



September 2023 Update PUNS, The Basics

What is PUNS and why is it important?

PUNS is the name for the list of the people in Illinois with developmental disabilities who want or need services, but do not yet have funding. Individuals who need help from the government to pay for needed Division of Developmental Disabilities Waiver services now, or in the future, should register on the PUNS.

To get on the PUNS list, one must be likely to have a developmental disability (DD). The Independent Service Coordination Agency (ISC) will determine eligibility.

Through Medicaid, a person with DD is entitled to access institutional services (Intermediate Care Facilities). These facilities are not accessed through funding from the Adults with DD Waiver. Individuals with DD do not need to be on the PUNS to access an Intermediate Care Facility (ICF/DD). In Illinois, there is a wait for Adult DD Waiver services and one must join the PUNS list unless in crisis (homeless, abused, or neglected). If the consumer is in crisis, speak directly to the ISC. Crisis situations are addressed outside of the PUNS waiting list.

The Independent Service Coordination Agency is the “doorway” to PUNS and funding for services.

Some of the services funded by the DHS -Division of Disabilities Medicaid Home and Community Based waivers that may be needed are:

- In-Home Supports
- Job Coaches
- Community Day Services
- Residential Services
- Therapy Services
- And many others

How to get on the PUNS list

To get someone on the PUNS list, a date for a PUNS interview needs to be arranged with the local Independent Service Coordination Agency (ISC). The ISC is the “doorway” to getting on the PUNS and to DD Waiver services. Questions about the individual and his/her needs are part of the PUNS enrollment process.

The PUNS list is a waiting list for Medicaid waiver funding to pay for services, provided through the IL DHS Division of Developmental Disabilities (DDD).

Don't forget to update the PUNS form every year. Only those who have completed the PUNS - and keep it updated - have a chance to be “selected” to receive services. Watch the U.S. Mail for a letter alerting the consumer that a PUNS annual update is due. If the consumer does not get a letter, call the ISC to schedule an update appointment.

How to find the ISC

To find the ISC for the individual seeking services, call any of The Arc Programs listed on the final page of this document. Contact the DHS Customer Help Line at (800) 843-6154 or go to the Illinois DHS Office Locator and choose “Developmental Disability Services” as the Office Type, along with your county. DHS Office Locator:

<https://www.dhs.state.il.us/page.aspx?module=12>

The PUNS list is a wait list

PUNS is a database, or list, of individuals who want or need Developmental Disability waiver services funded by the Illinois Department of Human Services/Division of Developmental Disabilities. Individuals are selected from the PUNS waiting list and invited to apply for DD Waiver services.

There are two PUNS categories. The two categories are **Seeking Services**, for people who currently need or desire supports, and **Planning for Services**, for people who do not currently want or need supports but may in the future.

PUNS selections are based on a person's cumulative length of time in the Seeking Services Category since the age of 18. *Note: If you are not in the Seeking Services Category and you are currently in need of supports, you must request that your (Independent Service Coordination (ISC) Agency move you to the Seeking Services category.*

www.dhs.state.il.us/page.aspx?item=41131

Thanks to the ongoing Ligas Consent Decree, the Division of Developmental Disabilities plans that by 2025, a person age 18 or older in the Seeking Service Category will be selected from the PUNS no later than 5 years.

ISCs will enroll individuals in the Seeking Services category who are in any of these situations:

- Persons whose caregiver is clearly progressing toward being unable to provide care for any number of reasons (age of the caregiver, physical/psychological/health condition of caregiver, health or other situation of the individual). The individual and/or family are coping for now but supports are needed.
- The individual him/herself has a deteriorating situation, which requires formal supports.
- Cases where, although the caregiver and person with developmental disabilities have not been directly affected, a death in the family (especially of a care giver's spouse or other family member who may have assisted in providing care) or other circumstance has affected their situation requiring a need for additional support.
- Situations where the caregiver(s) must work to provide income to pay the rent, etc. If services are not provided, the caregiver(s) would have to remain at home to provide support, and effectively be unable to continue working.
- Persons who have (or will shortly) graduate from school and will need day supports (i.e., there are no other employment or other day support options available/planned).
- Person is dissatisfied with current setting and would like to have DD residential services.

- Person prefers to live in his/her own home rather than in a funded residential setting but would need supports to do so.
- Person currently lives in out-of-home residential setting that is not funded by the Division of DD and wishes to return to their family home (and family concurs). The family is capable of providing care but would like support to return this person to the home.

ISCs will enroll in the Planning for Services category individuals who are:

- Not currently seeking services but will be seeking if something happens to the caregiver (e.g. caregiver becomes ill or passes away) or other family circumstances change.
 - Currently receive funding or services through entities other than DD, and whose eligibility will be terminating primarily due to the age of the individual. This person is not in crisis and does not have a current need or desire for DD services. This might include, but is not limited to, persons who are funded through:
 - Early, Periodic Screening, Diagnosis and Treatment (EPSDT) program
 - Medically Fragile/Technology Dependent Children's Waiver
 - Individual Care Grant supports through the mental health system
 - Illinois State Board of Education or public school system.
- <https://www.dhs.state.il.us/page.aspx?item=68933>

It is possible to find out when one is likely to be selected by sending an email with name of the individual, address, birthdate, and the name of the ISC to the following address. DHS.DDD.PUNS@illinois.gov.

Please keep in mind that many factors influence the PUNS list and it changes frequently. There is a possibility that a selection may occur slightly earlier or later than estimated. All estimates of selection and funding availability are subject to appropriation by the Illinois Legislature.

Crisis

Children and adults on the PUNS experiencing a crisis (homelessness, abuse or neglect) can call their ISC to request consideration of a crisis application for waiver funding.

Children and PUNS

PUNS selections for children have resumed after a period of about 12 years when few children were funded for services except in crisis situations. Those with current or anticipated future needs are encouraged to complete the PUNS process to get on the PUNS waiting list. A PUNS interview can be requested for children age 2.5 years and older with a likelihood of developmental disabilities.

For more information: For Spanish: 708-218-1958

- Family to Family Health Information Center
www.familyvoicesillinois.org
866-931-1110
- Illinois Life Span Program
www.illinoislifespan.org
1-800-588-7002
- The Ligas Family Advocates Program_
www.ligasfamilyadvocateprogram.org
708-331-7370
- Family Support Network_
www.familysupportnetwork.org
708-331-7370
- The Arc Spanish Helpline - Linea de Información en Español

FINDING YOUR WAY



*Ligas Family
Advocate Program*

START

Contact ISC to determine eligibility to be on the PUNS waiting list for adult Home and Community Based Services (HCBS). Need help finding your ISC (Independent Service Coordination agency)? Call DHS at **1-888-337-5267** (TTY: 1-866-376-8446)

Placed on PUNS list to wait for HCBS. You will be categorized as: Planning for services OR Seeking services (starts at age 18)

Update paperwork yearly with the ISC — doing so will keep you on the PUNS list

After the age of 18, contact DHS by email yearly to see when you may be selected from PUNS DHS.DDD.PUNS@illinois.gov

Receive Early Notification Letter from DHS, you will likely be included in the next PUNS selection and invited to apply for DD waiver services. Start preparing now.



Clinical Eligibility— if not already determined medical and psychological evaluation can be needed to conduct these evaluations - Your ISC will connect you to a provider

PUNS Selection — You are invited to apply for DD waiver services.

Contact your ISC to begin the planning process for services now. Reach out to DD providers to explore the ways they offer services, learn about their day programs and group homes and visit to see for yourself. Consider how you can live in your own home as independently as you might like. Apply for Medicaid and SSI if you are not already receiving.

Medicaid: <https://abe.illinois.gov/abe/access> SSI: www.ssa.gov

Receive letter from your Arc of Illinois Ligas Family Advocate. Respond by calling the number provided in the letter.

Take the time to watch this quick CQL video that describes your living options: [Play video >*](#)

Would you like to live in an affordable apartment of your own with support? Ask your ISC about Supportive Housing and have them place you on the Statewide Referral Network

You have been found clinically eligible for funding

Begin Personal Plan Process (PCP) with ISC. What supports do you want and need? Help at home, job coaching, respite services, transportation, therapy, home adaptations, Community Day programs/classes, help with personal care?

Determine how and where YOU want to receive services

Confused about all of the Acronyms? Contact your Ligas Family Advocate and we will provide you with a list.

Consider the options: Home-Based Services (Support based on your needs in your apartment/condo/house or family home) OR CILA Services

- Group Home CILA (24/7 support)
- Host Home CILA (24/7 support while living with another family in the community)
- Intermittent CILA OR Family CILA (less than 24 per day support while living in your apartment/condo/house or family home)

Receive award letter for HCBS Waiver funding

**BEGIN
BUILDING
A LIFE YOU
LOVE IN THE
COMMUNITY**

Don't qualify for funding through IL DHS DDD but still need support? The Illinois Life Span Program of The Arc of Illinois can help. Call us at **1-800-588-7002**! We would be happy to connect you with useful information including how to find your local DHS Division of Rehabilitation Services office, Center for Independent Living, and other local and statewide resources!

The Arc of Illinois Ligas Family Advocate Program is funded through a grant from the Illinois Department of Human Services

* Video link: https://www.youtube.com/watch?v=fwht_cU0pj0

The Arc
Illinois

PLANNING FOR DD SERVICES?

Have you been notified by DHS that you or your family member will be selected from the PUNS (Prioritization of Urgency of Need for Services)?

If you are an Illinois resident who is 18 or older and live in your family home or an ICFDD that serves 9 or more people, and qualify for DD Medicaid Waiver services, you are a Ligas class member. Here are suggestions of how you can prepare for HCB services:

1. If not receiving Medicaid, apply online: <https://abe.illinois.gov/abe/access/> Complete your application and if you don't get approved within 45 days, contact your ISC. They will reach out to the DD HUB Pilot Project who can expedite the application.
2. If considering a Community Integrated Living Arrangement (CILA) group or host home, you must have both Medicaid AND Supplemental Nutrition Assistance Program (SNAP) — apply online: <https://abe.illinois.gov/abe/access/>
3. You may want to see a CILA group home in your area. See DHS list of CILA providers: <http://www.dhs.state.il.us/page.aspx?item=56783>
4. For more information on Home-Based Services (HBS), see the DHS 2018 Handbook on DD Home-based services: <http://www.dhs.state.il.us/page.aspx?item=101181>
5. Gather information that will be needed by your ISC, the agency that helped you get on the PUNS waiting list: <http://www.dhs.state.il.us/page.aspx?item=41167>
6. Interested in supportive housing (permanent affordable housing with home-based or intermittent CILA services)? Contact your Independent Service Coordination Agency and check out: <https://www.csh.org/resources/supportive-housingworkbook-for-adults-with-idd-and-their-families/>
7. Check out The Arc of Illinois events: Conferences, Webinars, and Know Your Options events designed to provide you with accurate information about your options: www.thearcofil.org

The Arc of Illinois, Ligas Family Advocates

9980 190th Street, Suite C

Mokena, IL 60448

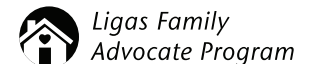
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www.thearcofil.org



About the Illinois Department of Human Services' Division of Developmental Disabilities

The Illinois Department of Human Services' Division of Developmental Disabilities supports quality, integrated, person-centered services and supports for individuals with developmental disabilities and their families. The system of services and supports in Illinois enhance opportunities for individuals to make real choices and receive appropriate, accessible, prompt, efficient and life-spanning services that are strongly monitored to ensure individual progress, quality of life and safety.



Contact the Illinois Department of Human Services' (IDHS)

24 hour automated helpline:

1-800-843-6154 or

1-800-447-6404 (TTY)

You may speak with a representative between:

8:00 am – 5:30 pm

Monday – Friday (except state holidays)

The following is an automated number directing the caller to local DD service information:

1-888-DDPLANS or

1-866-376-8446 (TTY)

Contact us via mail at:

Illinois Department of Human Services

319 East Madison, 4N

Springfield, IL 62701

Visit our web site at:

www.dhs.state.il.us



Programs, activities, and employment opportunities in the Illinois Department of Human Services are open and accessible to any individual or group without regard to age, sex, race, sexual orientation, disability, ethnic origin or religion. The department is an equal opportunity employer and practices affirmative action and reasonable accommodation programs.

DHS 4313 (R-1-22) Understanding PUNS

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State of Illinois
Department of Human Services

Understanding PUNS

A Guide to PUNS



Enroll in PUNS to Apply for the Services You Need

Frequently Asked Questions

WHAT IS PUNS AND HOW IS IT USED?

- PUNS is a statewide database that records information about individuals with developmental disabilities who are planning for or seeking services
- The State uses the data to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs

WHY ENROLL IN PUNS?

- To assist with identifying service needs and wants
- register individuals on the PUNS



WHO CAN ENROLL IN PUNS?

- Children, teens, and adults with developmental disabilities who need or want services or supports

WHAT CAN FAMILIES EXPECT DURING THE PUNS ENROLLMENT PROCESS?

- The individual with the developmental disability (along with guardian/caregiver/family) meets face-to-face with an Independent Service Coordination (ISC) Agent
- The ISC Agent will work with the individual and their family to identify and plan for service needs and register on the PUNS

WHEN DOES PUNS INFORMATION GET UPDATED?

- At least annually the ISC Agency will contact families
- Anytime a need for service changes
- When contact information changes, such as address or telephone number
- When caregiver information changes

HOW DOES THE PUNS SELECTION WORK?

- Individuals are selected from the PUNS based on their age, their status (planning or seeking), and their time on PUNS

WHEN WILL AN INDIVIDUAL BE SELECTED?

- PUNS selections are based upon funding availability and ability to fill program vacancies

HOW DO PEOPLE KNOW IF THEY GET SELECTED?

- Individuals selected from the PUNS will receive a letter directly from the Department of Human Services announcing their selection and inviting them to apply for services by contacting their ISC Agency



WHAT DO FAMILIES DO IF A CRISIS EMERGES WHILE ENROLLED IN PUNS?

- Families should contact their ISC Agency immediately for available options in their area
- Individuals who meet the crisis criteria do not have to wait on PUNS

Please Note: Enrolling in PUNS does not confirm that you are eligible for services, nor guarantee that services will be provided. It does ensure that the IDHS' Division of Developmental Disabilities knows about an individual's need for services.

Acerca de la División de Discapacidades del Desarrollo del Departamento de Servicios Humanos de Illinois

La División de Discapacidades del Desarrollo del Departamento de Servicios Humanos de Illinois respalda servicios y apoyos de calidad, integrados y centrados en la persona, para individuos con discapacidades del desarrollo y sus familias. El sistema de servicios y apoyos de Illinois mejora las oportunidades para que las personas tomen decisiones reales y reciban servicios apropiados, accesibles, rápidos, eficientes que abarquen toda la vida y que estén fuertemente supervisados para garantizar el progreso individual, la calidad de vida y la seguridad.



Póngase en contacto con el Departamento de Servicios Humanos de Illinois (Illinois Department of Human Services, IDHS)
Línea de ayuda automatizada 24 horas:

1-800-843-6154 o
1-800-447-6404 (TTY)

Puede hablar con un representante entre las:
8:00 a.m. y las 5:30 p.m.
De lunes a viernes (excepto los días feriados)

El siguiente es un número automatizado que dirige a la persona que llama a la información del servicio local de Discapacidades del Desarrollo (Developmental Disabilities, DD):
1-888-DDPLANS o
1-866-376-8446 (TTY)

Póngase en contacto con nosotros por correo en:

Illinois Department of Human Services
319 East Madison, 4N
Springfield, IL 62701

Visite nuestro sitio web en:
www.dhs.state.il.us



Los programas, las actividades y las oportunidades de empleo en el Departamento de Servicios Humanos de Illinois están abiertos y son accesibles a cualquier persona o grupo sin tener en cuenta su edad, sexo, raza, orientación sexual, discapacidad, origen étnico o religión. El departamento es un empleador con igualdad de oportunidades y practica programas de acción afirmativa y de adaptaciones razonables.

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Estado de Illinois
Departamento de Servicios Humanos

Entender la PUNS

Una guía de la PUNS



Inscríbase en la PUNS para solicitar los servicios que necesita

Preguntas frecuentes

¿QUÉ ES LA PUNS Y CÓMO SE UTILIZA?

- La Priorización de la Urgencia de la Necesidad de Servicios (Prioritization of Urgency of Need for Services, PUNS) es una base de datos estatal que registra información sobre personas con discapacidades del desarrollo que están planeando o buscando servicios.
- El estado utiliza los datos para seleccionar a las personas que recibirán servicios a medida que se disponga de fondos, para elaborar propuestas y materiales para la elaboración de presupuestos y para planificar las necesidades futuras.

¿POR QUÉ INSCRIBIRSE EN PUNS?

- Ayuda a identificar las necesidades y deseos de los servicios.
- Registra a las personas en la PUNS.



¿QUIÉN PUEDE INSCRIBIRSE EN LA PUNS?

- Niños, adolescentes y adultos con discapacidades del desarrollo que necesitan o desean servicios o apoyos.

¿QUÉ PUEDEN ESPERAR LAS FAMILIAS DURANTE EL PROCESO DE INSCRIPCIÓN EN LA PUNS?

- La persona con discapacidad del desarrollo (junto con el tutor/cuidador/familia) se reúne cara a cara con un Agente de Coordinación de Servicios Independiente (Independent Service Coordination, ISC).
- El agente de ISC trabajará con el individuo y su familia para identificar y planificar las necesidades de servicio y registrarse en la PUNS.

¿CUÁNDO SE ACTUALIZA LA INFORMACIÓN DE LA PUNS?

- Al menos una vez al año, la agencia de ISC se pondrá en contacto con las familias.
- Siempre que cambie una necesidad de servicio.
- Cuando la información de contacto cambia, como la dirección o el número de teléfono.
- Cuando la información del cuidador cambia.

¿CÓMO FUNCIONA LA PUNS?

- Las personas se seleccionan de la PUNS en función de su edad, su estado (planificando o buscando), y su tiempo en la PUNS.

¿CUÁNDO SE SELECCIONA LA PERSONA?

- La selección de PUNS se basa en la disponibilidad de los fondos

¿CUÁNDO SE SELECCIONARÁ A UN INDIVIDUO?

- Las selecciones de la PUNS se basan en la disponibilidad de fondos y en la capacidad de cubrir las vacantes del programa.



¿CÓMO SABER SI FUE SELECCIONADO?

- Los individuos seleccionados de la PUNS recibirán una carta directamente del Departamento de Servicios Humanos anunciando su selección e invitándoles a solicitar los servicios poniéndose en contacto con su agencia de ISC.

¿QUÉ HACEN LAS FAMILIAS SI SURGE UNA CRISIS MIENTRAS ESTÁN INSCRITOS EN LA PUNS?

- Las familias deben ponerse en contacto inmediatamente con su agencia de ISC para conocer las opciones disponibles en su área.
- Las personas que cumplen los criterios de crisis no tienen que esperar en la PUNS.

Por favor, tenga en cuenta: La inscripción en la PUNS no confirma que usted sea elegible para los servicios, ni garantiza que los servicios sean proporcionados.

Asegura que la División de Discapacidades del Desarrollo del IDHS conozca la necesidad de servicios de una persona.

关于伊利诺伊州公共服务部发育障碍司

伊利诺伊州公共服务部发育障碍司 (Division of Developmental Disabilities) 支持为发育障碍人士及其家庭提供的优质、综合、以人为本的服务和支助。伊利诺伊州的服务和支助系统为个人提供了更多机会,使他们能够做出真正的选择,并获得适当、便利、及时、高效的终身服务,这些服务受到强有力的监督,以确保个人的进步、生活质量和安全。



联系伊利诺伊州公共服务部 (IDHS)
24小时自动服务热线:
1-800-843-6154或
1-800-447-6404 (文本电话)

您可在以下时段联系一位服务代表:
上午8点至下午5点30分
周一至周五 (州法定假日除外)

呼叫方拨打下述可自动回复的电话号码,以获取本地DD服务信息:
1-888-DDPLANS或
1-866-376-8446 (文本电话)

请用如下地址以邮寄方式联系我们:
Illinois Department of Human Services
319 East Madison, 4N
Springfield, IL 62701

请访问我们的网站:
www.dhs.state.il.us



伊利诺伊州公共服务部 (IDHS) 的项目、活动和就业机会对所有个人或群体开放,不分其年龄、性别、种族、性取向、残疾、民族或宗教。本部是一个平等机会雇主,实施平权行动和合理便利的项目。

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伊利诺伊州
公共服务部 (Department of Human
Services)

了解服务需求紧迫性的 优先顺序 (PUNS) PUNS指南



请报名加入PUNS来 申请您所需的服务

常见问题

PUNS是什么？该如何使用？

- PUNS是一个记录全州范围内可能需要服务的发育障碍人士信息的数据库。
- 州政府利用这些数据，在资金到位时选择服务对象，并为预算编制提出建议和资料，且为未来需求制定相应的计划。

为什么要注册参加PUNS？

- 帮助确定服务需求和需要
- 在PUNS中进行个人登记



谁可以注册PUNS？

- 那些需要或希望得到服务或支助的发育障碍儿童、青少年和成人

在PUNS注册过程中，有发育障碍人士的家庭可以期待什么？

- 有发育障碍的个人（连同监护人/照顾者/家人）与独立服务协调（ISC）机构面对面交流。
- 独立服务协调（ISC）机构将与个人及其家庭合作，确定和规划服务需求，并在PUNS上进行登记。

何时更新PUNS信息？

- 独立服务协调（ISC）机构将至少每年与家庭联系一次
- 任何时候需要更改服务时
- 当联系信息发生变更时，如地址或电话号码的变更
- 当照顾者的信息发生变更时

PUNS选择是如何实施的？

- 根据个人的年龄、状态（规划或搜寻）以及PUNS登记的时长，从PUNS中选出个人。

个人何时会被选中？

- PUNS的选择是基于资金的可用性和是否有项目空缺名额。

人们如何知道他们是否被选中？

- 个人如被PUNS选中，公共服务部将直接向选中的个人邮寄告知函，并通过联系其独立服务协调（ISC）机构来邀请个人申请服务。



如发育障碍人士在加入PUNS期间出现危机，家人该如何做？

- 该人士的家人应立即联系其独立服务协调（ISC）机构，以获得其所在地区的可用服务。
- 符合危机标准的个人无需按照PUNS程序进行等待。

请注意：注册PUNS并不意味着您有资格获得服务，也不保证将提供服务。但注册PUNS确实能够保证伊利诺伊州公共服务部发育障碍司了解个人的服务需求。