

Developmental  
Disabilities Administration

# Eligibility and Services Guide



Washington State  
Department of Social  
& Health Services

---

*Transforming lives*

---

# Contents

Washington state’s definition of developmental disability..... 1

Eligibility .....2

Community First Choice .....8

DDA Waivers..... 11

Waiver services overview ..... 13



# What is Washington state's definition of developmental disability?

The disability must:

- Start before the person turns 18.
- Continue or be expected to continue for life.
- Pose a substantial limit to the person.

## A developmental disability is

A disability associated with:

- Intellectual disability.
- Cerebral palsy.
- Epilepsy.
- Autism.
- Any neurological or other condition closely related to an intellectual disability or that requires support like individuals with intellectual disabilities.

These are our qualifying conditions for DDA eligibility.

**Chapter 388-823 WAC**

# Basic eligibility determination process

1. You, your parent or a legal representative sends us the documents and evidence for determination.

*The application has:*

- Request for DDA Eligibility Determination (14-151).
- Consent form (14-012).
- Notice of Privacy Practices for Client Confidential Information (03-387).
- Eligible Conditions Specific to Age and Type of Evidence (14-459).

2. A case resource manager looks for:

- Evidence that a disability started before age 18.
- Evidence of a qualifying condition.
- Evidence of substantial limitation.

3. We send a notification of decision to the applicant and representative.

## How long does a determination take?

- We have 30 days from receiving the last piece of requested documentation to make a determination.
- If we don't have enough information to determine you eligible and have not received all the requested documentation, we may deny your eligibility after 90 days from the date of application.

## Required documentation

- Diagnosis of a qualifying condition that is not expected to improve or go away.
- Evidence that the condition was present before the age 18 or other age as specified in diagnostic criteria.
- Evidence of substantial limitations.



## Expiration and reviews

### Eligibility expires:

- On the 4th birthday.

### We review eligibility when:

- You turn 19 if your last determination was before age 16.
- We don't have enough information, the information is wrong or the information is given dishonestly.
- On your 20th birthday if the current eligibility determination used evidence of academic delays in Broad Reading and Broad Mathematics.

### We will end eligibility if:

- You move out of Washington state.
- You ask to end it.



## Requesting Services

Once you are DDA eligible, you must request services if you want them. There are many ways to request services. You can:

- Make a Service and Information Request on our website: [dshs.wa.gov/dda/service-and-information-request](https://dshs.wa.gov/dda/service-and-information-request)
- Contact your local DDA office: <https://www.dshs.wa.gov/office-locations>
- Contact your DDA case manager (starting 2023).

Contact your local DDA office or visit the DDA website to request services.



# Now that you are enrolled with DDA, what is next?

When you are enrolled with DDA, we will assign a case manager to work with you (starting in 2023). You can talk to your case manager about your needs and request services.

Your case manager will reach out to you at least once a year to:

- Ask about your goals, needs and support system.
- Refer you to community resources and help with other benefits.
- Assist you to access services.

Your case manager is available when you want to request services, find community resources or just to ask a question.

The following are available once you are enrolled with DDA:

- Informing Families newsletter. <https://informingfamilies.org/topic/newsletters/>
- Access to the Developmental Disabilities Endowment Trust Fund. <https://ddetf.wa.gov/>
- An annual physical examination from a doctor and additional dental services through Apple Health. <https://www.hca.wa.gov/billers-providers-partners/program-information-providers/program-benefit-packages-and-scope-services>
- Reduced license fees through the Washington Department of Fish and Wildlife. <https://wdfw.wa.gov/accessibility/eligibility-requirements-other-reduced-fees>
- Discounted passes for Washington State Parks. <https://www.parks.wa.gov/205/Discount-Passes>
- Affordable housing options. [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/ned](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/ned)



## Integrated Settings Rules

The Integrated Settings rules make sure you receive services in your community. You should have choice and access to full community living, just like people who don't receive services. These rules apply to Community First Choice, Roads to Community Living and all Home and Community Based waivers.

You can read the law here: [https://www.law.cornell.edu/cfr/text/42/441.301#c\\_4\\_i](https://www.law.cornell.edu/cfr/text/42/441.301#c_4_i)



# Community First Choice: An Entitlement Program

You are eligible for Community First Choice if you are both:

- Apple Health (Medicaid) eligible.
- Functionally eligible by the DDA CARE assessment.

## CFC Services

- **Personal Care** provides assistance with everyday tasks like bathing, dressing or managing your medication. If you are eligible, you choose a qualified caregiver. We pay for background checks and basic caregiver training for all qualified caregivers.
- **Skills Acquisition Training** is available for you to become more independent with your daily personal care tasks. You may use some of your personal care hours or your state fiscal year annual limit to purchase Skills Acquisition Training to have a caregiver teach you how to do some personal care tasks. Your paid caregiver can help you learn the following tasks:
  - *Cooking and meal preparation.*
  - *Shopping.*
  - *Housekeeping tasks.*
  - *Laundry.*
  - *Bathing (excludes any transfer activities).*
  - *Dressing.*
  - *Application of deodorant.*
  - *Washing hands and face.*
  - *Washing, combing and styling hair.*
  - *Application of make-up.*
  - *Shaving with an electric razor.*
  - *Brushing teeth or care of dentures.*
  - *Menses care.*

- **Relief Care** can be used to give your regular caregiver a break, or to step in if your regular caregiver is sick or is not available. You determine how many of your authorized personal care hours you want your relief caregiver to work.
- **Nurse Delegation** is training and nursing oversight for caregivers to perform certain skilled tasks in your home.
- **Personal Emergency Response Systems** is an electronic device that you wear. PERS connects through your phone and allows you to get help in an emergency. When you activate it staff at a response center will get you help. You can add services like fall detection, a GPS locator or a medication management system to your PERS device. Your case manager will help determine if you qualify for these systems.

If you qualify for the service, a standard PERS unit is included in your CFC benefit package. Any PERS add-on services will be applied to your state fiscal year annual limit.

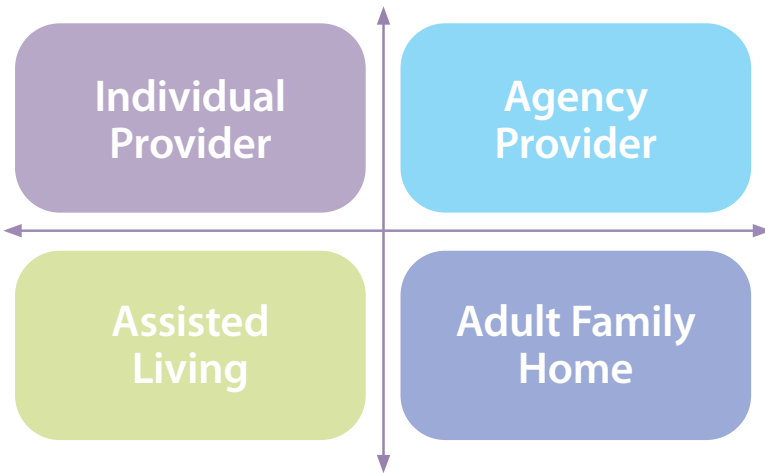
- **Caregiver Management Training** teaches you to select, manage and dismiss your personal caregivers.
- **Community Transition** can help you move from an institutional setting into the community. You may choose to move to your own home, an adult family home or assistive living facility with supports.

- **Assistive Technology** is equipment, devices or systems used to help you live a more independent life. This could include items such as tablets, switches, electronic reminders, specialized utensils and electronic devices that can do things like turning on or off an appliance.

To get assistive technology, let your case manager know what you need. You may need a professional recommendation. The professional will recommend the right technology and may help you learn how to use it.

Assistive technology is purchased using your CFC state fiscal year annual limit.

## CFC Choice of Providers



## What is a Waiver?

The Home and Community Based Services waiver was started in 1981. Waivers help people thrive in their community instead of living in institutions.

A waiver means that some of the federal rules are “waived” so that money for services can be used in the community.

- Section 1915 (c) of the Social Security Act was changed to let states ask for waivers of existing Medicaid rules.
- States can pay for community services using the Medicaid money that would have been used if the person lived in an institution.

This means if you are eligible for services in an institution, you can choose services in the community. To be on a waiver you must live in the community.



## Waiver eligibility

- You must be eligible for Apple Health and determined to meet federal disability criteria. This includes doing a Social Security Disability Determination.
- Financial eligibility is determined by a Long-Term Care Application. A DDA case resource manager can assist you in contacting the LTC team. You can also call directly at **1-855-873-0642**. You will need your ACES ID or Social Security number.
- Functional eligibility is determined by the DDA CARE Assessment.

### 5 DDA Waivers

Individual and Family Services

Children's Intensive In-Home Behavior Supports

Basic Plus

Core

Community Protection

*You can only be on one waiver at a time.*

## Individual and Family Services

### Waiver

The IFS waiver supports you to remain in your family home. IFS is available to people of all ages. This waiver supports individuals who live with their families. It offers a choice of services within an annual allocation amount of \$1,560, \$2,340, \$3,120, or \$4,680.

## Children's Intensive In-Home Behavior Supports

### Waiver

The CIIBS waiver helps you if you are a youth at risk of out-of-home placement due to challenging behaviors. The CIIBS model involves wraparound planning and family-centered support. The CIIBS waiver serves youth ages 8 to 20.

## Basic Plus

### Waiver

The Basic Plus waiver supports you to meet your assessed health and safety needs in the community. Services are provided in your own home, family home, in an adult family home or adult residential center. The Basic Plus waiver serves individuals of all ages.

This waiver provides up to \$6,192 you can use to pay for services and \$6,000 of emergency money each year to meet service needs.

## CORE

### Waiver

The Core waiver offers residential options to individuals at immediate risk of institutional placement or who have an identified health and welfare need for services that cannot be met by the Basic Plus waiver. The Core waiver is available to people of all ages. Services are based on need and cannot be more than the daily cost of an Intermediate Care Facility.

## Community Protection

### Waiver

The Community Protection waiver offers therapeutic residential supports when you need 24-hour, on-site staff supervision to be sure you and others stay safe. You must be age 18 or older and agree to follow the Community Protection program. Services are based on need and must cost less than an Intermediate Care Facility.



## Assistive Technology (All waivers)

Assistive Technology helps you get equipment, devices or systems to help you live a more independent life. These items should make it easier for you to do daily tasks, stay safe or stay connected to the community. This could include items such as tablets, switches, electronic reminders, specialized utensils and electronic devices that can do things like turning on or off an appliance. Medical supplies are not part of Assistive Technology.

This service is also available with Community First Choice, Pre-Admission Screening and Resident Review and Roads to Community Living, though the rules might be different.

- Requires a treating professional's written recommendation regarding need for the technology.
- Examples may include: adaptive equipment, language applications (Proloquo2go) or switches.



## **Extermination of Bed Bugs (Basic Plus, CORE and CP waivers)**

We pay for professional extermination of bedbugs in the waiver participants' primary residence. Extermination services cover the assessment or inspection by a professional, use of chemical-based pesticide or heat treatment and one follow-up visit.

To use this service, you must receive residential habilitation services and one of the following must apply:

- You pay your own rent or mortgage for the place you live.
- You live with a non-relative primary caregiver.

*\*On September 1, 2017 Washington State became the first state in the nation to offer chemical extermination of bed bugs.*

## **Community Engagement (Basic Plus, CORE and IFS waivers)**

This is a service to increase your connection to community supports and reduce social isolation.

A community engagement provider supports you while you learn to connect with others in community activities. Community engagement does not pay for the cost of the activity.

## **Community Inclusion (Basic Plus and Core waivers)**

Individualized services that help you connect and integrate with people in the local community. It encourages you to build relationships and friendships with others who share similar interests.

## **Equine Therapy (CIIBS waiver)**

Experiences with horses that promote emotional and physical growth to support your behavioral health plan.

## **Environmental Adaptations (All waivers)**

Physical modifications to the home needed for you to successfully access your home. Changes to homes increase your independence and help ensure your health and safety.

Examples include an accessible shower (pre-fab), lowered sinks, automatic faucets, ramps, grab bars or widened doorways.

For CIIBS, Core, Community Protection and IFS waiver, we can pay for repairs caused by a waiver participant if the damage was caused by behavior documented in a current behavioral plan.

## **Music Therapy** (CIIBS waiver)

Musical interventions to promote progress on individual goals.

## **Peer Mentoring** (CIIBS and IFS waivers)

Peer mentors share their experiences to support and guide you and your family through similar situations.

Examples may include support to help you access community services, programs and resources, answering your questions or suggesting other sources of support.

Peer mentors cannot mentor their own family members.

## **Person Centered Plan Facilitation** (CIIBS and IFS waiver)

A life planning process to grow self-determination and make an action plan. This plan is made by listening to you and learning your strengths, needs and interests.

This is different than our Person Centered Service Plan.

## Positive Behavior Support and Consultation

### (CP waiver)

Direct intervention and supports that address behavioral health needs to promote behaviors that improve quality of life and inclusion in the community.

No new enrollees as of 9/1/2022. Positive Behavior Support and Consultation will end effective 8/31/2023.

## Remote Support

### (Basic Plus, Core [non-residential] and IFS waivers)

Supervision, coaching and consultation using technology, from a contracted remote support provider to you, from a distant location.

## Residential Habilitation

### (Core and CP waivers)

This service helps you learn, improve or keep skills needed for living in the community. Develop your competence and status. Residential habilitation can include assistance with personal care and supervision.



## **Respite Care**

### **(Basic Plus, CIIBS, Core and IFS waivers)**

Respite care is short term, intermittent care to provide relief for a person who lives with you and is your primary care provider. Respite can be used by:

- Your family members, whether they are paid or not.
- Caregivers who are not part of your family and not paid.
- Contracted companion home providers we pay to provide support to you.
- Licensed children's foster home providers we pay to provide support to you.

Respite cannot replace daycare while your parent or guardian is at work or when personal care hours are available to you.

Your primary caregivers may not provide other DDA services for you during your respite time.

Respite can be provided in your home, a relative's home of a specified degree (WAC 388-825-345) or in a community setting.

Respite cannot pay for any fees associated with the respite care such as memberships to recreational facilities or insurance fees.

Respite provided by a nurse needs approval before starting.

## **Risk Assessment**

### **(All waivers)**

Evaluations of violent, stalking, sexually violent or predatory behavior to determine if you need psychological, medical or therapeutic services.

## **Skilled Nursing**

### **(Basic Plus, Core, CP and IFS waivers)**

Ongoing nursing care tasks to address your nursing needs not met through Apple Health.

## **Specialized Habilitation**

### **(Basic Plus, Core, CIIBS and IFS waivers)**

Individualized support to learn or maintain life skills around self-empowerment, self-advocacy, interpersonal communication, coping strategies and daily tasks.

## **Specialized Clothing**

### **(CIIBS and IFS waivers)**

Non-restrictive clothing adapted to the needs of your disability.

## **Specialized Equipment and Supplies**

### **(All waivers)**

Medical supplies and specialized items not available under Apple Health or private insurance. These items help you stay safe and healthy in your home instead of an institution.

Examples include:

- Shower chair.
- A secondary wheelchair.
- Hearing aids (Medicaid rates do apply).

## **Stabilization Services**

### **(All waivers)**

Support when you do things that make you at risk of losing your housing. Services include specialized habilitation, staff and family consultation and crisis diversion bed services.

## **Staff and Family Consultation**

### **(All waivers)**

Professional consultation to family and direct service providers to better meet your needs. These services are based on your person-centered service plan. Counseling under this service is available on the IFS, Basic Plus and CIIBS waivers.

Examples include teaching your caregivers about:

- Communication devices and augmentative communication systems.
- Diet and nutrition guidance from a doctor.
- Your specific disability.
- Effective and therapeutic support for you.
- Best ways to help move you around your home.



## **Supported Employment** **(Basic Plus, Core and CP waivers)**

Ongoing individual and group support to get and keep a job after high school. Services are tailored to meet your needs, interests, abilities and career development.

## **Supported Parenting** **(Core and IFS waivers)**

Coaching and educational services if you are or will be a parent. You can learn about how to support a growing child, nutrition, safety and household management.

## **Therapeutic Adaptations** **(Basic Plus, CIIBS and IFS waivers)**

Changes to a room in your home to make a safe sensory space for you.

## **Vehicle Modifications** **(CIIBS and IFS waivers)**

Changes to your vehicle to help you safely get around in the community.

## **Wellness Education** **(Basic Plus, Core and IFS waivers)**

Monthly, printed educational materials crafted just for you about health-related topics and achieving wellness goals.







*Washington State*  
Department of Social  
& Health Services

---

*Transforming lives*

---

DSHS 22-1839 (Rev. 5/23)