



# **How to Apply for Children's Developmental Disability Services**

**A Guide for Families**



IDAHO DEPARTMENT OF  
HEALTH & WELFARE



Developmental Disability (DD) means a chronic disability of a person which appears before 22 years of age and:

- Is attributable to an impairment, such as an intellectual disability, cerebral palsy, epilepsy, autism or other condition found to be closely related to or similar to one of these impairments that requires similar treatment or services, or is attributable to dyslexia resulting from such impairments.
- 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, or economic self-sufficiency.
- Reflects the needs for a combination and sequence of special, interdisciplinary or generic care, treatment or other services which are of life-long or extended duration and individually planned and coordinated.



- \*If the child is currently on Idaho Medicaid: Proceed to Step 2.
  
- If the child is not currently on Idaho Medicaid, the parent/guardian will need to apply by one of the following ways:
  - Call Self Reliance at 877-456-1233
  - Go to the local Self- Reliance office
  - Go to <http://idalink.idaho.gov>
  
- Request to speak with a Medical Review Specialist and let them know that your child has a developmental disability. Be prepared to provide the following:
  - Supporting documentation of the diagnosis
  - Documentation of your income



If your income is too high to meet Medicaid limits, you may still apply through other means such as:

- Aid to the Aged, Blind, and Disabled (AABD)
- Katie Beckett Medicaid

NOTE: if you need assistance with applying for Medicaid, please contact the supervisor in your area:

North Hub: Katie Rigoli - (208)-665-8975

West Hub: Sarah Allen - (208) 334-0970

East Hub: Heidi Napier - (208) 234-7945



Once the child has Idaho Medicaid, the parent/guardian can complete an application for children's DD services:

Go to: <http://childrensDDIntake.dhw.idaho.gov>

- Click "Children" on the top bar
- Choose "Developmental Disabilities" from the Children's Health list
- Hover your cursor over Child DD Info for Families and choose Application Packet for Children's DD Services (if you choose application, you will not get the instructions of what to do with the application)
- The instructions are on the first page of the Application Packet

\*An application packet can also be requested from a hub supervisor (listed on the previous slide).



The DD Application packet consists of 7 pages

- Page 1 – Instructions
- Page 2 – Children’s DD Services Application and Release of Information
- Page 3 – Acknowledgement of the Notice of Privacy Practices
- Pages 4-7 – Notice of Privacy Practices
  - Follow the instructions on page 1 of the DD Application packet
  - Fill out, sign and return pages 2 & 3 along with documentation of disability
  - Keep the remaining pages (Notice of Privacy Practices) for your records



- Once you have completed the DD Application and signed the Acknowledgement of Receipt of the Notice of Privacy Practices, you are then ready to submit them along with any other documentation you have to assist in the eligibility determination.
- All above documents may be submitted to:
  - Email: [ChildrensDDIntake@dhw.Idaho.gov](mailto:ChildrensDDIntake@dhw.Idaho.gov)
  - Fax: 208-332-7331  
Attn: Children's DD Application
  - Mail/Hand Deliver: Children's DD Application/Intake  
DHW FACS  
450 W. State Street  
Boise, ID 83720



- Once the application documents have been submitted, the Children's DD Intake Specialist...
  - Will review them within 10 days of receipt to determine if the application is complete
  - Will contact the parent/guardian for corrections or additional documentation
  - If there are no errors or no other documentation is needed, the application will then be forwarded to Liberty Health





- After Liberty Health receives the DD Application
  - Liberty Health will review the application packet to verify they have all the information necessary for determination
  - Liberty Health will contact the parent/guardian to request additional information if necessary and/or to schedule an in-home assessment for eligibility

NOTE: The parent/guardian must be able to be reached by phone in order to schedule an appointment with Liberty so please be aware of unknown numbers calling you. Liberty's phone number that shows on caller ID may differ depending on the part of the state you live in.



- Liberty Health will contact the parent/guardian
  - Schedule a date, time and location to meet for the child's DD Eligibility assessment
- Liberty Health assessment
  - Interview the parent/guardian and if possible with the client (child)
  - Conduct Adaptive & Behavior Assessments of the client
  - Review all documentation from the Assessments in order to determine eligibility and annual budget for services to be received



- If your child is found eligible:
  - You will receive a letter in the mail from Liberty Health stating eligibility and annual budget amount
  - Liberty Health will notify Children's DD Services of eligibility
  - If your child doesn't already have a Case Manager, DD Services will assign one for your child, who will then contact the parent/guardian within 10 days of approval



- The assigned DD Case Manager will:
  - Schedule and conduct a pre-meeting with the parent/guardian
    - Discuss with parent/guardian the different service options
    - Provide a list of service providers available in the area
    - Answer any questions the parent/guardian may have
  - Schedule a meeting in order to create a Plan of Service
    - Meet with parent/guardian and child to create an annual Plan of Service and help allocate funds from the approved budget



- Parent/guardian needs to ensure the child remains eligible annually by:
  - Ensuring the child remains current with Health and Wellness by visiting Health Provider annually for the child's Well Child Check (WCC)
  - Have the child participate in services being provided
  - Remain in contact with Children's DD Case Manager
- Liberty Health will:
  - Reach out to parent/guardian approximately 2-4 months before current plan expires
  - Schedule an interview for an annual redetermination



If you have not heard from a DD Case Manager within a week of receiving the eligibility letter from Liberty Health, contact the Hub

North Hub: Katie Rigoli – [Katie.Rigoli@dhw.Idaho.gov](mailto:Katie.Rigoli@dhw.Idaho.gov)  
208-665-8975

West Hub: Sarah Allen – [Sarah.Allen@dhw.Idaho.gov](mailto:Sarah.Allen@dhw.Idaho.gov)  
(208) 334-0970

East Hub: Heidi Napier – [Heidi.Napier@dhw.Idaho.gov](mailto:Heidi.Napier@dhw.Idaho.gov)  
(208) 234-7945