
HOW DO I APPLY FOR CHILDREN'S DEVELOPMENTAL DISABILITY SERVICES?

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

1. Contact the local Family and Community Services (FACS) office for information and an Application for Children's Developmental Disability Services. Contact information can be obtained at www.childrensDDservices.dhw.idaho.gov or by calling 1-877-333-9681.
2. Complete and return the application form to the address provided.
3. The Central FACS intake 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 disabilities 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 from service providers as needed.
 - 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 and 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 IAP.

3. Based on all of the 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. The case manager will be either a FACS staff or contractor.
6. Once a case manager is assigned, you will proceed with the Family-Centered Planning process.

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

Once initial determination is made, the type or frequency of review will be determined by the assessor based on change in functioning or needs of your child. This can be full assessment, focused review, or paperwork review.