

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES**



<b>POLICY</b>	
Department on Disability Services	Subject: DDA Intake & Eligibility Determination Policy
Responsible Program or Office: <i>Department on Disability Services</i>	Policy Number: 2016-DDA-POL02
Date of Approval by the Director: September 13, 2016	Number of Pages: 3
Effective Date: October 1, 2016	Expiration Date, if any: N/A
Supersedes DDA Intake & Eligibility Determination Policy Dated: <i>10.10.06</i>	
Cross References, Related Policies and Procedures, and Related Documents: DDA Intake & Eligibility Determination Procedure; DDS Language Access Policy and Procedure; DDA and RSA Service Coordination Protocol; DDS Front Door Tool; Freedom of Choice form	

**1. PURPOSE**

This purpose of this policy is to establish the criteria by which people are found to be eligible for services through the Developmental Disabilities Administration (“DDA”) service delivery system.

**2. APPLICABILITY**

This policy applies to all DDA employees.

**3. AUTHORITY**

The authority for this policy is established in the Department on Disability Services (“DDS”) as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 et seq.); and D.C. Law 2-137, the “Citizens with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978,” effective March 3, 1979 (D.C. Official Code § 7-1301.01 et seq.).

**4. POLICY**

It is the policy of the DDA to ensure that all people who apply for services are processed through the Intake and Eligibility Determination Unit (“I&EDU”) in a timely, fair and

professional manner.

It is the policy of DDA to issue a timely and adequate due process notice of a person's right to appeal a determination of ineligibility for services.

## **5. RESPONSIBILITY**

The responsibility of this policy is vested in the Director of DDS, while the implementation of this policy is the responsibility of the DDS Deputy Director for DDA.

## **6. STANDARDS**

In order to ensure compliance with this policy, DDA adopts the following standards:

- A. The I&EDU shall accept all applications for services from persons who are seeking services through the DDA service delivery system.
- B. The assigned I&EDU service coordinator shall assist all people in the completion of the application packet for services consistent with the timelines outlined in the DDA Intake & Eligibility Determination Procedure and notify the applicant when the application is complete.
- C. The I&EDU service coordinator shall coordinate language interpretation services for non-native English speakers, in accordance with the DDS Language Access Policy and Procedure.
- D. If the person requires no additional assessments, the Intake and Eligibility determination process, from the time of a completed application to the time an eligibility determination is made, must be completed within forty-five (45) calendar days. If the person requires a psychological evaluation or other assessment, the process shall be no longer than ninety (90) calendar days.
- E. The Intake Community Outreach Liaison shall conduct an initial person-centered plan using the DC Front Door Tool (see the attached DDA Intake & Eligibility Determination Procedure for details on the tool and steps).
- F. At the time that the I&EDU service coordinator presents applicant information at the person's file review meeting, any applicant whose information is sufficient for an eligibility determination to be made shall have his or her eligibility determination made at that time.
- G. The I&EDU service coordinator shall notify in writing and with one telephone call the applicant and/or his or her representative, legal guardian and referral source, if applicable, of the results of the DDA eligibility determination no later than five (5) business days of the determination review meeting.

- H. When it becomes evident, either through a person's Level of Care determination, or other information, that a person is ineligible for supports through DDA, DDA shall have a process for notifying the person and his or her team about the eligibility determination. DDA shall provide to each person and their representative, timely and adequate written notice of DDA's decision as to the person's eligibility and the person's right to appeal. The notice of appeal rights shall be in a format that is easily understood by the person or his or her representative, as appropriate.
- I. The I&EDU service coordinator shall complete the transfer of all applicants found eligible to receive services through the DDA service delivery system to the Service Planning and Coordination Division ("SPCD") within five (5) business days of the eligibility date.
- J. The I&EDU and the SPCD will coordinate transition planning during the eligibility determination process for any person who is considered to be in urgent need of services to ensure critical services and supports are ready immediately upon eligibility determination.

  
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Andrew P. Reese, Acting Director

9/13/16  
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Date

