

I/DD Application

Application

An applicant or the legal representative of the applicant must submit a completed application as defined in OAR 411-320-0020 to the CDDP in the county of origin as defined in OAR 411-320-0020.

"Completed Application" means an application required by the Department that:

- a) Is filled out completely, signed, and dated. An applicant who is unable to sign may sign with a mark, witnessed by another individual; and
- b) Contains documentation required to make an eligibility determination as outlined in OAR 411-320-0080.

Intake

"Intake" means the activity of completing the DD Intake Form (SDS 0552) and necessary Releases of Information (ROI) prior to the submission of a completed application to the CDDP. Refer them to OHP if not already enrolled (in case of future Admin Exam)

Documentation

- Eligibility specialist has 90 days from intake to collaborate with individual to gather necessary information to "complete" the application – OAR 411-320-0080(1)(a)
- Process may be extended an extra 90 days – OAR 411-320-0080(10)(b)
- CDDP may stop the intake process and send NOPA (Notice of Planned Action) – OAR 411-320-0080(1)(b)

Documentation includes, but is not limited to:

- All school psychological or comprehensive evaluations since entry into school;
- All medical assessments related to a disability, mental health condition, or physical impairment;
- All psychological evaluations or comprehensive evaluations through private health insurance or other programs;
- All neurological evaluations completed through any entity;
- All records from all residential or psychiatric facilities;
- Records completed through application process for other governmental benefits; and
- Administrative medical examinations and reports, as defined in OAR 410-120-0000, determined necessary and authorized by the eligibility specialist.

Determination

Once an application is complete:

- Eligibility specialist makes a determination and CDDP must send a written Notice (5103 or 0947) within 10 days of completed application - OAR 411-320-0080(11)
- CDDP must provide the Notification of Rights (SDS 0948) within 10 business days - OAR 411-320-0080(1)(d)

Eligibility Metrics

Intellectual Disability (ID)

- Full Scale IQ below at or below 65
 - Full Scale IQ 66-75 with assessment that shows adaptive behavior issues
- General Ability Index may be used if Licensed Psychologist determines it is a more accurate measure
- Specific Index IQ may be used in event Full Scale IQ or General Ability Index are not able to be provided
- In event person is unable to participate in intelligence test due to profound intellectual disability a statement of profound intellectual disability provided by a Qualified Professional (PHD, DO, MD or NP) and adaptive behavior assessment demonstrating a composite score 2 standard deviations below mean must be completed

Developmental Disability (DD)

- Medical or clinical diagnosis
 - Autism, cerebral palsy, epilepsy, or other neurological disabling condition that originate in and directly affect the brain
- Composite or domain score (as with ID) at least 2 standard deviations below mean
- Impairment must be directly related to DD not emotional health, mental health, sensory impairment, motor impairment, substance abuse, personality disorder, learning disability or ADHD.

Eligibility for School Aged Children

If younger than 7 you must have records showing I/DD that are less than 1 years old. MD diagnosis will mean redetermination by 7 and standardized test will mean redetermination by 9. Eligibility is provisional for "School Aged Children". Redetermination records can be up to 3 years old.

Provisional eligibility can be done for applicants up to 18 for ID and up to 22 for DD

Redetermination for adult eligibility for provisionally approved will be done between ages 16-18 for ID and 20-22 for DD. Information can be no more than 3 years old if under 22 **OR** obtained after 17th birthday if person is over 22.

Eligibility for Adults

Documentation that impairment was present before 18th birthday for ID and 22 for DD.

Information is no more than 3 years old for people less than 22 years of age and obtained after their 17th birthday for those 22 years and older.

An intellectual functioning assessment completed after 16 years of age may be used to determine eligibility for ID.

- Not needed if:
 - More than 1 full scale IQ show score of 65 or less that show pattern below 65 with no conflicting information
 - Significant impairment in adaptive behavior identified (as per ID section above)

Application Timeline

Determination to be completed within 90 days of receipt application. Application is considered "completed" after all information is received that is needed for a determination. A "completed" application must have a determination made within 10 days.

DD Application Checklist

REQUIRED ITEMS

- Application completed & signed by applicant or legal guardian
- Signed Releases and/or copies of eligibility documentation
- Copies of Court Guardianship papers if applicable

ITEMS NOT YET REQUIRED, BUT MAY BE NEEDED TO ACCESS SERVICES

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of any current Insurance Cards

Examples of Eligibility Documentation

- Psychological Evaluations, especially evaluations that include IQ testing, adaptive assessments, or provide diagnostic impressions.
- Psycho-Educational Evaluations
- Intellectual Assessments
- Any evaluations that includes IQ testing. Examples of common IQ tests include:
 - * Wechsler Intelligence Scale for Children (WISC-IV, WISC-III, WISC-R, or WISC)
 - * Wechsler Adult Intelligence Scale (WAIS-IV, WAIS-III, WAIS-R, or WAIS)
 - * Wechsler Preschool and Primary Scale of Intelligence (WPPSI-III, WPPSI-R, or WPPSI)
 - * Stanford-Binet (SB-V, SB-IV, SB)
 - * Differential Ability Scale (DAS)
 - * Universal Nonverbal Intelligence Test (UNIT)
 - * Leiter International Performance Scale (Leiter-R, LIPS)
 - * Test of Nonverbal Intelligence (TONI, CTONI, TONI-2, TONI-3, TONI-4)
- Any evaluations that include adaptive assessments. Examples of common adaptive assessments include:
 - * Vineland Adaptive Behavior Scales (VABS, Vineland-II, Vineland)
 - * Adaptive Behavior Assessment System (ABAS-II, ABAS)
 - * Scales of Independent Behavior (SIB or SIB-R)
- Written documentation from a qualified professional (i.e. MD, DO, NP, PMHNP, PhD, or PsyD) verifying the diagnosis a Developmental Disability.