Procedure:

1. All individuals who want services from either the Division of Services for People with Disabilities (DSPD) or an Intermediate Care Facility [for People with] Intellectual Disabilities and Related Conditions (ICF/ID) must apply through the local Division of Services of People with Disabilities office. The intake worker will give every applicant a Guide to Services for People with Disabilities and will also, using the information provided, determine eligibility.

2. If the individual chooses services in the community-based system, their name will be added to the Region waiting list.

3. If the individual chooses services in an Intermediate Care Facility [for People with] Intellectual Disabilities and Related Conditions (ICF/ID), the Region Director must write a letter that validates the individual's eligibility for services. The individual must present the letter to the ICF/ID of their choice prior to admission.*

4. The Division of Services for People with Disabilities is not permitted to place children under eleven in out-of-home settings (other than into professional parent homes) unless there is a recommendation from the Emergency Services Management Committee to the Division Director who, if in agreement, will issue a written finding permitting such a placement. Any ICF/ID's who admit children where this process is not followed cannot be paid by the Department of Health, Division of Health Care Financing (Medicaid).**

References:

* Administrative Rule R414-502-8 for the Department of Health states the following: The following criteria must be met before the department may authorize Medicaid coverage for an applicant in an Intermediate Care Facility [for People with] Intellectual Disabilities and Related Conditions (ICF/ID). . . . (2) The appropriate local offices of the Department of Human Services. . . . (a) gives (the applicant) the choice of either nursing facility or home and community-based services; and (b) states in writing that without home and community-based services, the applicant would require the level of care provided in an ICF/ID.

** 62A-5-403 UCC . . . the division may not provide residential services to persons with disabilities who are under 11 years of age. . . . (This) prohibition . . . does not include residential services that are provided: (a) for persons in the custody of the Division of Child and Family Services; (b) under a plan for home-based services, including respite and temporary residential care or services provided by a professional parent under contract with the Division; or (c) after a written finding by the director that out-of-home residential placement is the most appropriate way to meet the needs of the person with disabilities and his/her family.