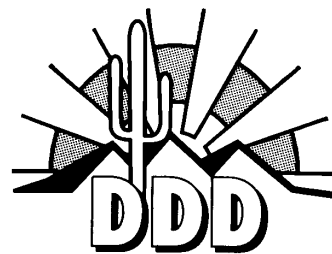


WORKING WITH YOU

The information in this document is being continually updated. For the latest revisions, please visit WORKING WITH YOU on the Division of Developmental Disabilities website

<http://www.azdes.gov/ddd/>



Division of Developmental Disabilities
ARIZONA DEPARTMENT OF ECONOMIC SECURITY

PURPOSE

This booklet is designed to give you a brief overview of the functions of the Division of Developmental Disabilities (Division) including

- *How to apply for supports and services*
- *Eligibility requirements*
- *Funding*
- *Planning for supports and services*
- *Description of possible supports and services*
- *Listing of local offices for you to contact for further information.*
- *Extensive information about the Division may be found at **www.azdes.gov/ddd** or you may call your nearest office*

DIVISION OF DEVELOPMENTAL DISABILITIES

The Division of Developmental Disabilities, within the Arizona Department of Economic Security, provides support and services to eligible individuals with developmental disabilities.

The Division believes individuals can best be serviced in integrated community settings. The majority of support and services are tailored to meet a person's needs at home and in community-based settings. In accordance with the principles of family support, services and support provided to a person with a developmental disability will:

- Strengthen the family's role as a primary caregiver.
- Prevent inappropriate out-of-home placement.
- Maintain family unity.
- Reunite families with members who have been placed out-of-home.
- Include a broad range of support and services.

The Division coordinates support, services and resources through a central administrative office, six district offices and over 50 local offices in various communities throughout the state. These local offices promote access to community resources and program flexibility in meeting the person's needs.

HOW TO APPLY FOR SUPPORTS AND SERVICES

Application for services may be made at the Division office nearest you. To find an local office near you, visit us on-line at **www.azdes.gov/ddd**, select the Contact Us bar on the left and it will take you to our automated DES Office Locator feature. You may also submit a referral at **www.azdes.gov/ddd** and someone will contact you.

You may call a local office and ask to speak with someone about an intake interview. Upon making an appointment, a Support Coordinator or Intake Worker will meet with you, review eligibility requirements and the documentation required, discuss your needs and possible support and help you complete the necessary paperwork.

Documentation to establish eligibility includes items such as:

- Proof of age, i.e., birth certificate
- Proof of residency

- Medical records
- Evaluations such as developmental, physical, occupational, speech and/or psychological
- School records or other records applicable to determination of eligibility and/or identification of needs
- Proof of any health insurance

ELIGIBILITY

An Arizona resident who has a chronic disability which is attributable to cognitive disability, cerebral palsy, epilepsy or autism that was manifested before the age of 18 may be eligible. The disability must also result in substantial functional limitations in three or more of the following areas of major life activity:

- Self-care: eating, hygiene, bathing, etc.
- Receptive and expressive language: communicating with others
- Learning: acquiring and processing new information
- Mobility: moving from place to place
- Self-direction: managing personal finances, protecting self-interest or making independent decisions which may affect well-being
- Capacity for independent living: ability to live on one's own
- Economic self-sufficiency: being able to financially support oneself

Children under the age of six years old may be eligible if there is a strongly demonstrated potential he/she has or will have a developmental disability.

Any child from birth to age 6 who has a developmental delay, or who has an established condition which has a high probability of resulting in a developmental delay as defined by the State, may be eligible for support and services. A child who has a developmental delay is defined as a child who has not reached 50% of the developmental milestones expected at his /her chronological age in one of the areas listed below or has not reached 75% of the developmental milestones in two of these areas: physical, cognitive, language/communication, social/emotional, adaptive self-help. An established condition is defined as a diagnosis of a physical or mental condition which has a high probability of resulting in a developmental delay.

ARIZONA LONG TERM CARE SYSTEM (ALTCS)

The Arizona Long Term Care System (Long Term Care) is a federally funded Medicaid program of support and services. Individuals who are eligible for services through the Division may be eligible for services through the Arizona Long Term Care System. If your Support Coordinator believes that you might be eligible for Long Term Care, you will be referred to the Arizona Health Care Cost Containment System (AHCCCS) for Long Term Care eligibility determination. If you are referred for Long Term Care eligibility determination, you must cooperate in this determination or, according to Arizona law, you will not receive services from the Division. Persons who are eligible for services through the Division are not automatically eligible for Long Term Care services.

The Division provides both acute medical services and home and community based services to people who are eligible for Long Term Care. People who are eligible for Long Term Care will receive a Member Handbook which explains the program.

SUPPORT PLANNING

All people and families are different, therefore, services and support are based on the person's needs, and in some cases, availability of funding. All services and support are designed and delivered to meet the individual needs of the person and their family. Needs are determined through assessments and evaluations. For example, a therapist will do an evaluation and may make recommendations for on-going therapy. The Support Coordinator will assess for other supports and services such as Attendant Care, Habilitation, etc. Natural support, including family, community based services and resources must be used to the maximum extent possible.

Decisions about what services and support the person receives are based on a team process. The team consists of the person, family and the Support Coordinator. Others such as therapists and other providers involved in the life of the person may be part of the team. The Individual Support Plan, the Individualized Family Service Plan or the Person Centered Plan process reviews assessments and evaluations, identifies

natural supports and assists in defining what additional support or services may be needed to enhance the person's abilities.

If an individual is authorized to receive services, the Division provides supports and services in a variety of living environments. Most people receive supports and services in their family home or their own home. (Individuals have the right to select the providers of the supports they need, if found necessary as part of the Individual Support Plan.) A residential setting supported by Division funds may not always be available. Under certain specific circumstances, parents or other family members may be paid to provide support and services.

SUPPORT AND SERVICES

The Division provides or contracts with individuals and agencies for services and supports for persons with developmental disabilities. Services are provided to eligible individuals based on the person's identified needs, state and/or federal guidelines. Possible supports and services may include:

Attendant Care: This service provides a certified and trained attendant to assist a person to attain or maintain safe and sanitary living conditions and/or maintain personal cleanliness and activities of daily living.

Day Treatment and Training: This service provides training, supervision, therapeutic activities, and as appropriate, counseling, to promote skill development in independent living, self-care, communication and social relationships.

Employment Support Services: This service provides supports and services in a job setting.

Habilitation: This service uses a variety of methods designed to maximize the person's abilities. It may include habilitative therapies, special developmental skill instruction, behavior intervention or sensory-motor development. It may occur at the person's home, a community setting or in a residential setting.

Home Health Aide: This service, which is provided in the person's home, provides medically necessary health maintenance, continued treatment or monitoring of a health condition.

Home Nursing: This service provides nursing in the person's home.

Respiratory Therapy: This service provides treatment to restore, maintain or improve breathing.

Respite: This service provides a certified and trained person to supervise and care for a person in order to relieve caregivers so they can go to a movie, out to dinner, take a vacation or even a nap. Respite may be provided overnight.

Therapies: Occupational, Physical and Speech: These services restore, maintain or improve functional skills or a physical function or communication.

Transportation (Non-Emergency): This service provides or assists in obtaining transportation, but does not include ambulance services.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602-542-0419; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Español en el reverso.



DEPARTMENT OF ECONOMIC SECURITY

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