

1.4	Waiting List and Needs Assessment	Page 1 of 1
Authorizing Utah Code: 62a-5-102	Rule: R539-2-4 (<i>effective 12/04</i>)	Division Staff
Issue date: 1/00	Revision date: 5/04	
Form(s): 2-2 and 909		

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**