

***GUIDE TO UNDERSTANDING ELIGIBILITY
FOR SUPPORTS AND SERVICES
ADMINISTERED BY
NYS OPWDD***

PRESENTED BY:

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Long Island Regional Coordinator

PARENT TO PARENT OF NYS

1-800-305-8817





- Parent to Parent of NYS is a statewide not for profit organization with a mission to support and connect families of individuals with special needs. There are 5 offices located across NY, staffed by Regional Coordinators, who are parents or close relatives of individuals with special needs.
- Call 631-434-6196 and speak with Regional Coordinator Dodie Daniels

❑ Funded by NYS Office of People
with Developmental Disabilities
(OPWDD)

❑ A leader in the National Parent to
Parent movement

❑ A parent driven organization

- **Parent Matching Program**
- **Community Connections**
- *Providing Information and Referrals on:*
 - General disability topics such as education, social opportunities.
 - Specific disabilities or conditions
 - Local, state, and national resources
 - Support groups and associations
- **Parent group & Workshops**
 - **E-GROUP**
 - **Workshops**

***Guide to Understanding Eligibility
For Supports and Services
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PURPOSE OF THE GUIDE:

- Inform families about the wide range of supports and services available to qualified individuals
- Assist families in accessing those services for their loved one with a developmental disability
- Familiarize families with the terms and acronyms associated with service delivery systems

WHAT IS OPWDD?

- The New York State Office for People with Developmental Disabilities (OPWDD) coordinates and provides services for people with developmental disabilities and conducts research into the causes and prevention of developmental disabilities.
- OPWDD provides access to services through five Developmental Disabilities Regional Offices.
- www.opwdd.ny.gov



WHO PROVIDES THESE SERVICES?

- A network of public and non-profit service providers
- Contact your regional office of Parent to Parent of NYS or Developmental Disabilities Regional Office for assistance in locating service providers in your area.



ELIGIBILITY CRITERIA

WHAT IS REQUIRED FOR A PERSON TO BE ELIGIBLE FOR OPWDD SERVICES?

This is what the New York State Mental Hygiene Law requires in order to be eligible for OPWDD Services:

- The presence of a developmental disability that is described by certain qualifying diagnoses or conditions
- The disability has occurred before the person reached the age of twenty-two
- The disability can be expected to continue indefinitely or permanently
- The disability causes a substantial handicap to a person's ability to function normally in society

WHAT ARE DEVELOPMENTAL DISABILITIES?

- Developmental disabilities occur anytime from before a baby's birth up until the age of 22.
- Developmental disabilities that qualify a person for OPWDD eligibility include: intellectual disability; autism; cerebral palsy; epilepsy; familial dysautonomia; and injury, malformation, or disease involving the Central Nervous System (neurological impairment).

WHAT ARE DEVELOPMENTAL DISABILITIES?

- Other conditions may be considered a developmental disability when the condition is closely related to an intellectual disability. These conditions must:
 - Result in a similar impairment of general intellectual functioning or adaptive behavior,

— or —
 - Require treatment and services similar to those required for such persons.

WHAT IS A “SUBSTANTIAL HANDICAP TO A PERSON’S ABILITY TO FUNCTION NORMALLY IN SOCIETY?”

A “substantial handicap” exists when a person is prohibited from:

- “engaging in substantial aspects of self-care or self-direction independently;
- and/or when self-care and self-direction skills are significantly below age level

HOW IS A SUBSTANTIAL HANDICAP DETERMINED?

- Typically, by using a nationally normed, validated, comprehensive, individualized measure of adaptive behavior, which is administered by a Qualified Practitioner.
- *A lower I.Q. does not automatically mean there is a substantial handicap.*



THE ELIGIBILITY DETERMINATION PROCESS

WHERE DO I BEGIN?

To help you get ready to plan for OPWDD services, you should first contact the OPWDD infoline at **1-866-946-9733** and ask them to transfer you to your local front door office by telling the operator what county you live in.

You can also view the Front Door modules on the OPWDD website. <https://opwdd.ny.gov/get-started/front-door>

They are a way for you to learn valuable information about:

- The supports and services that may be right for you, and how to access them
- The options that exist for helping individuals and families
- How the Front Door process works

WHAT IS THE FRONT DOOR?

The Front Door will:

- guide you through the steps involved in finding out if you are eligible for services with the OPWDD
- identify your needs
- and help you work on a plan for getting those services

HOW DO I KNOW IF MY CHILD IS ELIGIBLE TO RECEIVE SERVICES?

- There is an Eligibility Determination Process that is used to determine if your child has a developmental disability and is eligible to receive OPWDD funded services.
- *A determination of developmental disability does not mean your child is eligible for all services. Some OPWDD services have additional criteria.*

HOW DO I GET STARTED WITH THE PROCESS?

- An Intake Care Manager(CM) from one of the Care Coordination Organizations (CCOs) or your local DDRO Front Door will assist you and your child with the Eligibility Determination Process.
- Parent to Parent of NYS can help you identify these resources or you can visit the OPWDD website.

CARE COORDINATION ORGANIZATIONS (CCO) AND CARE MANAGERS (CM)

Care Coordination Organizations (CCO)

These organizations are be staffed by Care Managers who have training and experience in the field of developmental disabilities.

Care Manager (CM)

A Care Manager will help coordinate services across systems, including the Office for People with Developmental Disabilities, the Department of Health and the Office of Mental Health.

Care manager will work with you to create a Life Plan.

WHAT KIND OF DOCUMENTATION IS REQUIRED TO DETERMINE ELIGIBILITY?

- A recent general medical report or specialty report
- A psychological report which includes assessment of intellectual functioning with reporting of intelligence scores and, for people with an IQ above 60, standardized assessment of adaptive behavior
- A social history, psychosocial report, or other background report that shows that the person became disabled before age 22

WHICH MEASURES OF INTELLECTUAL FUNCTIONING ARE ACCEPTABLE?

- The Wechsler series of intelligence scales
- The Stanford-Binet Scales
- Leiter International Performance Scale
- The Kaufman series of intelligence scales
- Other intelligence tests if they are comprehensive, structured, standardized, and have up-to-date general population norms

WHICH MEASURES OF ADAPTIVE BEHAVIOR ARE ACCEPTABLE?

- Adaptive Behavior Assessment System
- Vineland Adaptive Behavior Scales
- The Motor Skills Domain only of the Scales of Independent Behavior

- Other adaptive behavior measures if they are comprehensive, structured, standardized, and have up-to-date general population norms

WHERE CAN I GO TO GET THE NECESSARY DOCUMENTATION?

- Schools
- Licensed Psychologist
- Clinics
- Primary Care Physician

SUBMIT YOUR DOCUMENTATION

You have now gathered all of the documents you need to submit to OPWDD.

Developmental Disabilities Regional Offices will use a Three Step Process to determine eligibility.

WHAT HAPPENS DURING THE FIRST STEP?

- DD Regional Office staff review your child's eligibility request for completeness.
- After this review, you will receive a letter informing you that:
 - (1) Your child is eligible.
 - (2) Additional documentation is required.
 - (3) Information is being sent to a second step review.

WHAT HAPPENS DURING A SECOND STEP REVIEW?

- If additional information not already requested by first step review staff is required, you will be notified.
- If your child is determined to have a developmental disability, a letter will be sent informing you of your child's eligibility.
- If the Developmental Disabilities Regional Office determines that, based upon the information provided, the child does not have DD and is not eligible, you will receive a denial letter.

IS THERE AN APPEALS PROCESS?

- If you receive a denial letter, you will be informed of the following opportunities:
 - (1) Meet with DD Regional Office staff
 - (2) Request a third step review*

* You may choose one or both of these options.

WHAT IS THE PURPOSE OF THE FACE-TO-FACE MEETING WITH DD REGIONAL OFFICE STAFF?

- Address questions concerning basis of denial;
- Present additional documentation, if any;
- Explain what additional documentation may be helpful;
- Discuss misunderstandings

WHAT HAPPENS DURING A THIRD STEP REVIEW?

- Eligibility Determination Committees will review documentation and forward recommendation on eligibility to the DD Regional Office Eligibility Coordinator who will inform you, in writing, of their final determination.

HOW LONG DOES THE ELIGIBILITY DETERMINATION PROCESS TAKE?

- As a guideline, except in unusual circumstances where additional information is needed, OPWDD makes eligibility determination within 90 days.

WHAT IS PROVISIONAL ELIGIBILITY FOR CHILDREN FROM BIRTH - SEVEN?

- DD Regional Offices may grant Provisional Eligibility, based on clinical judgment, when a young child presents with developmental delay and evidence of functional limitations, but without specification of a named or unnamed condition.
- All children with provisional eligibility must be reviewed for eligibility again before their eighth birthday, but some may be reviewed earlier.

QUESTIONS



We will pause to see if there are any questions at this time.



SERVICES FOR QUALIFIED INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES IN NEW YORK STATE



FAMILY SUPPORT SERVICES

WHAT ARE FAMILY SUPPORT SERVICES?

- Family Support Services are designed and developed to enhance a family's ability to provide in-home care to their family members with a developmental disability.
- Family Support Services help families who are caring for a relative with a developmental disability at home by aiding the caregivers and thereby, enhancing family stability.

WHAT SERVICES MAY BE OFFERED THROUGH FAMILY SUPPORT SERVICES?

- Family Reimbursement
- Recreation
- Counseling
- Respite
- Information/Referral/Outreach
- Training
- Parent/sibling support groups

WHAT ARE MEDICAID WAIVERS?

- Waivers provide services and supports to individuals with long-term needs and their families to enable them to remain at home and in the community.
- Waiver services are designed for people who, but for these services, would require the Level of Care provided in a long-term care facility.
- Waiver services allow Medicaid to pay for services not provided through “regular” Medicaid, such as respite and home adaptations.

MEDICAID WAIVERS (CONTINUED)

- Medicaid Waivers also eliminate including parental income for Medicaid eligibility for children under the age of 18.
- Only the child's income and assets are counted.
- Waiver services are funded by a mix of federal, state, and county money.

WHAT IS THE HOME AND COMMUNITY BASED SERVICES (HCBS) WAIVER?

- The goal of the HCBS Waiver is to enable persons with developmental disabilities to obtain the supports and services needed to achieve his or her full access to the greater community.
- A person's independence and inclusion in the community are the primary concern in designing this package of supports and services.

WHAT SERVICES ARE AVAILABLE UNDER THE HCBS WAIVER?

- Community Habilitation
- Day Habilitation
- Prevocational Services
- Supported Employment
- Respite
- Adaptive devices
- Environmental modifications
- Plan of Care Support Services
- Family Education and Training
- Intensive Behavioral Services

WAIVER HABILITATION SERVICES

Have a common purpose or focus:

- Successful community living at home and away from home.
- Explore areas such as social skill building, daily living skills, and behavior stabilization.
- Habilitation services are goal orientated and require habilitation plans that support a person's specific requests or valued outcomes.

HABILITATION: DAY, COMMUNITY, AND RESIDENTIAL

- Day habilitation is provided primarily away from a person's home in a certified community setting.
- Community habilitation is provided in a non-certified community setting, including a person's home.
- Residential habilitation is provided primarily in a person's home and in the community.

PREVOCATIONAL SERVICES

- The purpose is to teach proper job habits needed in work settings but not how to do the job itself.
- Examples include: problem solving, using public transportation, following directions, and consistent daily attendance.

SUPPORTED EMPLOYMENT

- Services that assist people in finding and keeping employment that the person finds meaningful.
- Examples include job coaching and supervision, assessment of the person's skills, mobility and transportation training, teaching work skills and socially appropriate behavior.

ADAPTIVE DEVICES

- Adaptive devices are aids, controls, appliances, or supplies which are necessary to enable a person to increase or maintain his or her ability to live at home and in the community with independence and safety.
- Includes things like augmentative communication aids and devices, adaptive aids and devices, and vehicle modifications.

ENVIRONMENTAL MODIFICATIONS

- Physical adaptations to the home that can increase or maintain the individual's ability to live at home with independence.
- Environmental modifications include ramps, lifts, hand rails, bathroom modifications.
- May also include alarm devices, window protection, reinforcement of walls and open-door signal devices.

INTENSIVE BEHAVIORAL SERVICES

- Short term (6 month) services that focus on developing effective behavior management strategies for individuals whose challenging behaviors put the person at risk of placement in a more restrictive environment.
- Teaches individuals and families how to respond to and deal with challenging behaviors.

WHO IS ELIGIBLE TO RECEIVE THE HCBS WAIVER?

- Must have a documented developmental disability
- Have needs comparable to a person residing in an Intermediate Care Facility (ICF)
- Be enrolled in Medicaid*
- Live with family, in a Family Care home, their own home, an Individual Residential Alternative or a Community Residence
- The DD Regional Office has available funds

WHAT IF MY CHILD DOES NOT HAVE MEDICAID?

- * Children under the age of 18 may not have Medicaid upon application for enrollment in the waiver.
- The Developmental Disabilities Regional Office will provide guidance for how to apply.

QUESTIONS



We will pause to see if there are any questions at this time.



RESIDENTIAL SERVICES

WHAT KIND OF RESIDENTIAL SERVICES ARE AVAILABLE?

- Supervised group living - a home with 24-hour staffing and supervision
- Semi-independent (or “Supported”) group living - a home with less-than-24-hour staffing and supervision.
- Non-Certified Housing Options - services that assist persons to locate, lease or buy, and access residential arrangements that are alternatives to traditional congregate living situations.

RESIDENTIAL OPPORTUNITIES:

- Individualized Residential Alternatives (IRA)
- Community Residences (CR)
- Intermediate Care Facilities (ICF)
- Family Care
- Non-Certified Housing Options

WHAT ARE THE GOALS OF FAMILY SUPPORT SERVICES?

- To maintain family unity
- To prevent premature or inappropriate out-of-home placement
- To reunite families
- To enhance parenting skills
- To maximize the potential of the family member with a developmental disability

QUESTIONS

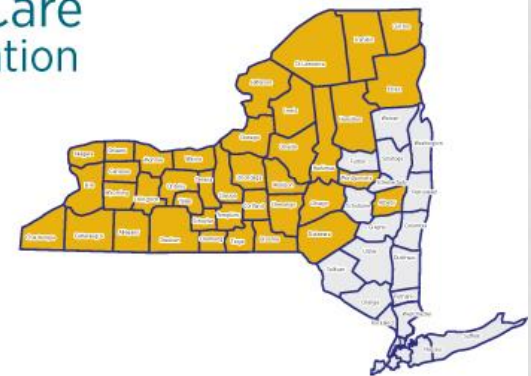
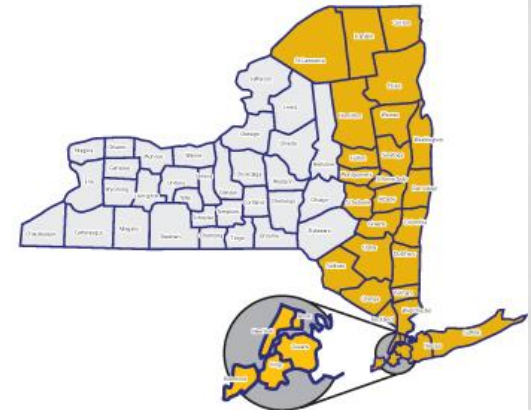
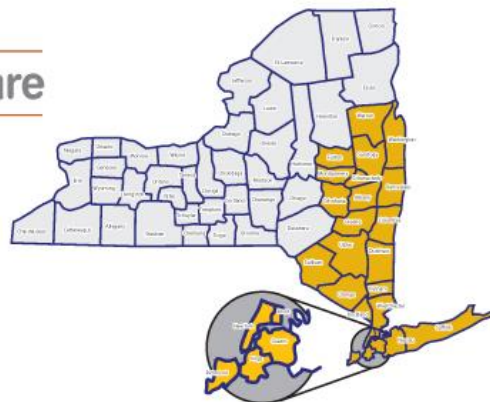
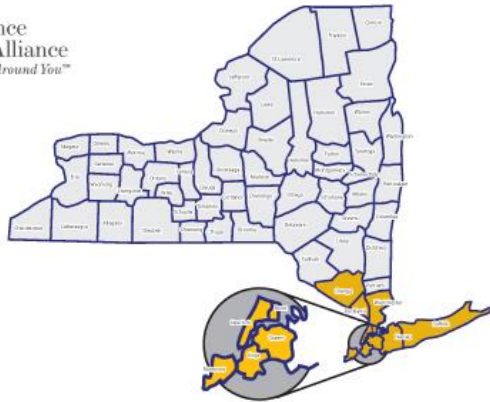


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CARE COORDINATION ORGANIZATIONS

- **Advance Care Alliance**
www.advancecarealliance.org
- **Care Design NY**
www.caredesignny.org
- **LIFEPlan**
www.lifeplancony.com
- **Person Centered Services**
www.personcenteredservices.com
- **Prime Care Coordination**
www.primecareny.org
- **Southern Tier Connect**
www.southerntierconnect.org
- **Tri-County Care**
www.tricountycare.org

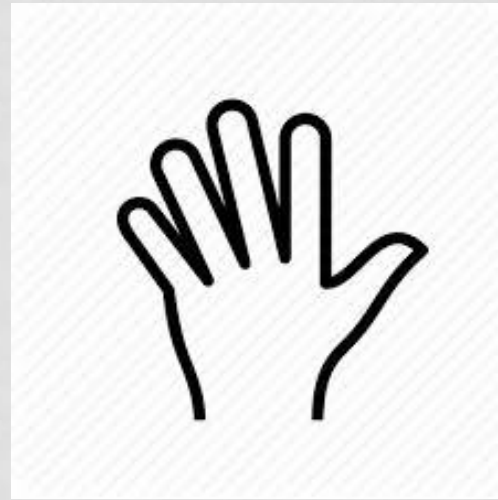
CCO Coverage Areas:



***FRONT DOOR CONTACT INFORMATION
REGION 5***

Counties: Nassau, Suffolk
statewide number
1-866-946-9733
Long Island Regional office

QUESTIONS



We will pause to see if there are any questions before we wrap up.

PARENT TO PARENT OF NEW YORK STATE CAN HELP! CONTACT YOUR LOCAL OFFICE:

Western NY

Allegany, Cattaraugus, Chautauqua, Erie,
Genesee, Niagara, Orleans & Wyoming

**Office currently covered by the Southern
Tier office*

Finger Lakes

Livingston, Monroe, Ontario, Yates &
Wayne

**Office currently covered by the Capital
District*

Southern Tier

Chemung, Schuyler, Steuben & Seneca

1-800-971-1588

607-869-2171

*North Country **

Clinton, Essex, Franklin, Hamilton,
Jefferson & St. Lawrence

**Office currently covered by the Capital
District*

*North Central **

Cayuga, Cortland, Herkimer, Lewis,
Madison, Oneida, Onondaga & Oswego

**Office currently covered by the Southern
Tier office*

South Central

Broome, Chenango, Delaware, Otsego,
Tioga & Tompkins

607-240-4574

THANK YOU FOR PARTICIPATING

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