The Division shall determine a Person's eligibility for service, followed by a determination of that Person's priority relative to others who are also eligible. Each Region shall use a standardized Needs Assessment to score and prioritize the Person's level of need. Persons with the highest scores shall receive support first. The Support Coordinator shall assess with the Person, the array of supports that may be needed.

**PROCEDURES**

1. The Support Coordinator will complete the waiting list information requested on Form 909, within ten days following the determination of eligibility. If the Person requires support services on the day of intake, the Person has an immediate need.

2. A Needs Assessment Form 2-2 shall be completed for all Persons with an immediate need for support services. The Needs Assessment determines the score of each Person in accordance with Subsection 62A-5-102(3)

3. Region staff ensure that the Needs Assessment score and ranking remains current by updating the Needs Assessment score as necessary. A Person's ranking may change as Needs Assessments are completed for new Applicants.