



Process for Accessing IDD Services/How to get on the IDD Waiver

1. The person contacts the DDRC and the DDRC can conduct a Person-Centered Intake (PCI), to identify needs and refer the person to other (non-waiver) services. The individual can alternatively contact an Aging and Disability Resource Center (ADRC) for a referral to a DDRC.
2. DDRC staff work with the individual to complete a Developmental Disability Determination Application (DDDA) which includes gathering the necessary documentation.
3. SDS staff review the application and documentation to make a Developmental Disability determination.
4. The individual works with the DDRC to complete the DDDR form for submittal to SDS.
5. SDS uses the DDDR form to determine the individual's placement on the Registry.
6. SDS draws the individual from the Registry based on the DDDR score and the number of slots available. The average time on the Registry varies but has averaged about five years.
7. The individual selects a care coordinator.
8. The care coordinator works with the individual to complete the Waiver Application.
9. SDS staff determines that the person has a qualifying diagnosis and conducts the ICAP assessment to determine whether the individual meets the ICF/IID level of care.
10. The care coordinator works with the individual to develop the Support Plan.
11. SDS reviews the Support Plan, receives confirmation from DPA that the person is financially eligible, then authorizes waiver services, at which point the person is enrolled as a waiver participant.

Exhibit 1: Process for Enrolling on the Intellectual and Developmental Disability Waivers

