

 **Steps to be Placed on a Waiting List
for Adult Services through the
Alabama Department of Mental Health MR
Waiver**

It is important that you begin the process of applying for services for your son or daughter at least three years before they exit school. It is a long process that requires you to provide needed information and continue to follow up on the status of your son or daughter. Maintain a record of all your contacts with agencies and do not hesitate to contact an agency if you do not receive information in a timely manner.

STEPS TO BE PLACED ON A WAITING LIST FOR ADULT SERVICES:

1. Individuals/families seeking services for individuals with intellectual disabilities should contact:

Division of Intellectual Disabilities Call Center

1-800-361-4491

***This is an initial call to begin the process to get on the waiting list.**

Be sure to have the following information ready when you make the initial contact to the call center:

- Caller Name, Address and phone number
- Applicant Name, Address and phone number
- Additional Telephone contact numbers (cell, work, etc)
- SS# of Applicant
- Medicaid # of Applicant
- Applicant Date of Birth

It is important to understand that your son or daughter will not be approved for services unless your son or daughter is receiving **Medicaid.**

-Diagnoses (*Intellectual Disability- to be eligible for services, IQ must be below 70 prior to age 18*)

-Income Source(s) SSI \$_____per month; SSDI \$_____per month;
Other \$_____ per month

-Briefly Describe Current Situation: (still in school, any plans for future care, etc)

-Resources That Have Been Tried: (Vocational Rehabilitation, CRS, etc.)

-Needs: ___ Supports to Maintain Person in Home
___ Day Services
___ Out of Home Placement
___ Other

- Legal Guardian Information (if this applies)

*You will need to let them know the name of the school in which the applicant attends and the school case manager's name and contact information. This will enable them to request the psychological and other pertinent information that will help facilitate this process.

*It would also help to let the applicant's school case manager know that you have made this initial call so they can help to follow up with this agency.

2. The next day after you made a request, the Division of Intellectual Disabilities Call Center will forward the information to the designated 310 agency. There is a 310 for the county that you reside.
3. The 310 agency will contact you to set up an appointment to meet with you. You will be asked to provide the following information:
 - a. Describe the needs and preferences of your son or daughter. You need to inform them of all the services needed by your son or daughter. For example, day services, therapy, behavior management, residential services, and/or in-home services. Describe any medical condition or behavior that impacts your son or daughter's ability to live and work independently.
 - b. Provide information on your son or daughter's current status.
 1. Living situation
 2. School situation
 3. Family health issues (Your health and how it impacts your ability to care. The case manager/intake coordinator for your son or daughter will assist you in this process.

4. Additional information will be completed by the designated 310. They will complete the following within 90 days after being contacted.
 - a. Complete a criticality summary. This would be a summary of the present needs of your son or daughter and how critical it is for services to begin. For example, if someone is homeless there would be a high critical need score.
 - b. A psychological evaluation with an IQ score including a review of all past intellectual assessment and IQ scores. (Must have an IQ score below 70. If have a previous IQ score above 70 could jeopardize the eligibility.)
 - c. Obtain documentation of the individual's challenges with adaptive functioning. What limitations exist?
 1. Maturation
 2. Learning
 3. Personal independence
 4. Social skills
 - d. Documentation that the adaptive and intellectual functioning level occurred prior to the age of 18.
5. The 310 agency will submit the information to the Regional Community Services offices of the Department of Mental Health. Criteria for verifying a diagnosis of intellectual disabilities in Alabama:
 1. IQ score below 70
 2. Significant deficiencies in at least 3 major life activities
 3. Onset of #1 and #2 occurred prior to age 18 years
6. The Alabama Department of Mental Health will make a determination of eligibility within 30 days of the receipt of the completed application.
7. The date of application is the day a completed packet is received at the Regional Community Services Office.
8. If you son or daughter is determined to be eligible, his/her name will be added to the waiting list. You will receive a letter from the Department of Mental Health indicating what services they are waiting to receive.

9. Services will be limited based on availability of resources with priority given to the person with the highest needs statewide.
10. Home and community based services are offered into three service Groups for which a person can be waiting: Residential, Day, and Supports.
 - Residential refers to any setting outside a person's family home where the person receives 24-hour services.
 - Day includes day habilitation, supported employment and prevocational services.
 - Supports contain any of the hourly services (e.g., therapies, nursing, and personal care).
 - One of the main areas of service is in the home, which includes personal care (help with bathing and dressing), care of individual in the home when the care giver is away, and companion assistance.
11. Services will be offered to an individual when his or her name is reached on the waiting list. Someone from the Regional Community Service office of the Department of Mental Health and Mental Retardation and/or the designated 310 will contact you to schedule a time to visit agencies. The purpose is for the individual and family to see what services each agency offers and what is the best fit for your child.

Examples of Some Agencies in Jefferson County:

Arc of Jefferson County (Arc)
Blackwell's Way
Dungarvin of Alabama
Glenwood Mental Health
Jefferson-Blount-St.Clair Mental Health Authority (JBS)
PHP of Alabama
Res-Care of Alabama
Volunteers of America (VOA)
United Cerebral Palsy of Greater Birmingham (UCP)

After you have visited the agencies, then the individual and family will choose an agency to provide services. You should base your choice on many factors.

1. What agency would be the best fit for you and your son or daughter?
2. If your child has friends at that agency
3. Location
4. Distance from home
5. Hours of operation
6. Physical appearance
7. Recommendations from other families (someone who receives services from the provider and has been pleased or displeased)
8. Services provided
9. Other factors

If the agency agrees, the individual will be enrolled (some paper work is required, very much like the beginning of school), date will be set to begin the program, and the individual will begin receiving the services.

12. If services are denied, what are my rights to appeal?

If your son or daughter is determined ineligible, you will receive a letter regarding the denial of eligibility. The letter will specify the reason for the denial.

To appeal the decision:

- Write a letter requesting to appeal the decision.

Associate Commissioner
Division of Intellectual Disabilities
Department of Mental Health
P. O. Box 301410
Montgomery, AL 36130-1410

If you are dissatisfied with the decision, then do a written appeal to:

Alabama Medicaid Agency
501 Dexter Avenue
P. O. Box 5624
Montgomery, AL 36103-5624

13. For assistance in the appeals process contact:
Alabama Disability Advocacy Program (ADAP)
1-800-826-1675