

## A.1.2 Waiting List

### A.1.2.a *Criteria for Determining Eligibility and Placement on the Waiting List*

**Responsible Office:** Support Coordinator Services

**Reference:** Chapter 580-5-30-.13 Eligibility and Level of Care Determinations for Medicaid HCBS Programs, Alabama Department of Mental Health Division of Developmental Disabilities Administrative Code

**Effective:** October 1, 2021

**Revised:** August 7, 2023

**Statement:** Eligibility for HCBS services and placement on the Waiting List will be determined based on verifiable and valid documentation.

**Purpose/Intent:** The process for determining eligibility for HCBS services and being placed on the Waiting List involves specific, crucial steps governed by detailed standards and practices of communication between the Regional Community Services (RCS) Waiting List Coordinator and the referring 310 agencies.

**HCBS Waivers:** ID, LAH, CWP

**Definitions:** DDD IMS (Alabama Department of Intellectual Disabilities Information Management System); ICAP (Inventory for Client and Agency Planning)

**Procedures:**

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1. The person seeking Waiver services (or their caregiver) contacts the Call Center to initiate application.
2. The Call Center:
  - a. Takes information from the caller and completes the Initial Contact Form;
  - b. Opens a record for the person in the DDD IMS and enters data from the Initial Contact Form and notifies the RCS Waiting List Coordinator and the 310 Board Agency of the new application via the DDD IMS;
  - c. Determines the county of residence of the caller and notifies them of the specific Waiver programs offered in that county,
    - i. The ID and LAH 1915c Waivers are available in counties not covered by the Community Waiver Program.
    - ii. In counties covered by the Community Waiver Program, the Community Waiver 1915c and the Community Waiver 1115 HCBS Programs (Group 5) are available.
  - d. Informs the caller of eligibility information required to be approved for the Waiver programs available in their county of residence;
  - e. Sends, via email or standard mail as the caller prefers, a letter verifying the date of the contact and outlining the eligibility determination process. Accompanying this letter is a brochure detailing the eligibility criterion for the Waiver programs in their county and examples of documentation required to satisfy them.
3. The 310 Board:
  - a. Gathers information from the applicant and/or caregivers in order to accurately complete the Criticality Assessment (reference ADMH-DDD OG 1.4) and the ICAP (reference ADMH-DDD OG 1.3);

- b. Assists the applicant and/or caregivers with gathering documents needed to substantiate eligibility as described in 4.a-c;
  - c. Uploads the eligibility documentation to the DDD IMS and tags the RCS Waiting List Coordinator to notify them of its availability.
- 4. The RCS Waiting List Coordinator reviews eligibility documentation in the application packet provided via DDD IMS by the designated 310 agency, which must include:
  - a. A qualifying psychological evaluation(s) administered/interpreted by a qualified professional.
    - i. For an applicant eighteen years of age or older, two evaluations are required: one evaluation must be dated on or after the eighteenth birthday; and one evaluation must be dated prior to eighteenth birthday.
    - ii. For a child applicant, this evaluation must be dated within three years of the date of application.
  - b. An ICAP Compuscore report completed within ninety days of the date of a complete application packet.
  - c. An accurately completed Criticality Assessment
- 5. In order for the applicant to be deemed eligible for placement on the Waiting List, the submitted eligibility documentation must demonstrate the following for 1915c services:
  - a. The applicant evidences significant problems in at least three adaptive functioning areas (Self-Care, Receptive & Expressive Language, Mobility, Self-Direction, Capacity for Independent Living, and Learning) as demonstrated through:
    - i. Administration of an ICAP to include an ICAP Compuscore report, with corresponding information entered into the ADIDIS Eligibility Assessment, which uses an algorithm to populate the adaptive functioning problem categories.
    - ii. The Diagnosis Record in ADIDIS (for Learning area)
  - b. The applicant achieved a full-scale IQ score below 70, evidencing the presence of an intellectual disability, documented before the age of eighteen.
    - i. For children, the IQ evaluation must be within three years prior to date of waiver application.
    - ii. For adults ages 18 and older, an IQ evaluation done prior to age 18 and showing a score of below 70 is required, as well as a second IQ evaluation done after the individual turned 18 years of age.
    - iii. If more than one IQ evaluation exists and was done prior to age eighteen, the most recent evaluation administered will be the score considered valid unless there is a significant variation in IQ score as compared to older evaluation(s), and one or more of the scores is 70 or above. In this situation, the evaluations will undergo additional review by the Eligibility Review Committee to determine if 5.c. may apply.
  - c. The primary cause(s) of impaired functioning and/or the full-scale IQ below 70 is not the result of mental illness, a developmental disability, epilepsy or traumatic brain injury acquired after age 18, or external factors such as medication, substance use effects, or stress.
- 6. **Specific to the Community Waiver Program:** In the event, the applicant meets the eligibility criteria outlined in items 5.b-c., above, but does not meet the adaptive functioning criteria stipulated in item 5.a., the Waiting List Coordinator will review the applicant's ICAP Compuscore report. The applicant will be determined eligible for placement on the Community Waiver

Program Waiting List for Enrollment Group 5 services if they scored below 480 in at least one of the following ICAP domains: Social & Communication, Personal Living, Community Living, or Broad Independence.

7. In the event the application packet does not include all of the documentation listed in 4.a-c above or does not unequivocally demonstrate that the person meets the eligibility criteria listed above for placement on the Waiting List, the application packet will be considered incomplete, and the Waiting List Coordinator will communicate via DDD IMS to the Support Coordination agency details on what additional information is needed to complete the packet and make a determination on eligibility.
8. In the event the needed additional information is not submitted within 60 days of the Waiting List Coordinator's DDD IMS notification, the application packet will be deemed incomplete, and the Waiting List Coordinator will send to the applicant a Notice of Incomplete Application (found in the Enrollments record in the DDD IMS). A copy of this notification will be recorded in the DDD IMS.
9. In the event the needed additional information is submitted within 60 days, but the cumulative information does not unequivocally demonstrate that the person meets the eligibility criteria listed above, the applicant is deemed ineligible for placement on the Waiting List. The Waiting List Coordinator will send to the applicant a Wait List Denial Notification (found in the Enrollments record in the DDD IMS). A copy of this notification will be recorded in the DDD IMS.
10. For applicants with a complete application packet who've been deemed eligible for the Waiting List, within ninety days of eligibility determination, the Wait List Coordinator reviews the criticality assessment, completed by the 310 agency, to ensure:
  - a. All fields are completed fully and accurately.
  - b. Confirm DDD IMS eligibility conclusion through accessing the Alabama Waiting List Application Report.
11. Once eligibility has been positively determined, and the criticality assessment is reviewed and determined to be fully and accurately completed, the Waiver Coordinator will designate the person's Waiting List record in the DDD IMS as Approved, thus placing them on the Waiting List.
12. Upon approval for placement on a Waiting List, the Waiting List Coordinator will send to the applicant an Initial Eligibility Notification Letter. A copy of this notification will be recorded in the DDD IMS.