

Division of Developmental Disabilities

des.az.gov/ddd



WORKING WITH YOU

ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities Customer Service Center at 1-844-770-9500; TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DDD-0517A-PAM-NA (6-19)

PURPOSE

This booklet gives a brief overview of how the Division of Developmental Disabilities (DDD) works with you. Topics include:

- *How to apply for supports and services*
- *Eligibility requirements*
- *Funding*
- *Planning for supports and services*
- *Description of possible supports and services*

More information about DDD may be found at des.az.gov or you may call the DDD Customer Service Center at 1-844-770-9500.

DIVISION OF DEVELOPMENTAL DISABILITIES

The Department of Economic Security (DES), Division of Developmental Disabilities (DDD), provides supports and services to eligible individuals with developmental disabilities.

DDD believes individuals are best served in integrated community settings. Most supports and services are tailored to meet a person's needs at home and in community-based settings. DDD services and supports:

- Strengthen the family's role as a primary caregiver.
- Prevent inappropriate out-of-home placement.
- Maintain family unity.
- Reunite families with members who have been placed out-of-home.
- Include a broad range of supports and services.

DDD coordinates supports, services and resources through a central administrative office, six district offices and over 50 local offices in various communities throughout the state. These local offices promote access to community resources and program flexibility in meeting the person's needs.

HOW TO APPLY FOR SUPPORTS AND SERVICES

Application for services may be made at a DDD office near you. To find a local office, visit us on-line at <https://des.az.gov/find-your-local-office>. You may also submit a referral to des.az.gov/ddd and someone will contact you.

You may call a local office and ask to speak with someone about an intake interview. Upon making an appointment, an Eligibility Specialist or Support Coordinator will meet with you to review eligibility requirements, including the eligibility application packet and all required documents. Also, the Eligibility Specialist or Support Coordinator will talk with you about your needs and help you complete the application packet.

Documentation to establish eligibility includes:

- Proof of U.S. citizenship
- Proof of age (such as a birth certificate)
- Proof of Arizona residency
- Medical records
- Developmental, physical, occupational, speech and/or psychological evaluations
- School records or other records that will help determine eligibility and/or identify needs
- Proof of any health insurance

ELIGIBILITY

An Arizona resident who has a chronic disability due to cognitive disability, cerebral palsy, epilepsy or autism that was evidenced before the age of 18 may be eligible. The disability must also result in substantial functional limitations in three or more of the following areas of major life activity:

- Self-care: eating, hygiene, bathing, etc.
- Receptive and expressive language: communicating with others
- Learning: acquiring and processing new information
- Mobility: moving from place to place
- Self-direction: managing personal finances, protecting self-interest or making independent decisions which may affect well-being
- Capacity for independent living: ability to live on one's own
- Economic self-sufficiency: being able to financially support oneself

Children under the age of six years old may be eligible if there is a strongly demonstrated potential he/she has or will have a developmental disability.

Any child from birth to age 6 who has a developmental delay, or who has an established condition which is highly likely the result of a developmental delay as defined by the State, may be eligible

for support and services. A child who has a developmental delay is defined as a child who has not reached 50% of the developmental milestones expected at his /her chronological age in one or more of the following areas of childhood development: physical, cognitive, language/communication, social/emotional, and adaptive self-help. A child between birth and 36 months of age, who is developmentally delayed or who has an established condition that has a high probability of resulting in a developmental delay, is eligible for early intervention. An established condition is defined as a diagnosis of a physical or mental condition which has a high probability of resulting in a developmental delay.

A person age 3 years to 6 years must either have one of the following developmental disabilities: Autism Spectrum Disorder, Cerebral Palsy, Intellectual (Cognitive) Disability, Epilepsy or be at-risk for developing one of these disabilities to qualify for DDD services.

ARIZONA LONG TERM CARE SYSTEM (ALTCS)

The Arizona Long Term Care System (ALTCS) is a federally funded Medicaid program of supports and services. Individuals who are eligible for services through DDD may be eligible for services through ALTCS. If your Support Coordinator believes that you might be eligible for long term care, you will be referred to the Arizona Health Care Cost Containment System (AHCCCS) for ALTCS eligibility determination. If you are referred to AHCCCS for long term care eligibility determination, you must cooperate in this determination or, according to Arizona law, you will not receive services from DDD. Persons who are eligible for services through DDD are not automatically eligible for ALTCS services.

DDD provides both acute medical services, and home and community-based services to people who are eligible for ALTCS. People who are eligible for ALTCS will receive a Member Handbook which explains the program in detail.

SUPPORT PLANNING

All people and families are different. That is why services and supports are based on the needs of the person and their family. Needs are determined through assessments and evaluations. For example, a therapist will do an evaluation and may make recommendations for on-going therapy. The Support Coordinator will assess for other supports and services, starting with natural supports. Natural supports include family, friends, community-based services and resources. After natural supports are assessed, the Support Coordinator will assess for other services such as attendant care or habilitation, to name a few.

Decisions about what services and supports the person receives are based on a team process. The team consists of the person, his or her family and the Support Coordinator. Other team members may include therapists and other providers involved in the life of the person. The Individual Support Plan, the Individualized Family Service Plan or the Person-Centered Plan process reviews assessments and evaluations, identifies natural supports and assists in defining what additional supports or services may be needed to enhance the person's abilities.

Most people receive supports and services in their family home or in their own home. Individuals have the right to select the providers of the supports they need. A residential setting supported by DDD funds may not always be available. Under certain specific circumstances, parents or other family members may be paid to provide supports and services.

SUPPORT AND SERVICES

DDD provides or contracts with individuals and agencies for services and supports for persons with developmental disabilities. Approved services are provided to eligible individuals based on the person's identified needs, state and/or federal guidelines. Possible supports and services may include:

Attendant Care: This service provides a certified and trained attendant to assist a person to attain or maintain safe and sanitary

living conditions and/or maintain personal cleanliness and activities of daily living.

Day Treatment and Training: This service provides training, supervision, therapeutic activities, and as appropriate, counseling, to promote skill development in independent living, self-care, communication and social relationships.

Employment Services: This service provides job training, job search assistance, coaching, and may include on-the-job supports.

Habilitation: This service uses a variety of methods designed to maximize the person's abilities. It may include habilitative therapies, special developmental skill instruction, behavior intervention or sensory-motor development. It may occur at the person's home, a community setting or in a residential setting.

Home Health Aide: This service, which is provided in the person's home, provides medically necessary health maintenance, continued treatment or monitoring of a health condition.

Home Nursing: This service provides nursing in the person's home.

Respiratory Therapy: This service provides treatment to restore, maintain or improve breathing.

Respite: This service provides a certified and trained person to supervise and care for a person in order to relieve caregivers so they can go to a movie, go out to dinner, take a vacation or even take a nap. Respite may be provided overnight.

Therapies - Occupational, Physical and Speech: These services restore, maintain or improve functional skills or a physical function or communication.

Transportation (Non-Emergency): This service provides or assists in obtaining transportation but does not include ambulance services.