before age 22.

Defined in South Dakota State Law (SDCL) [27B-1-18](#), a Developmental Disability is any severe, chronic disability of a person that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;
3. Is likely to continue indefinitely;
4. 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
5. Reflects the person's need for an array of generic services, met through a system of individualized planning and supports over an extended time, including those of a life-long duration.

## How is an Intellectual or Developmental Disability Determined?

A person has an intellectual or developmental disability if:

1. The person has a severe, chronic disability attributable to an intellectual disability, cerebral palsy, epilepsy, head injury, brain disease, or autism or any other condition, other than mental illness, closely related to intellectual disability, and requires treatment or services similar to those required for persons with intellectual disabilities. To be closely related to intellectual disability, a condition must cause impairment of general intellectual functioning or adaptive behavior similar to that of intellectual disability;
2. The disability manifested itself before the person reached age 22; and
3. The disability is likely to continue indefinitely.

**Important Note:** Documentation that includes a diagnosed intellectual or developmental disability must be signed by a physician or psychologist.

## Strengthening Families Program

The Strengthening Families Program offers services and supports to meet the needs of families who have a child or adult with a developmental disability. Through this program, eligible families can receive repayment for the purchase of eligible goods and services. Without this repayment, families are left to cover costs on their own, placing undue hardship on families. Eligible Services and Supports may include:

- Incontinence Supplies
- Medications
- Nutritional Supplements
- Recreational Opportunities
- Adaptive Equipment
- Housing Modifications
- Travel Expenses for Medical Care
- Vehicle Modifications

### Who is eligible?

- A person with a diagnosed Developmental Disability or requires prolonged assistance as determined by the Department of Education for ages birth to 3 ([ARSD 24:05:24.01:15](#))
- If under 18 years of age, the person must be living in a home with a parent or guardian.

### Who do I contact?

Department of Human Services  
Division of Developmental Disabilities  
Dakota at Home:  
Phone: 1-833-663-9673 [choose option 2]  
Email: [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us)

## Strengthening Families Program Frequently Asked Questions

### What is the difference between the Strengthening Families Program and Family Support 360?

Strengthening Families is a program designed to help eligible families by providing limited funding for products and services. Families are repaid for eligible purchases. Strengthening Families does not offer service coordination. The Strengthening Families program is designed for persons who may not be eligible for the Family Support 360 program or do not need intensive services.

The Family Support 360 program is a Home & Community Based Medicaid waiver with additional eligibility requirements, through which a Family Support 360 Coordinator helps the family access specific services such as companion care, personal care, and supported employment to help persons to achieve their goals.

### Does the Strengthening Families Program provide services to adults?

Yes, this program can serve children and adults with a developmental disability.

### What documentation do I need to provide with my application?

Please submit current documentation, including a copy of the most recent adaptive behavior and intelligence (IQ) testing that has been completed. These test results are typically included in a psychological evaluation. If you have questions, please contact the Strengthening Families Specialist at DDD.

### Am I assigned a case manager or service coordinator while on this program?

No, you are not assigned a case manager or service coordinator. The DDD Strengthening Families Specialist will serve as your point of contact to answer any questions.

### How do I receive authorization of funding for services and supports?

Call Dakota at Home at 1-833-663-9673 [choose option 2] or email [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us).

### How do I get repaid for eligible purchases?

Once approved, you will receive an information packet with relevant forms and instructions.

You will then submit the Strengthening Families Reimbursement Form with receipts to:

\*Mail to: 3800 E Hwy 34 c/o 500 E Capitol Ave., Pierre, SD 57501

\*Email to: [FSStatewideProgram@state.sd.us](mailto:FSStatewideProgram@state.sd.us)

\*Fax to: (605) 773-7562.

## Respite Care Program

Respite is planned or emergency care provided to a child or adult with a disability (or other conditions) in order to provide temporary relief to, or a short break for family caregivers who are caring for the child or adult. Respite care providers chosen by the family care for children or adults with disabilities or other conditions while families run errands, take a class, go to a movie, or go on a vacation. These breaks allow families time to tend to the needs of their other family members, spouses, and themselves.

### Who is eligible?

- A child or an adult who has a developmental disability.
- A child 3 years of age or younger with a developmental delay.
- A child diagnosed with a serious emotional disturbance.
- An adult with a severe and persistent mental illness.
- A child with a chronic medical condition.
- A child who is a member of a post-adoptive family.
- A child or an adult with a traumatic brain injury.

### Who do I contact?

Department of Human Services  
Division of Developmental Disabilities  
**Dakota at Home:**  
**Phone:** 1-833-663-9673 [option 2]  
**Email:** [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us)

## Respite Care Program Frequently Asked Questions

### How do I apply?

Please complete the Respite Care Program application found at <https://dhs.sd.gov/content/dam/digital/united-states/south-dakota/sdo/pdf/division-of-developmental-disabilities/RC%20application%20form%20FY18.pdf> and return to the DDD Respite Care Specialist:

- Mail to: 3800 E Hwy 34 c/o 500 E Capitol Pierre, SD 57501, or
- Email to: [infoDD@state.sd.us](mailto:infoDD@state.sd.us), or
- Fax to: (605) 773-7562.

### What documentation do I need to provide with my Respite Care application?

Please submit one of the following:

- Recent adaptive behavior and intelligence (IQ) testing;
- Birth to 3 Individualized Family Service Plan; or
- Documentation of a chronic medical condition containing the diagnosis and name of the physician or therapist issuing the diagnosis.

### Once I am approved, how do I access Respite Care services?

Once approved, you will receive a packet in the mail containing a letter with your authorized respite budget, an authorization account number, the Guide to Respite Care, a liability form, a Form W-9 for respite providers, and request for payment forms. Follow the steps in the approval letter to fill out and submit the W-9 form, liability form, and request for payment form.

### Can I access the Respite Care Program and other DDD services?

You can access the Respite Care Program in conjunction with the Strengthening Families Program. The Respite Care Program can also be accessed by CHOICES Waiver Program participants who do not receive residential supports. The Respite Care Program cannot be accessed by people who are served on the Family Support 360 Waiver Program as respite is an available service through that program.

### How does the payment process work for respite care providers?

Submit the request for payment after the respite care service has been provided. Repayments may take up to a month to be processed and delivered.





## Community Training Services Program

Community Training Services (CTS) are provided to a person who needs minimal supports to live and work in their communities. Services include pre-vocational training, community living training, and expanded follow-along services as described below.

**Pre-vocational Training** – Services that teach work skills and prepare the person for employment. This service can be provided in community or facility-based settings.

**Community Living Training** – Services that provide and teach self-advocacy, self-care, financial management, safety and emergency procedures, accessing community resources, and decision-making skills.

**Expanded Follow-Along** – Services that provide the following:

- Social skills development
- Assessment of the person’s abilities and needs to match him/her with needed services and supports
- Telephone and/or personal contact with or on behalf of the person to community services and resources

## Community Training Services (CTS) Providers

- Ability Building Services, Inc.
- ADVANCE
- Aspire
- Black Hills Special Services Cooperative
- Black Hills Works
- Community Connections, Inc.
- Dakota Milestones
- Huron Area Center for Independence
- LifeQuest
- LifeScape
- New Horizons
- Northern Hills Training Center
- Southeastern Directions for Life
- Valiant Living
- Vista Care

## Who is eligible?

- A person must have a developmental disability (SDCL [27B-1-18](#)).
- A person must be at least 16 years of age or if 21 years of age or younger, may not be eligible for special education services.
- A person must have 3 or more functional limitations determined by an ICAP assessment.
- A person must be recipient of or eligible for Supplemental Security Income *or* the person’s income falls below 115 percent of the state median income.

## Who do I contact?

Department of Human Services  
Division of Developmental Disabilities  
**Dakota at Home:**  
**Phone:** 1-833-663-9673 [option 2]  
**Email:** [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us)

## Community Training Services Frequently Asked Questions

### What are the main differences between the CTS Program and other DD programs?

The CTS Program is designed for people who may not meet the eligibility requirements of other DD programs but due to a physical or mental disability, are in need of services and supports to be independent in their own home and in their communities.

### Will I have a case manager to help me?

Through the CTS Program, the person will choose a case manager who will help to make an individualized service plan which will identify the services and supports needed to support the person’s good life.

### Are employment supports included in the CTS Program?

Yes, through Prevocational Training or Expanded Follow Along services.

Being disabled should not mean being disqualified from having access to every aspect of life.”

Emma Thompson



## Home & Community—Based Waiver Programs

### What is a Waiver Program?

A waiver program is a way to deliver Medicaid services to a person with an intellectual or developmental disability. The federal government approves waiver programs which help reduce costs, promote community involvement, and improve care. Waiver programs allow states to provide services to people who wouldn't otherwise be covered by Medicaid. For example, residential services for a person who would otherwise have to receive their services from an institution.

Waiver programs allow the Division of Developmental Disabilities to specifically support people with an intellectual or developmental disability in their community. Since waiver participants are also Medicaid participants, they are entitled to receive Medicaid State Insurance Plan benefits.

There are two waiver programs in South Dakota which provides services to people who have an intellectual or a developmental disability.





## Family Support 360 Waiver Program

Family Support is intended to maintain and strengthen the family’s ability to provide care at home. Families receiving family support services often comment that it allows them to “just be a family.” Family Support also provides assistance to people living on their own. Family Support provides an individualized budget for families and the person to purchase their services and supports and is designed to meet the varied and changing needs of each person and family. Each person receiving services from the Family Support 360 waiver chooses a Family Support Service Coordinator who will support the person and their family to create an individual service plan, identify and access services to meet identified needs, and advocate for the person.

### Why choose Family Support 360?

The Family Support 360 (FS 360) Waiver Program provides a person with flexible services and supports, customized to 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.



The Family Support Service Coordinator will help the person and their family make an individualized service plan, advocate for the person, and will help find paid providers as well as natural supports (supports delivered by people who are not being paid) such as extended family members, friends, neighbors, church congregations, and others important to the person and their family. FS 360 will also assist the person and their family to find services that will help them to keep their family together and supported in their home and community.

### 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 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.

**Specialized Therapies** which include horse, music, and art therapy.





## Family Support 360 Waiver Services

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

**Other Available Services** to maintain and strengthen a family’s ability to provide care at home. A Family Support Service Coordinator can assist in identifying these services.

## Family Support 360 Providers

Providers	Headquarters	Coverage Area	Web Site
<b>Benchmark Human Services</b>	Spearfish	Statewide	<a href="http://benchmarkhs.com">benchmarkhs.com</a>
<b>Black Hills Special Services Cooperative</b>	Sturgis	Western & Central	<a href="http://www.bhssc.org">www.bhssc.org</a>
<b>Dakota Milestones</b>	Chamberlain	Central & Southeast	<a href="http://www.dakotamilestones.org">www.dakotamilestones.org</a>
<b>Huron Area Center for Independence</b>	Huron	Northeast	<a href="http://www.cfindependence.com">www.cfindependence.com</a>
<b>LifeQuest</b>	Mitchell	Southeast & Northeast	<a href="http://www.lifequestsd.com">www.lifequestsd.com</a>
<b>LifeScape</b>	Sioux Falls	Southeast	<a href="http://www.LifeScapeSD.org">www.LifeScapeSD.org</a>
<b>SESDAC, Inc.</b>	Vermillion	Southeast	<a href="http://www.sesdac.org">www.sesdac.org</a>
<b>Volunteers of America</b>	Sioux Falls	Southeast	<a href="http://www.voa-dakotas.org/">www.voa-dakotas.org/</a>

## Who is eligible?

- Eligibility for Family Support 360 is described within Administrative Rules of South Dakota [67:54:09:12](#):
- Must be receiving SSI or be aged, blind, or disabled and have an income less than 300 percent of the SSI standard benefit amount. *Application for Family Support 360 excludes family income as a resource consideration.*
- Must have a developmental disability or, if the person's age is birth through two years of age, documentation from the Department of Education Birth to Three program, which indicates the child has been identified as needing prolonged assistance.
- For people age four and above, substantial deficits as exhibited by completion of an Inventory for Client and Agency Planning (ICAP) assessment.
- An Individualized Service Plan (ISP) has been prepared by the Family Support Service Coordinator.
- People receiving FS 360 services are required to access one waiver service a month to remain eligible.

## Who do I contact?

Department of Human Services  
Division of Developmental  
Disabilities  
**Dakota at Home:**  
**Phone:** 1-833-663-9673 [option 2]  
**Email:** [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us)



## Family Support 360 Frequently Asked Questions

### Can the person access this waiver program and another waiver at the same time?

No, you can only receive services from one waiver program at a time.

### Can the person switch from the Family Support 360 waiver to another HCBS waiver?

Yes, if the person is determined to be eligible, it is possible to switch to a different waiver program offered by the Department of Human Services.

### Can a family member become a paid caregiver to provide services?

Family Support 360 is a self-directed waiver, allowing families and the person to hire and train their own service providers. Family members can provide services to people if they meet the requirements to be a qualified provider. Qualified providers must meet the minimum age requirements for the service and pass a criminal background check. Parents of minor children, or legally responsible adults, cannot be paid to provide services.

### Who can I invite to the ISP (Individualized Service Plan) or IEP (Individualized Education Program) meetings?

The person and/or their legal representative can invite whomever they would like to the ISP or IEP meetings. Your Family Support Service Coordinator can attend the IEP meeting to help identify school supports.

### What is the role of the Community Support Provider in providing Family Support services?

The Community Support Provider (CSP) employs the Family Support Service Coordinator and the staff you choose to hire. The CSP also provides administrative support for self-directed services.

### What can I expect from my Family Support Coordinator?

The Family Support Service Coordinator will facilitate a person centered planning process, help the person choose services, and identify paid providers and unpaid supporters who can support them to meet their goals.



## CHOICES Waiver Program

The Community, Hope, Opportunity, Independence, Careers, Empowerment, Success (CHOICES) Waiver is designed to provide services and supports to people with intellectual and/or developmental disabilities who would otherwise need institutional care. CHOICES services range from round-the-clock supports in a home setting to intermittent check-ins for those living in their own home as well as an array of daytime and employment services.

### CHOICES Waiver Objectives:

- Deliver services meeting the highest standards of quality and national best practices.
- Ensure health and safety through a comprehensive system of safeguards.
- Offer an alternative to institutionalization by providing community services and supports.
- Promote inclusion and individuality by enhancing existing natural supports.
- Encourage people and families to exercise their rights and share responsibility for provision of their services and supports.
- Offer a platform for a person-centered system based on the person's individual needs and preferences.

### CHOICES Waiver Goals:

1. Assist the person to lead a healthy, independent, and productive life to the fullest extent possible.
2. Help the person fully exercise their rights as citizens of the State of South Dakota.
3. Promote family integrity.



## CHOICES Waiver Services

**Case Management** services include development of a person-centered individualized service plan (ISP) that identifies needed services and supports to ensure the person's health, safety, and independence. Case Managers assist people to access needed services and identify other supports available in the community.

**Residential Services** provide supports with completing activities of daily living such as cooking, cleaning, and accessing community activities. Residential services range from around-the-clock supervision to daily check-ins and are intended to help people live as independently as possible, with the individualized supports to maintain health and safety, including nursing services. [Shared Living](#) is a residential service arrangement provided in a private home shared by both the person and their paid caregiver.

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

**Group Supported Employment** services supporting a group of 2 to 4 people working together in an integrated job setting within the general workforce.

**Small Group Vocational Support** designed to create a pathway towards integrated community-based employment and supports a group of 4 to 8 people working together in an integrated job setting within the general workforce.

**Career Exploration 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.





## CHOICES Waiver Services Continued

**Day 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 goals.

**Specialized Medical Equipment & Drugs** is a service available to people whose Individualized Service Plan (ISP) specifies a need for the assessment of adaptive functioning needs and/or specifies the use of particular equipment and supplies as necessary to carry out the ISP. *Maximum annual benefit of \$5,000/year.*

**Assistive Technology** is 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 person. *Maximum annual benefit of \$5,000/year.*

### Who is eligible?

### Who do I contact?

Eligibility for CHOICES is described within the Administrative Rules of South Dakota [67:54:04:04](#):

- The person must receive TANF, SSI, or foster care maintenance payment **or** is aged, blind or disabled and has an income less than 300 percent of the SSI Standard Benefit.
- The person must be developmentally disabled according to [67:54:04:05](#).
- The person shows substantial deficits as exhibited by completion of an Inventory for Client and Agency Planning (ICAP) assessment.
- A person who has been denied social security or SSI disability benefits based on a disability is ineligible for CHOICES.
- People receiving CHOICES services are required to access one program service a month to remain eligible.

Department of Human Services  
 Division of Developmental Disabilities  
**Dakota at Home:**  
**Phone:** 1-833-663-9673 [option 2]  
**Email:** [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us)

## CHOICES Case Management Providers

<b>Resources for Human Development</b> <b>Area:</b> Statewide <a href="http://Rhd.org/southdakota">Rhd.org/southdakota</a>	<b>New Horizons</b> <b>Area:</b> Northeast South Dakota <a href="http://Humanserviceagency.org">Humanserviceagency.org</a>
<b>Benchmark Human Services</b> <b>Area:</b> Statewide <a href="http://Benchmarkhs.com">Benchmarkhs.com</a>	<b>LifeScope</b> <b>Area:</b> Southeast South Dakota <a href="http://Lifescapesd.org">Lifescapesd.org</a>



## CHOICES Community Support Provider Services

1. Ability Building Services, Inc.
2. ADVANCE
3. ASPIRE
4. Black Hills Special Services Cooperative
5. Black Hills Works
6. Community Connections
7. DakotAbilities
8. Dakota Milestones
9. Goodwill of the Great Plains
11. Huron Area Center for Independence
12. LifeScope
13. LifeQuest
14. LIVE, Inc.
15. New Horizons
16. Northern Hills Training Center
17. Resources for Human Development
18. SESDAC, Inc.
19. Southeastern Directions for Life
20. Valiant Living
21. Vista Care
22. Volunteers of America
23. Goodwill of the Great Plains

## CHOICES Frequently Asked Questions

### What do I need to have ready to apply for CHOICES services?

A person who is interested in applying for CHOICES services should contact the Division of Developmental Disabilities and have a current psychological evaluation available. The evaluation should include documentation of a diagnosed intellectual or developmental disability. If the person does not have a current psychological evaluation, the Division of Developmental Disabilities intake specialist will explain the steps needed to obtain one.

### What can I expect from a case manager?

The CHOICES Case Manager will get to know the person, lead a person centered planning process, and help the person explore services available to meet their needs. The Case Manager will then assist the person to explore and choose both paid providers and unpaid supporters who can support them in meeting their goals.

### How do I know if CHOICES is the best program for the person?

Thinking about the vision the person has for their life will help them and their family by helping them think about questions to ask and how to begin creating a vision of the future. The resources and ideas referenced on page three of this guide will help the person focus on their specific life stage and life domains.

As conversations with the person and family occur, it may be helpful to write down their thoughts and ideas. Worksheets can be found at:

<https://www.lifecoursetools.com/lifecourse-library/foundational-tools/person-centered/>

*Once you've established some expectations, it may be helpful to speak with a representative from the Division of Developmental Disabilities who can help you decide which services will best meet your needs.*



## Services Spotlight: Employment Services

**Thinking about getting a job?** Your future already looks brighter because you know the value work brings to your life and that making the commitment to pursue employment is a huge step! All people with disabilities have the right to live and work in the community and *everyone* has talents and strengths to bring to the workplace when, combined with the right supports of relationships, technology, community resources, and paid services, can lead to lasting success in your chosen career. Work gives us a purpose and helps us to be self-sufficient, independent, as well as responsible citizens and valued members of our community. Having a job is also a key part of being connected to the community. For people of all abilities, employment brings a sense of purpose and meaning, a way to support themselves, and the flexibility to pursue one’s dreams. Now that you have taken the first step of identifying that work is a part of your good life, the next step is to identify which employment path is the right one for you. There are many positive impacts of competitive employment:

- More money
- More friends and connections
- More happiness

**CHOICES and Family Support 360 Employment Services** can assist you with your choice to work and provide the supports necessary not only to gain and maintain employment but to advance in your chosen field.

<b>Individual Supported Employment</b>	Supports are provided on a one-to-one basis at an integrated competitive job and might include job coaching, job support, retention, and follow along.	Yes	Yes
<b>Group Supported Employment</b>	The goal of this service is to gain work experience in an integrated, competitive job working alongside 1-3 other people. This service provides a structured, supported way to learn workplace expectations. Examples include: learning a work schedule, working alongside coworkers, and talking with a supervisor.	Yes	No
<b>Career Exploration</b>	Designed to help those uncertain about work options, or who want to explore their interests and abilities, and build basic work skills which can include following multi-step directions, staying on task, and other general workplace expectations. This services is time-limited and intended to help with skill-building and preparation for competitive, integrated work.	Yes	No
<b>Small Group Vocational Support</b>	The goal of this service is to gain experience with a specific set of tasks as needed by local businesses, in a group of 4-8 people. Some examples of work that occurs in this service include landscaping, groundskeeping, snow removal, cleaning or janitorial work, moving services, clearing tables, dishwashing, or rolling silverware. This service is designed to help those who would like to explore different kinds of specific work that will fit their interests and abilities.	Yes	No

"I don't need easy.  
I just need possible."

Bethany Hamilton



## Other Services (ICF/IID)

### Private Intermediate Care Facility for Individuals with Intellectual Disabilities

An ICF/IID is an institutional setting (4 beds or more) for individuals with intellectual/developmental disabilities and must provide "active treatment."

**46:17:01:01(1). Active treatment defined.** The implementation of a program of specialized and generic training, treatment, health services, and related services that lead to the acquisition of the behaviors necessary for the person supported to function with as much self-determination and independence as possible and to prevent regression or loss of current optimal functional status. Since the implementation of federal ICF/IID regulations decades ago, there has been a major shift in thinking in the field of developmental disabilities. Emphasis is now on people living in their own homes, controlling their own lives, and being an integral part of their community.

#### Who is eligible?

Eligibility for a Private ICF/IID is described within Administrative Rules of South Dakota [67:54:03:02](#):

- The individual must be eligible for Medicaid.
- The individual must be developmentally disabled.
- The individual shows substantial deficits as exhibited by completion of an Inventory for Client and Agency Planning (ICAP) assessment.

#### Who do I contact?

Department of Human Services  
Division of Developmental Disabilities  
**Dakota at Home:**

**Phone:** 1-833-663-9673 [option 2]

**Email:** [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us)

## Other Services Frequently Asked Questions

### How do I apply to receive Private ICF/IID services?

The person's local school district (through a Individualized Education Program Team) can help determine if Private ICF/IID services are needed. All other community-based options should be fully exhausted prior to seeking Private ICF/IID services. The Division of Developmental Disabilities can help you identify community-based supports.

### If admitted to a Private ICF/IID, will my child continue to receive an education?

Yes, your child will receive comparable education while receiving Private ICF/IID services.

### What happens when my child turns 21?

Your child's support team will assist in planning a transition to the family home, a community placement, or other living arrangement with the services he/she needs to achieve their good life.



“Alone we can do so little;  
together we can do so much.”

Helen Keller

## Know Your Rights

**46:11:03:00. Participants rights.** A participant (of services described in this Guide) has rights guaranteed under the constitution and laws of the United States and the state including:

- 1) To be free from abuse, neglect, and exploitation;
- 2) To have privacy, dignity, confidentiality, and humane care;
- 3) To be able to communicate in private;
- 4) To be able to communicate in the participant's primary language or primary mode of communication;
- 5) To be free from retaliation for making a complaint, voicing a grievance, recommending changes in policies, or exercising a legal right;
- 6) To be able to maintain contact with family and friends, unless contact has been legally restricted;
- 7) To be able to refuse or discontinue services;
- 8) To have access to, read, and challenge any information contained in the participant's record;
- 9) To have access to an advocate as defined in § [46:11:01:01](#) or an employee of the state's designated protection and advocacy system;
- 10) To be provided choice among waiver services and providers;
- 11) To be informed of the provider's grievance procedures pursuant to § [46:11:03:06](#); and
- 12) To have a written residential lease agreement that meets the requirements of applicable state law.



Written notice of the participant's rights must be provided to the participant in an accessible format. If the participant is under eighteen years of age or a protected person, as defined in SDCL [29A-5-102](#), the notice must also be provided to the participant's parent or guardian, respectively. The notice may be provided to the participant's advocate upon the request of the participant and parent or guardian, if applicable. The notice and training on the participant's rights must be provided upon admittance to the provider and annually thereafter.

# Home and Community Based Services (HCBS) Settings Rule

## HCBS Settings Rule Basics:

If you receive services through a waiver program, your home should be located in the community. This means that you should have neighbors and businesses nearby your home.

If you attend day services, the day services center should be located in the community. This means that the building should be in an area where you can easily go out to visit businesses and restaurants and where you can meet new people.

If you receive services under the CHOICES or Family Support 360 waiver programs, you have rights which include:

- **Privacy:** You have the right to privacy in your home, with your possessions, and with your relationships. This means that you should be able to lock your bedroom door and front door, choose who comes into your home, and make calls and use the internet without being supervised by staff.
- **Autonomy:** You have the right to make decisions about what you wear, who you are friends with, what and when you eat, where and when you go in the community, how you spend the money you earn, how you use the things you own, how you decorate your home and who you invite into it, what medical advice you follow, etc.
- **Safety:** You have the right to be safe and comfortable in your home and community. Staff should never harm you or neglect your needs. If there is something unsafe or unsanitary in your home, your staff have the responsibility to help fix it.
- **Respect:** You have the right to be treated with respect and dignity. Staff should not yell at you, call you names, or ignore you when you need help.
- **Meaningful day:** You have the right to determine what your day should look like and how you spend it. You should not be told how to spend your day. If you want to work, your staff should help you come up with a plan to find a job.
- **Quality Supports & Services:** You have the right to services and supports that meet your vision of a good life. You have the right to speak up if you are not getting the services and supports you need.

## Protecting your Rights:

- If one of your rights needs to be limited for your health or safety, your provider must provide you with "due process" which means that they must:
- Document what specific risk to your health or safety requires a limitation of your right.
- Document what supports they have tried with you that have not worked.
- Document what they have tried before to help keep you safe that is less restrictive than the limitation they are now trying to put in place.
- Document how they will regularly collect data about how well the limitation on your right is working. They must also provide a plan to give you back your right if you have made the needed improvements to remain safe. **Your provider cannot limit your right without a plan to give it back, in a time period that you and your team agree to.**
- Make sure that the limitation of your right does not cause you emotional or physical harm.
- Ask your permission before limiting your right.

ACRONYMS	
ABAS-3	Adaptive Behavior Assessment System 3rd edition
ACL	Administration on Community Living— <a href="https://acl.gov/">https://acl.gov/</a>
ADA	Americans with Disabilities Act
ADL	Activities of Daily Living
ADLS	Assistive Daily Living Services Waiver
ADRC	Aging and Disability Resource Center (Dakota at Home)
AGI	Adjusted Gross Income
ALF	Assisted Living Facility
ALJ	Administrative Law Judge
ANE	Abuse, Neglect, and Exploitation
ARSD	Administrative Rules of SD
ASD	Autism Spectrum Disorder
ASL	American Sign Language
AT	Assistive Technology
BSC	Behavior Support Committee
BSP	Behavior Support Plan
BSS	Behavior Support Specialist
CIR	Critical Incident Report
CHOICES	Community, Hope, Opportunity, Independence, Careers, Empowerment, Success
CM	Case Manager/Case Management
CMS	Centers for Medicare & Medicaid Services
CQL	Council on Quality and Leadership
CSP	Community Support Providers
CTS	Community Training Services
DAC	Disabled Adult Child
DD	Developmental Disability
DDD	Division of Developmental Disabilities
DHS	Department of Human Services
DRT	Disability Review Team
DOC	Department of Corrections
DOE	Department of Education
DOH	Department of Health
DRS	Division of Rehabilitation Services
DSS	Department of Social Services

ACRONYMS (continued)	
EA	Division of Economic Assistance (within Dept. of Social Services)
ERT	Eligibility Review Team
FFS	Fee for Service
FS 360	Family Support 360 Waiver Program
FSC	Family Support Council
HCBS	Home &Community Based Services
HHA	Home Health Agency
HIPAA	Health Insurance Portability & Accountability Act
HSC	Human Services Center (located in Yankton)
HRC	Human Rights Committee
HUD	Housing and Urban Development
ICAP	Inventory of Client & Agency Planning
ICF/IID	Intermediate Care Facilities for Individuals with Intellectual Disabilities
ID	Intellectual Disability
ID/DD	Intellectual Disability & Developmental Disabilities
IDEA	Individuals with Disability Act
IEP	Individual Educational Plan
IHS	Indian Health Services
IL	Independent Living
ISP	Individualized Service Plan
LOC	Level of Care
LTSS	Long Term Supports and Services
MAWD	Medicaid Assistance for Workers with Disabilities
NCI	National Core Indicators
PASRR	Preadmission Screening and Resident Review
PCP	Person Centered Planning
PCT	Person Centered Thinking
POA	Power of Attorney
QMHP	Qualified Mental Health Professional
QIDDP	Qualified Intellectual and Developmental Disabilities Professional
SBVI	Services for the Blind and Visually Impaired
SC	Service Coordinator
SDCL	South Dakota Codified Laws
SDDC	South Dakota Developmental Center (located in Redfield)
SDHDA	South Dakota Housing and Development Authority

ACRONYMS (continued)	
SNF	Skilled Nursing Facility
SP	Service Provider
SSA	Social Security Administration
SSI	Social Security Income
SSDI	Social Security Disability Income
SF	Strengthening Families
TANF	Temporary Assistance for Needy Families
VR	Vocational Rehabilitation
WIOA	Workforce Innovation and Opportunity Act

The Department of Human Services does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of actual or perceived race, color, religion, national origin, sex, age, gender identity, sexual orientation or disability in admission or access to, or treatment or employment in its programs, activities, or services. For more information about this policy or to file a discrimination complaint you may contact the Discrimination Coordinator, Director of DHS Division of Legal Services

Address: 3800 E. Hwy 34,  
 c/o 500 E Capitol Ave,  
 Pierre, SD 57501  
 Phone: 605-773-5990.



Española (Spanish) - ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1.800.305.9673 (TTY: 711).

Deutsch (German) - ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung.  
 Rufnummer: 1.800.305.9673 (TTY: 711).

Published by the South Dakota Department of Human Services  
 1000 copies published at an approximate cost of two dollars per copy

