

APPLYING FOR SERVICES

DEVELOPMENTAL DISABILITIES DIVISION

STATE OF HAWAII DEPARTMENT OF HEALTH

Welcome

Do you want to know if you qualify for services from the Developmental Disabilities Division (DDD)?

DDD provides services to individuals with intellectual and developmental disabilities, but only some individuals will qualify for DDD services.

This booklet will go over the requirements that you must meet to be eligible for services.

It will also go over the steps that you will need to complete during the application process.

If you need help with your application, it is okay for your parent, legal guardian, or personal representative to help you.



If you have questions about the information in this booklet, call the intake office on your island and ask to speak with an intake worker.

Developmental Disabilities Division Intake Offices

Honolulu:	(808) 733-1689
Hilo:	(808) 974-4280
Kona:	(808) 327-6212
Waimea:	(808) 887-6064
Maui/Lanai:	(808) 243-4625
Molokai:	(808) 553-7898
Kauai:	(808) 241-3406

IMPORTANT:

It will take time to determine if you are eligible for services.

It can take several months to determine if you are eligible for services because of the requirements of the review process. The process will be explained in this booklet.

IMPORTANT:

It will take additional time to access services.

If you are eligible for DDD services, you may be eligible for 1915(c) Medicaid Waiver services. DDD will help you with admission into the Medicaid Waiver. It can take several more months to access Medicaid Waiver services.

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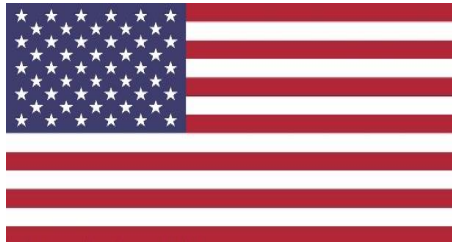
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Are you eligible for services?

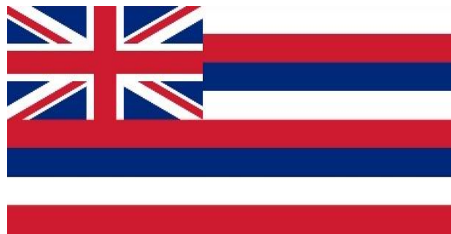
Are you a citizen and a resident?

To be eligible for services, you must meet **both** citizenship and residency requirements listed below.

1. Be a citizen of the United States (US), a national of a US territory, or a permanent resident alien.



2. Be living in the State of Hawaii.



Do you have an intellectual disability or a developmental disability?

You must have an intellectual disability **or** a developmental disability as defined by Hawaii Administrative Rules section 11-88.1-5.

Intellectual Disability

To be eligible as having an intellectual disability, you must meet **all three (3)** of the following requirements.

1. Have a diagnosis of an intellectual disability by a licensed psychologist or other licensed professional who meets DDD's requirements.
2. Have substantial (significant) functional limitations in at least three (3) of the following areas of major life activity. The functional limitations are attributable to (are

a result of) the intellectual disability.

- Self-care
- Receptive and expressive language
- Learning
- Mobility
- Self-direction
- Capacity for independent living
- Economic self-sufficiency

Information about your day-to-day functioning is obtained by interviewing people who know you well (parents, teachers, etc.). The results are captured in standardized measures of adaptive behavior. This type of quantitative documentation is required.

3. The intellectual disability and the functional limitations occurred before the age of 18.

Developmental Disability

To be eligible as having a developmental disability, you must meet **all five (5)** of the following requirements.

1. Have a diagnosis of an eligible condition by a licensed or board certified professional who meets DDD's requirements.

Eligible Conditions	Impairment cannot be primarily from the following
Cerebral palsy	Dementia
Epilepsy	Mental illness
Autism spectrum disorder	Emotional disorders
A neurological condition, or a central nervous system disorder, or a chromosomal disorder that results in an intellectual disability	Substance abuse, Sensory impairment, Learning disabilities, Attention deficit, hyperactivity disorder, Spinal cord injuries, and Neuromuscular disorders

2. The eligible condition is present before the age of 22.
3. The eligible condition is likely to continue indefinitely.
4. Have substantial (significant) functional limitations in at least three (3) of the following areas of major life activity. The functional limitations are attributable to (are a result of) the eligible condition.
 - Self-care
 - Receptive and expressive language
 - Learning
 - Mobility
 - Self-direction
 - Capacity for independent living
 - Economic self-sufficiency

Information about your day-to-day functioning is obtained by interviewing people who know you well (parents, teachers, etc.).

The results are captured in standardized measures of adaptive behavior. This type of quantitative documentation is required.

5. The eligible condition reflects the need for services that are lifelong or for an extended period of time and are individually planned and coordinated.

The information in the previous pages is a summary of the eligibility requirements. For the complete eligibility requirements, go to DDD's website and view the Hawaii Administrative Rules. Click on Chapter 88.1 and look for section 11-88.1-5.

<http://health.hawaii.gov/ddd/>

Children from Birth to age 9

DDD recognizes that the developmental disability eligibility criteria that are used for adolescents and adults cannot be applied to infants and young children.

The following are considered when the applicant is a child from birth to age 9.

- The infant or child has a substantial developmental delay or specific congenital or acquired condition;
and
- Without services and supports, the infant or child has a high probability of meeting the requirements of having a developmental disability later in life.

IMPORTANT:

If a child is determined to be eligible for services under these considerations, the child will be re-assessed before their 9th birthday. At that time, the child will have to meet the eligibility requirements for an intellectual or developmental disability as specified in the Hawaii Administrative Rules to continue to receive services.

The steps that you need to complete during the application process

STEP 1: GATHER YOUR INFORMATION



You are responsible for providing the information that shows that you meet the citizenship, residency, intellectual or developmental disability requirements.

Gather as much of the following as possible.

- Proof of US citizenship or permanent resident alien status
Example: birth certificate, green card

- Proof of residency
Example: enrollment in a Hawaii school, ownership of a checking or savings account in a financial institution in the State
- Medical records about your intellectual or developmental disability
Example: birth records, hospitalizations, examinations
- Past and current educational assessments and plans
Example: Individualized Education Programs (IEPs), academic, cognitive, social work assessments
- Past and current psychological evaluations
Example: evaluations completed by a psychologist

STEP 2: CALL THE INTAKE OFFICE ON YOUR ISLAND AND ASK TO SCHEDULE A MEETING WITH AN INTAKE WORKER



STEP 3: MEET WITH YOUR ASSIGNED INTAKE WORKER AT THE INTAKE OFFICE



You must be at the meeting even if your parent, legal guardian, or personal representative is helping you to apply for services.

Give the intake worker copies of all the information that you have gathered.

STEP 4: SUBMIT ANY OTHER REQUESTED INFORMATION

Additional Information

After reviewing your information, the intake worker will let you know if you need to submit additional information so that he/she can determine if you are eligible for services.

Neighbor island applicants: Your application will be sent to Oahu for processing and determination. The Oahu intake office will contact you when it receives your application and will let you know if you need to submit additional information.

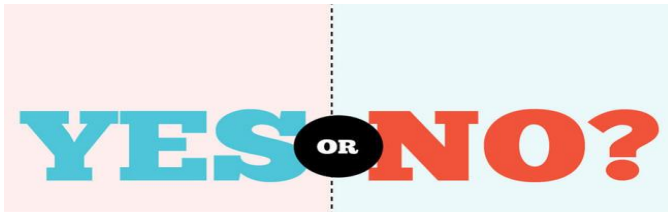
All requested information must be submitted within **90 working days** from the date of your meeting with the intake worker. **Your application may be closed if you miss the deadline.**



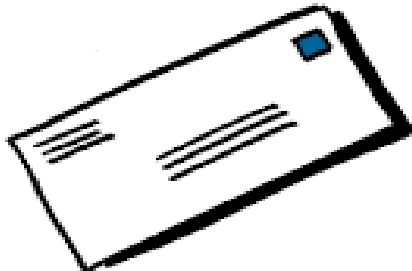
You are responsible for providing all requested information. If you are having a hard time getting information, let the intake worker know. He/she may be able to help as long as you provide written authorization.

Your application will be complete when all requested information has been given to the intake worker.

Once your application is complete, DDD has **30 working days** to determine if you are eligible or not eligible for services.



You will receive a letter from the intake worker once a determination has been made.



What happens after a decision is made?

What happens if you are eligible for services?



If you are eligible for services, you will be assigned to a case management unit and a case manager.

Your case manager will meet with you to talk about your needs and to help you develop a service plan.

IMPORTANT:

Every year, your case manager will have to make sure that you are still eligible for services from DDD.

Medicaid Waiver

DDD operates the Home and Community Based Services Medicaid Waiver for Individuals with Intellectual and Developmental Disabilities. If you are interested in receiving services, your case manager will help you with the admission process.

IMPORTANT:

Please be aware that the admission process can take several months to complete. DDD must work with the Department of Human Services to determine if you are eligible for (1) Medicaid, (2) long term care, and (3) that you are at a specific level of care.

What happens if you are not eligible for services?



If you are not eligible for services, you have the right to discuss the decision and explain why you do not agree.

You can request either an informal review with staff from DDD, an administrative hearing with staff from the Department of Health, or you may request both. Instructions will be in your eligibility determination letter.

IMPORTANT:

If you are not eligible for services, you can re-apply again in the future if you have new information.

Contact Information

If you are ready to begin the intake process, contact the intake office on your island and ask to speak with an intake worker.

Oahu

3627 Kilauea Avenue, Room 104
Honolulu, HI 96816
(808) 733-1689

Hilo

46 Keawe Street
Hilo, HI 96720
(808) 974-4280

Kona

75-184 Hualalai Road, #201
Kailua-Kona, HI 96740
(808) 327-6212

Waimea

67-5189 Kamamalu Street
Kamuela, HI 96743
(808) 887-6064

Maui/Lanai

210 Imi Kala Street, Suite 105
Wailuku, HI 96793
(808) 243-4625

Molokai

65 Makaena Street
Kaunakakai, HI 96748
(808) 553-7898

Kauai

3040 Umi Street
Lihue, HI 96766
(808) 241-3406



Application Process Checklist

- Gather as much information as possible.
 - Proof of citizenship and residency
 - Medical records
 - Educational assessments and plans
 - Psychological evaluations

- Call the intake office on your island and ask to schedule a meeting with an intake worker
 - Name of intake worker:

 - Phone number:

 - Address:

- Meet with your assigned intake worker at the intake office.
 - Date/time of meeting:

- Submit any other requested information.
- What other information is needed?
-

- Your application will be complete when all requested information has been given to the intake worker.

- Are you eligible for services?

Yes

No

- Date of decision:
-

Notes

We can provide special assistance.

- A sign language interpreter
- A bilingual interpreter and/or
- TTY hearing impaired telephone services

Advance notice is needed.

For more information, please contact:

Developmental Disabilities Division Intake

3627 Kilauea Avenue, Room 104

Honolulu, HI 96816

Phone: (808) 733-1689 (TTY: 711)

Fax: (808) 733-9182

The Department of Health complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Write or call within 180 days of a problem to:

Department of Health
Affirmative Action Office
P.O. Box 3378
Honolulu, HI 96813
Phone: (808) 586-4110

Ilocano: PAKDAAR: Nu saritaem ti Ilocano, ti serbisyo para ti baddang ti lengguahe nga awanan bayadna, ket sidadaan para kenyam. Awagan ti 1-808-733-1689 (TTY: 711).

Tagalog: PAUNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa 1-808-733-1689 (TTY: 711).

Japanese: 注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。1-808-733-1689 (TTY:711) まで、お電話にてご連絡ください。

Chinese: 注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-808-733-1689 (TTY: 711).

Korean: 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-808-733-1689 (TTY: 711). 번으로 전화해 주십시오.

Spanish: ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-808-733-1689 (TTY: 711).

Vietnamese: CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-808-733-1689 (TTY: 711).

Samoan: MO LOU SILAFIA: Afai e te tautala Gagana fa'a Sāmoa, o loo iai auaunaga fesoasoan, e fai fua e leai se totogi, mo oe, Telefoni mai: 1- 808- 733-1689 (TTY: 711).

Marshallese: LALE: Ñe kwōj kōnono Kajin Majōl, kwomaroñ bōk jermal in jipañ ilo kajin ñe am ejjelok wōñān. Kaalok 1-808- 733-1689 (TTY: 711).

Trukese (Chuukese): MEI AUCHEA: Ika iei foosun fonuomw: Foosun Chuuk, iwe en mei tongeni omw kopwe angei aninisin chiakku, ese kamo. Kori 1-808-733-1689 (TTY: 711).

Hawaiian: E NĀNĀ MAI: Inā ho‘opuka ‘oe i ka ‘ōlelo [ho‘okomo ‘ōlelo], loa‘a ke kōkua manuahi iā ‘oe. E kelepona iā 1-808- 733-1689 (TTY: 711).

Micronesian (Pohnpeian): Ni songen mwohmw ohte, komw pahn sohte anahne kawehwe mesen nting me koatoantoal kan ahpw wasa me ntingie [Lokaiahn Pohnpei] komw kalangan oh ntingidieng ni lokaiahn Pohnpei. Call 1-808- 733-1689 (TTY: 711).

Bisayan (Cebuano): ATENSYON: Kung nagsulti ka og Cebuano, aduna kay magamit nga mga serbisyo sa tabang sa lengguwahe, nga walay bayad. Tawag sa 1-808-733-1689 (TTY: 711).

Tongan: FAKATOKANGA'I: Kapau 'oku ke Lea-
Fakatonga, ko e kau tokoni fakatonu lea 'oku nau fai atu
ha tokoni ta'etotongi, pea teke lava 'o ma'u ia. Telefoni
mai 1-808- 733-1689 (TTY: 711).

Laotian: ໂປດຊາບ: ຖ້າວ່າທ່ານເວົ້າພາສາລາວ,
ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສຍຄ່າ,
ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທ 1-808- 733-1689
(TTY: 711).

Developmental Disabilities Division
1250 Punchbowl Street, Room 463
Honolulu, HI 96813
(808) 586-5840

Mailing Address:
PO Box 3378
Honolulu, HI 96801

<http://health.hawaii.gov/ddd/>

