

# **Division of Services for People with Disabilities**

Intake and Eligibility Training  
April 24, 2014

## **Mission Statement**

The Division of Services for People with Disabilities (DSPD) promotes opportunities and provides supports for people with disabilities to lead self-determined lives.

DSPD is committed to improving communication with community partners such as school districts and we encourage you to contact us with any eligibility questions.

## How the Intake Process Works

- I. Call the toll free number to begin the intake process
  - A. 1-877-568-0084
- II. What information will you be asked to provide when you call?
  - A. Basic information such as name, phone number, address, Social Security Number, date of birth, disability, etc.
  - B. This information will be entered into our USTEPS contact screen.
- III. Form 1-1
  - A. A Form 1-1 will be mailed out to the Applicant or Applicant's Representative.
  - B. The Form 1-1 needs to be completely filled out, signed, and returned to DSPD.
  - C. Upon receipt of the Form 1-1, the intake process will officially begin. A worker from DSPD will mail out an intake packet and be in contact with you.
- IV. Time Frame
  - A. The Applicant will have 90 days in which to complete the intake process. If the intake process is not completed in those 90 days, it will become inactive.
  - B. It is the responsibility of the Applicant or Representative to complete and return the intake packet and all necessary supporting documentation to make an eligibility decision.

## DSPD Eligibility

- I. Who is eligible for DSPD services?
  - A. Utah Administrative Code, R539-1 Eligibility, Division Directive 1.2
  - B. A person may be eligible for DSPD services if they have a qualifying disability in one of the following four areas:
    1. Intellectual Disability or Closely Related Condition
    2. Acquired Brain Injury (Be 18 years of age or older)
    3. Physical Disability (Be 18 years of age or older)
    4. Autism

## **DSPD Eligibility Continued**

### II. What is needed to determine eligibility for an Intellectual Disability or Closely Related Condition?

- A. Social History;
- B. Psychological Evaluation or for children under seven years of age a Developmental Assessment may be used as an alternative to a psychological evaluation;
- C. Inventory for Client Agency Planning (ICAP); and
- D. Supporting documentation for functional limitations on the DSPD Form 19 in the areas of:
  - 1. Self-Care
  - 2. Expressive/Receptive Communication
  - 3. Learning
  - 4. Mobility
  - 5. Capacity for Independent Living
  - 6. Self-Direction
  - 7. Economic Self Sufficiency (not applicable to children under the age of 18)

## **DSPD Eligibility Continued**

### E. Other information required to make an eligibility decision:

- 1. Applicant must be diagnosed with an intellectual disability or related condition;
  - A. Related conditions include but are not limited to: Autism, Down's Syndrome, Cerebral Palsy, etc.
- 1. Applicants who have a primary diagnosis of mental illness, hearing impairment and/or visual impairment, learning disability, behavior disorder, substance use disorder or personality disorder do not qualify.
- 2. Must be a resident of the State of Utah

## DSPD Eligibility Continued

### III. Wait List

- A. Funding is determined by allocations from the Utah State Legislature each year.
- B. DSPD is not usually able to offer immediate services to people eligible for services.
- C. Until funds are available, individuals are placed on a waiting list for services,
- D. Needs of the individual are ranked according to the DSPD Needs Assessment which factors in:
  - 1. Urgency of need;
  - 2. Severity of the applicant's disability;
  - 3. Ability of a parent or caregiver to provide appropriate care and supervision; and
  - 4. The length of time while on the waitlist the person has not received services from DSPD
- A. These factors are considered through the administration of a standardized evaluation called the Needs Assessment. It establishes a "needs score" which determines an individual's ranking on the waitlist.
- B. The score is updated annually, but can also be updated any time an individual's circumstances change.
- C. Current and future requested services is also updated annually, but can also be updated any time an individual's circumstances change.

## Waivers

### I. Community Supports Waiver

#### A. What is it?

- 1. A program for individuals with a diagnosis of an intellectual disability or related conditions.
- 2. Designed to provide services to individuals throughout the state to remain in their homes and live in the community.
- 3. Individuals are able to live as independently as possible with supportive services.

#### B. Who is eligible?

- 1. A person must demonstrate functional limitations in three or more of the major areas of life activities including self-care, expressive/receptive communication, learning, mobility, capacity for independent living, self-direction or economic self-sufficiency;
- 2. Onset of intellectual disability prior to age 18, or before age 22 for related conditions;
- 3. Primary condition must not be attributed to mental illness;
- 4. A person must meet the level of care criteria for admission to an intermediate care facility for people with intellectual disabilities (ICF/ID);
- 5. Must meet financial eligibility requirements for Medicaid; and
- 6. Must be able to live safely in the community.

#### C. Additional information

## Waivers Continued

### II. Acquired Brain Injury Waiver

#### A. What is it?

1. Designed to provide services to individuals throughout the state to allow them to remain in their homes and live in the community.

#### B. Who is eligible?

1. Be 18 years of age or older and a resident of the State of Utah;
2. Score between 40-120 on the division's comprehensive brain injury assessment;
3. Have a documented brain injury ICD 9 CM diagnosis as outlined in R539-1-8;
4. The qualifying brain injury results in a substantial limitation in three or more of the following areas: memory or cognition; activities of daily life; judgment and self-protection; control of emotions; communication; physical health or employment; and requires a combination or sequence of special interdisciplinary or generic care, treatment or other services that may continue throughout life and must be individually planned and coordinated.
5. Require nursing facility level of care;
6. Meet financial eligibility requirements for Medicaid; and
7. Primary condition cannot be attributable to mental illness, substance use disorder or deteriorating diseases.

#### C. Additional information

## Waivers Continued

### III. Physical Disabilities Waiver

#### A. What is it?

1. Designed to provide statewide services to help people with physical disabilities remain in their homes or other community based settings.

#### B. Who is eligible?

1. Be 18 years of age or older and a resident of the State of Utah;
2. Have a physician certify the physical disabilities of the individual;
3. Have a physical impairment resulting in the functional loss of 2 or more limbs and require at least 14 hours per week of personal assistance;
4. Be capable of supervising, training and managing his/her attendant;
5. Be capable of managing his/her own financial and legal matters;
6. Require nursing facility level of care; and
7. Meet financial eligibility requirements for Medicaid.

#### C. Additional information

1. The program only serves a limited number of individuals based on available

## Waivers Continued

### IV. Autism Waiver

#### A. What is it?

1. A program to assist children age 2 through 6 who have been diagnosed with an Autism Spectrum Disorder (ASD).
2. Provides in-home services.
3. Approximately 300 children have been provided services.

#### B. Who is eligible?

1. Be between 2 and 6 years of age;
2. Have an Autism Spectrum Disorder diagnosis from a clinician who is authorized within the scope of their licensure;
3. Only the child's income and assets are used to determine eligibility for the program; and
4. All other factors of Medicaid eligibility must be met.

### DSM-5 Changes to Autism Criteria

The American Psychiatric Association has just published the fifth edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). The diagnostic criteria for autism spectrum disorder has been modified based on the research literature and clinical experience in the 19 years since the DSM-IV was published in 1994.

Changes Affecting Eligibility include:

- The diagnosis will be called Autism Spectrum Disorder (ASD), and there no longer will be sub-diagnoses (Autistic Disorder, Asperger Syndrome, Pervasive Developmental Disorder Not Otherwise Specified, Disintegrative Disorder).

## DSM-5 Changes to Intellectual Disabilities

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- The diagnosis of intellectual disability (intellectual developmental disorder) was revised from the DSM-IV diagnosis of mental retardation. The significant changes address what the disorder is called, its impact on a person's functioning, and criteria improvements to encourage more comprehensive patient assessment.
- Intellectual disability (intellectual developmental disorder) as a DSM-5 diagnostic term replaces "mental retardation" used in previous editions of the manuals. In addition, the parenthetical name "(intellectual developmental disorder)" is included in the text to reflect deficits in cognitive capacity beginning in the developmental period.

## Who Do I Contact?

### Intake/Wait list/Eligibility Team

**Intake Toll Free Line: 1-877-568-0084**

**Jeff Blanc (Supervisor)**

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**Christina Anderson**

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Coverage area: Washington, Iron, Beaver, Millard, Sevier, Sanpete, Wayne, Garfield, Kane, Piute, Juab and Utah  
Counties

Cindy Saccomanno

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Coverage area: San Juan, Grand, Emery, Carbon, Duchesne, Uintah and Daggett Counties

Jamie Wuthrich Services Supervisor

*For any additional questions about DSPD services,  
please contact us at 1-877-568-0084  
or visit the DSPD website at:  
<http://www.hsdspd.utah.gov>*