CHARTING the life course

Integrated Services and Supports

People need supports to lead good lives. Using support from lots of different sources helps to create a full, inclusive life that's not limited to, or defined by, paid services. Use this form to help identify sources of support and personal strengths to reach a specific goal or larger vision.

My Goal: _____

Technology (devices, apps, equipment)

Personal Strengths & Assets

Personal Relationships (family, friends, others I know)

Sources of Support to Reach My Goal

For more help with planning, use our free online planning tool at www.mylifeplan.guide.

Community Based (free and low-cost resources in my community)

Eligibility Specific (paid services and benefits)

Informing Families
Today and Tomorrow

Informing Families is a collaboration between the Washington State Developmental Disabilities Council (DDC), Developmental Disabilities Administration (DDA) and other partners throughout the state. We offer trusted news and information that empowers individuals and families to be active participants in planning and creating opportunities to live a full, inclusive life. Sign up here: www.informingfamilies.org/news.

Applying for Developmental Disability Services

in Washington State

DDA: The Door to DD Services

The main door to services for individuals with intellectual/developmental disabilities in our state is the **Developmental Disabilities Administration (DDA)**. It's where people go to get help for in-home, out-of-home, and community-based services. Learn more about DDA services here: dshs.wa.gov/dda.

Important: Most services are not an entitlement, which means that being eligible for DDA does not automatically result in enrollment for services. There can be a long wait, but it's important to take the first step, which is **applying for a determination of DDA eligibility.**

3 Things to Know About Applying for Determination of DDA Eligibility

#1 To apply for DDA eligibility, you must:

Be a resident of the state.

- DDA cannot even begin to process your application unless you live here.
- If you live in another state, your eligibility for services will not transfer.

and

Have a qualifying condition.

DDA's qualifying conditions for developmental delay and intellectual/developmental disability are used to determine eligibility. You can find them here: www.dshs.wa.gov/dda (click on Eligibility).

#2 How to apply for a determination of DDA eligibility at different ages:

Birth to Three

Apply for Early Support for Infants and Toddlers (ESIT). A Family Resources Coordinator (FRC) will help you obtain screenings, services and supports. Learn more here: www.del.wa.gov/development/esit.

TIP

DDA requires a re-determination of eligibility at age 4, so you will need to re-apply for DDA services *before* that happens. DDA will send a notice 6 months prior to your child turning 4.

Age Three and Older

Request a determination of eligibility from your local DDA office (or online). Find the office nearest you: dshs.wa.gov/dda.

You will be asked for documents to verify identity, residency, disability, consent, and (where needed) guardianship or adoption records.

For an application packet, visit: www.dshs.wa.gov/dda (click on Eligibility).

#3 It's up to you to request to be assessed for services.

You must call to request services after you have been determined eligible for DDA. Some services are entitlement, such as personal care through Community First Choice; however, most DDA services are provided through a waiver program, which is not an entitlement. Enrollment in waiver programs are filled based on assessed need when there is available funding.

Once you have been enrolled in services, you will be assigned a case manager and service planning will begin. ***It's very important to request the services you need, so that you can be contacted when there's an opening for that program or service.***

Get Organized for Life

No matter your son/daughter's age, chances are, you will need to apply for services, benefits or enrollment in a program throughout many stages of life. Save yourself some time and start giving all your important documents a good home so that you'll be able to find what you need when you need it.

Here are some easy ways to store your files:

- **Low cost file box.** Most stores have lots of fun organizing supplies. Buy an accordion file or portable box with file hangers in a color that stands out from the crowd—something that's easy to spot.
- **Free organizer.** Seattle Children's Hospital also offers an expandable plastic file folder that some some families have found really helpful. You can request a file folder here: cshcn.org/planning-record-keeping/care-organizer.
- **Thumb drive.** Many services have online applications to determine eligibility. Scanning and dropping files onto a thumb drive makes it really easy to upload the necessary documents. It is also a great way to back up your paper files and take with you in case of an emergency.

Most Commonly Requested Documents

ID

Birth Certificate, Social Security card, picture ID and proof of Washington State residency (e.g., utility bill, voter registration).

Approvals

Many services use eligibility for another program as criteria for their own, so be sure to keep all approval letters, but especially those from SSI, DDA, Apple Health, and any housing assistance program.

Assessment(s)

Medical, psychological, and educational assessments/ evaluations that identify disability and/or a disability-related need for services/treatment.

Diagnosis

Proof of disability is required when applying for disability-related benefits and services in all areas of life: education, medical, housing, employment, home & community supports, special needs trusts, and programs you might not even know exist until your son/daughter needs it.

Education

Psych eval and test results from the school psychologist, notes from school, as well as a log of any school-related incidents or behaviors. Keep copies of all IEPs, and ask your child's school for a copy of the full school file at the end of the year (or anytime, really).

Financial

Most benefits and services have a financial eligibility component to them. If your child is under 18, keep copies of your previous year's tax return, as well as a list of resources and assets. If your child is 18 or older, only his/her income and resources are counted; keep monthly pay stubs for reporting to SSI.

Legal

Guardianship papers, Representative Payee, Power of Attorney for Medical and/or Financial, as well as a Letter of Intent stating what your wishes are for your son/daughter.

Medical

Health insurance; test results; medication; therapies, immunizations; most recent dental/doctor visit; and contact information for all health care professionals.

Plans

Whether it's a person-centered plan for life and/or services, planning documents are an important part of ensuring that everyone is working toward goals driven by the individual and family. In some cases, such as guardianship duties, having a documented plan of care is required.

Trust(s)

Special needs trust account information, records and accounting.

Understanding DDA Services: Waivers and Community First Choice

Nearly all services delivered through DDA are part of a federal Home & Community-Based Services waiver. They're called waivers because they waive the option to receive services in an institutional setting, choosing instead to receive the same or similar services in their own home and community. DDA has five different waivers, each with their own set of services and funding limits:

Individual & Family Services (IFS)

IFS
AGES 3 AND UP

For children and adults living in the family home. Services include: Assistive Technology, Respite, Skilled Nursing, Behavior Support & Consultation, Environmental & Vehicle Modifications, Specialized Medical Equipment, OT/PT, Speech, Hearing & Language Services, Staff/Family Consultation & Training, Transportation, Peer Mentoring, Person-Centered Planning Facilitation, Supported Parenting, and Community Engagement. Annual funding levels are based on assessed need: $1,200, $1,800, $2,400, $3,600.

Basic Plus

BASIC PLUS
ALL AGES

For children and adults living in the family home or other community-based setting (such as Adult Family Homes), and whose ability to continue being supported in that setting is at risk without additional services. Services include: Personal Care, Respite, Skilled Nursing, Behavior Support, Adult Dental Services (Age 21+), Environmental Accessibility Adaptations, Specialized Medical Equipment/Supplies, OT/PT, Specialized Psychiatric Services, Staff/Family Consultation & Training, Transportation, Supported Employment, and Community Access.

CORE

CORE
ALL AGES

For children and adults at immediate risk of out-of-home placement who have a need that cannot be met by the Basic Plus waiver, and who: may need up to 24-hour residential services that include training and education; or, who may require daily to weekly one-on-one support for physical or health needs. Services include all those available under Basic Plus*, as well as supported living services. (*CORE waiver services provide more funding for services than Basic Plus, based on assessed need.)

Children's Intensive In-Home Behavioral Support (CIIBS)

CIIBS
AGES 8-20

For children (ages 8-20) living in the family home who are at risk of out-of-home placement due to the intensity of their behavioral challenges. Services include: positive behavior support and team based planning that builds upon strengths and works toward outcomes driven by the family. Each child's team includes family, friends, providers, school staff, and others. The family partners with a behavior specialist to create and follow a positive behavior support plan that fits the whole family. Other services include respite, assistive technology, and therapeutic equipment and supplies.

Community Protection

C/P
ADULTS

For adults who need 24-hour on-site awake staff supervision and therapies to maintain their own and community safety. The goal of the Community Protection program is to provide a structured, therapeutic environment for persons with community protection issues in order for them to live safely and successfully in the community while minimizing the risk to public safety. Community Protection services include Supported Living (Residential) Services, Supported Employment, Behavior Support and Consultation.

Increasing Independence: Community First Choice

Community First Choice (CFC) is a non-waiver program offered by DDA that strives to help children and adults be as independent as possible while living at home.

CFC is an entitlement. This means that if someone meets the financial and functional eligibility for CFC, they can receive it.

CFC Services Include:

Personal Care assistance with everyday tasks, such as bathing, dressing, meal preparation and essential shopping.

Assistive Technology to help individuals be more independent with daily tasks.

Skills Acquisition Training on daily living skills such as cooking, housekeeping tasks or hair care.

Personal Emergency Response Systems (PERS), an electronic device which allows you to call for help in an emergency.

Call DDA's Service Request & Information Line to learn more about waivers and Community First Choice.

Region 1
Spokane: 800-319-7116
Yakima: 866-715-3646

Region 2
Seattle: 800-974-4428
Everett: 800-567-5582

Region 3
Tacoma: 800-735-6740
Olympia: 888-707-1202