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## HOW DO I APPLY FOR CHILDREN'S DEVELOPMENTAL DISABILITIES SERVICES

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The following process outlines the steps involved to obtain children's developmental disability (DD) services in Idaho.

1. Contact the local regional Family and Community Services (FACS) Developmental Disability Program office for information and an application. Contact information can be obtained at [www.ChildrensDDservices.dhw.idaho.gov](http://www.ChildrensDDservices.dhw.idaho.gov) or by calling (208) 334-5512.
2. Complete and return the application form to the address indicated for intake staff in your area. Your child must first be approved for Medicaid in order to apply for DD services.
3. The Regional FACS staff will forward your application to the Independent Assessment Provider (IAP).
4. The IAP will review your application and determine if additional information is needed. An application is considered complete when all documentation is in place.
5. Once the application is complete, the IAP will contact you and schedule an appointment.

### THE ASSESSMENT PROCESS FOR ELIGIBILITY AND BUDGET DETERMINATION

Each person who applies for children's developmental disabilities services must go through an assessment to determine eligibility for developmental disability services. An assessment includes interviews, testing and a review of documentation to determine eligibility and budget.

1. Eligibility and budget determination will be made within 30 days of a completed application.
2. When determining eligibility, the IAP will work with you to:
  - a. Request other documents, the IAP will work with you
  - b. Complete a medical, social and developmental history.
  - c. Complete the **Scales of Independent Behavior Revised (SIB-R)** to determine functional limitations
  - d. Complete the **Inventory of Needs** to gather the document information related to the child's level of care.

NOTE: The process takes several hours to complete and is usually done at the office of the assessor with your child present.

3. Based on this assessment information obtained, the IAP will determine if your child is eligible for developmental disability services.
4. The IAP will send you a notice informing you of your child's eligibility.
5. If your child is eligible, you will be assigned a case manager.
6. Once assigned, you will be contacted to schedule a Family centered planning meeting and develop your child's plan of service.

**MONITORING THE PLAN**

Your child's plan will be monitored periodically by the Case Manager to determine if progress is being made, if services are appropriate, and if any adjustments need to be made.

**REDETERMINATION**

Eligibility must be reviewed at least annually. The type and frequency of the review will be determined by the assessor based on change in functioning or needs of the child. This can be a full assessment, focused review or paper review.