



Check List for Documents Required for SDS Waiver Policy 3-7 on Complete Applications  
**ISW/IDD INITIAL AND RENEWAL INTERIM APPLICATION REQUIREMENTS**

**CHECK LIST OF FORMS AND DOCUMENTS FOR COMPLETE ICAP PACKET**

**IDD-10 Interim ICF IDD Level of Care Form**

- Complete every blank line and check box area
- Use N/A if the information requested does not apply to the applicant

**Uni-13 Qualifying Diagnosis Certification Form**

- The QDC must be completed within the previous 12-month period
- The QDC must be completed by the appropriate provider, as listed on the bottom of the form
- The QDC must provide an ICD-10 code that matches the qualifying diagnosis supported by the comprehensive evaluation
- The provider must initial where each ICD-10 code is provided
- The age of onset must be indicated on the QDC, regardless of the participant's age at the time of application
- The provider must sign, date, print their name and provide their license number

**Uni-05 Appointment for Care Coordination Services\***

- Care coordinator and applicant or representative must sign and date
- Select "Intellectual and Developmental Disabilities" or "Individualized Supports Waiver" in the drop down prompt at the top of the page

**Uni-16 Authorization for Release of Information\***

- There should be an ROI form for each ICAP respondent and agency
- The ROI must contain language that releases information from the respondent to SDS
- The ROI must be signed by the applicant and/or legal representative
- Each ROI must be dated within 12 months of submission
- ROI should include expiration date/time frame

**Legal representative documents, if applicable\***

- For applicants who are over the age of 18, and have a designated guardian, submit a copy of the current guardianship order, which includes the judge's signature and seal.
- If the applicant has identified a legal representative through a power of attorney, submit a current notarized copy of the power of attorney designation. This document must indicate that the identified representative has the authority to make medical decision on their behalf.
- For minors, who are in the custody of the Office of Children's Services (OCS) a current order must be submitted to SDS. This order must be current and cannot be expired.

### **Uni-07 Recipient Rights & Responsibilities**

- Applicant or legal representative must initial every line, except the CDPCA paragraph; if receiving CDPCA applicant or legal representative must also initial the CDPCA paragraph; applicant or legal representative must sign and date.
- Care coordinator must sign and date
- Witness signature is optional

### **Medical documents\***

- A standardized age-appropriate norm-referenced diagnostic evaluation completed within the last 12 months and must identify a substantial functional limitation in three or more areas of major life activity: self-care, receptive and expressive language, learning, mobility and self-direction.

The Assessment or Evaluation must be completed by a SDS QIDP Assessor.

Depending on the age of the applicant, there are different requirements noted below.

What Assessment tool or LOC Evaluation is used when?

- A child aged Birth to 36 months must have an age-appropriate, standardized, norm-referenced evaluation. (7AAC 160.900(a)(27)).
- A child aged 3 years to 6 years & 11 months must have an ICAP. (7 AAC 160.900(d)(5)).
- Individuals ages 7 and over must have an ICAP (7 ACC 160.900(d)(5)) or an Interim LOC Evaluation. (7 AAC 130.213(e)(1)(B)).

How often are these assessments or evaluations required?

- For children ages Birth to 36 months, an interim evaluation is completed annually.
- For children ages 3 years to 6 years & 11 months an ICAP is completed annually.
- For children ages 7 and over an ICAP is completed every 3rd year or as needed, and an interim is completed for the two renewal years between ICAPs.

Which Yearly form should be submitted by a Care Coordinator?

- For children Birth to 36 months--IDD-10 Interim ICF/IDD Level of Care.
- For children 36 months to 6 years & 11 months--IDD-03 ICAP Assessment Information and Consent.
- For some age 7 and over--IDD-03 ICAP Assessment Information & consent or IDD-10 Interim ICF/IDDLevel of Care, depending on the person's ICAP cycle.

What are the evaluation documents?

- For children Birth to 36 months--standardized age-appropriate norm-referenced diagnostic evaluation completed within the last 12 months.
- For individuals over age 36 months through adulthood--diagnostic evaluation completed within the previous 36 months for initial determination. Then as requested by SDS or doctors. \*\*Please note that new evaluative documentation must be submitted when it's available.

***\*Required only for initial applications or when a change has occurred.***