

1.2	<b>Eligibility and Intake (ID.RC)</b>	<b>Pages 1-4</b>
Issue date: 1/00	Revision date: 9/16	Division Staff
Form(s): 1-1 Intake and Referral Form; Form 19 or 19C Eligibility for ID.RC Services; Form 824 I-Social History	Authorizing Utah Law: 62A-5-103	

I. **Directive Purpose:**

The purpose of this Directive is to establish for the Division of Services for People with Disabilities (Division) a procedure for the intake and eligibility determination of people with Intellectual Disabilities or Related Conditions for non-waiver services.

II. **Definitions:**

**Caseworker Specialist**- A DSPD Internally certified Qualified Intellectual Disability Professional (QIDP)

**State Eligibility Review Committee** – is the committee within the Division that recommends eligibility of Persons with intellectual disabilities or a closely related condition for initial, ongoing eligibility

III. **Policy**

As per Utah Code Annotated, UCA 62A-5-103, the Division has the authority and responsibility to establish eligibility criteria for services and supports. Utah Administrative Rule R539-1-8 illustrates the eligibility criteria for “Non-Waiver Services for People Intellectual Disabilities or Related Conditions.”

IV. **Procedure:**

- A. An applicant or applicant’s representative who is interested in applying for services should be referred to a caseworker specialist by instructing the applicant or applicant’s representative to call 1-844-ASK-DSPD or 1-844-275-3773, or the actual intake line at 1-877-568-0084 and choose the apply for services option to speak with an intake worker.
  - 1. Eligibility decisions shall be determined by a QIDP, hereafter referred to as Caseworker Specialist.
- B. The Caseworker Specialist will enter the applicant’s contact information into the USTEPS Contact Screen.

- C. Within 5 business days of the initial contact, the Case Specialist shall mail, email or fax a Form 1-1 to the applicant or applicant's representative, to be completed and returned to the Division.
- D. Once the Form 1-1 has been completed and returned, the case specialist shall enter the return date into the USTEPS Contact Decision Screen, which begins the 90-day intake period.
- E. Assigning a Case:
  - 1. The Intake and Referral Program Manager will re-assign the applicant's case to a Caseworker Specialist assigned to the geographic location nearest the applicant or otherwise as the Intake and Referral Program Manager deems appropriate.
  - 2. After being assigned the new case, the Caseworker Specialist send out an intake packet to the applicant or applicant's Representative within 5 business days of being assigned the case. Depending on the preference of the applicant or applicant's Representative, the intake packet can also be scanned and sent via e-mail, faxed, or downloaded from the DSPD website on the internet.
- F. It is the responsibility of the applicant or applicant's representative to provide the necessary information and supporting documentation necessary to make an eligibility decision. The assigned intake Caseworker Specialist will assist the applicant or applicant's representative as needed. Information and supporting documentation needed to determine eligibility include but are not limited to:
  - 1. Social History:
    - a. Must be completed by or for the applicant within one year of the date of application.
  - 2. Psychological Evaluation: A formal diagnosis that is backed by observation and appropriate testing.
    - a. The diagnosis must be provided by a licensed psychologist, a certified school psychologist, or a medical doctor.
      - i. Individual Education Plan (IEP) classifications are not considered a diagnosis.
    - b. If applicable, a narrative must be included to explain why an individual was deemed "untestable."
    - c. For children under seven years of age, a developmental assessment may be used as an alternative to a psychological evaluation.
      - i. Examples include but are not limited to: Batelle, Denver, Help Strands, Mullen, Developmental Profile, etc.
    - d. If the evaluation is a consultation initiated by the Division to determine

or solidify a diagnosis, additional testing or observations may not be required.

- e. Eligibility documentation must include a qualifying diagnosis as per Section R539-1-3 and 42 CFR435.1009.
  3. Substantial Functional Limitation Supporting Documentation:
    - a. Supporting documentation of all substantial functional limitations identified and defined in Section R539-1-4.
  4. Inventory for Client and Agency Planning (ICAP) Assessment:
    - a. Assessment to be administered and completed by the Caseworker Specialist.
  5. Residency Verification:
    - a. The applicant or legal guardian must be a resident of Utah, meaning the applicant or legal guardian must be physically present within the State of Utah.
    - b. Residency can be declared on the first day of arrival.
- G. If all necessary eligibility information and documentation is not received within the 90-day intake period, the Caseworker Specialist will send a written notification letter to the applicant or applicant's representative indicating:
1. That the case is being placed in inactive status;
  2. What information or documentation still needs to be submitted: and
  3. That the applicant or applicant's representative may reactivate the application at any time by providing the remaining required information or documentation.
- H. An eligibility decision can be made at any time during the 90-day intake period upon review of all information by an intake Caseworker Specialist. Eligibility decisions will be made within 10 business days of receipt of all required eligibility documentation, unless Eligibility remains in question. (See H, #3.)
1. If the applicant is determined eligible for Division non-waiver services, the Caseworker Specialist will document that decision in the eligibility screen in USTEPS.
    - a. The applicant's status should be changed in USTEPS to "Waiting List."
    - b. A Notice of Agency Action will be mailed to the applicant or applicant's representative notifying them of the eligibility determination within two (2) business days of the determination.
    - c. The caseworker specialist will finalize the Needs Assessment.
      - i. The Needs Assessment may be updated at any time.
      - ii. A Division Research Consultant will administer an annual waiting

list survey to document the applicant's continued intent to wait for services, per the guidelines contained in Division Directive 1.5 Updating and Reporting Waiting List Information.

2. If the applicant is determined ineligible for Division non-waiver services, the Caseworker Specialist will document that decision in the eligibility screen in USTEPS.
  - a. The applicant's status should be changed in USTEPS to "Ineligible." Once the 90-day intake period is completed, the applicant's status will automatically be changed in USTEPS to "Episode Closed."
  - b. A Notice of Agency Action (NOA) will be mailed to the applicant or applicant's representative notifying them of the eligibility determination within two (2) business days of the determination.
    - i. The applicant or applicant's representative may challenge the decision by completing the attached Hearing Request Form and returning it within 30 days of the date postmarked.
3. If the applicant's eligibility is in question, the Caseworker Specialist will, prior to the 90-day intake deadline:
  - a. Request additional information from the applicant or applicant's representative;
  - b. Consult with the Intake and Referral Program Manager;
  - c. Forward the applicant's information to the State Eligibility Review Committee for review and recommendation; or
  - d. Request a psychological consultation or evaluation with a contracted psychologist, if Division funding is available.
- I. If the applicant or applicant's representative chooses to receive services in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/ID), the applicant or applicant's representative may do so.
  1. The Division will include the ICF FACT sheet in the intake packet sent out initially to the applicant or applicant's representative, which contains resources regarding ICF/ID facilities for the applicant or applicant's representative.
  2. If the applicant is on the waiting list, and subsequently becomes a resident of an ICF/ID, the applicant or applicant's representative should notify the Division Representative. The Division Representative may change the requested services from "immediate" to "future" need in USTEPS, depending on the request of the individual applying for services.