

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



POLICY	
Department on Disability Services	Subject: DDA Intake and Eligibility Determination
Responsible Program or Office: Developmental Disabilities Administration	Policy Number: 2022-DDA-POL001
Date of Approval by the Director: May 8, 2023	Number of Pages: 3
Effective Date: May 8, 2023	Expiration Date, if any: N/A
Supersedes Policy (Dated): 2016-DDA-POL02 DDA Intake & Eligibility Determination Policy (October 1, 2016).	
Cross References, Related Policies and Procedures, and Related Documents: DDA Intake and 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 DDS employees responsible for activities associated with the receipt and processing of applications for DDA supports or services, or responsible for activities necessary to determine an applicant’s eligibility to receive DDA supports or services.

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, as amended (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, as amended (D.C. Official Code § 7-1301.01 *et seq.*).

4. POLICY

It is the policy of DDA to ensure that all people who apply for services are: processed through the Intake and Eligibility Determination Units, respectively, in a timely, fair and professional manner; and issued a timely and adequate due process notice of the right to appeal a determination of ineligibility for services.

5. RESPONSIBILITY

The responsibility for this policy is vested in the Director of DDS, while the implementation of this policy is the responsibility of the DDS Deputy Directors for DDA and the Rehabilitative Services Administration (RSA).


6. STANDARDS

To ensure compliance with this policy, DDA adopts the following standards:

- A. The Community Liaison Specialist shall conduct the DDS Front Door Tool Person-Centered questionnaire, which may be found on the DDS website.
- B. The Intake and Transition Unit shall accept all applications for services from persons who are seeking services through the DDA service delivery system.
- C. The assigned Community Liaison Specialist shall assist all people in the completion of the application packet for services consistent with the timelines outlined in the DDA Intake and Eligibility Procedure and notify the applicant when the application is complete.
- D. DDS will coordinate any language access services or English translation services necessary to complete intake and eligibility determination activities in accordance with the Americans with Disabilities Act (ADA) and the DDS Language Access Policy and Procedure.
- E. If the person requires no additional assessments, an eligibility determination shall be made within forty-five (45) calendar days of the date on which the application was signed and dated. If the person requires a psychological evaluation or other assessments, an eligibility determination shall be made within ninety (90) calendar days of the receipt of a signed and dated application.
- F. The eligibility determination is made when there is sufficient and complete information presented to the Eligibility Determination Team by the Eligibility Determination Unit Service Coordinator. If a psychological or other assessments are not received within ninety (90) calendar days of the receipt of a completed application, the person shall be determined ineligible to receive DDA services. Notification of an eligibility determination shall occur in writing and with one telephone call, within five (5)

business days of a decision by the Eligibility Determination Team. When it becomes evident, either through a person's Level of Need 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.

- G. People determined eligible to receive DDA services shall be assigned to a Continuing Services Service Coordinator within ten (10) business days of the eligibility determination date.
- H. When people determined eligible need urgent services, the Eligibility Determination Unit Service Coordinator and the Continuing Services Service Coordinator shall coordinate transition planning to ensure that critical services and supports are available upon eligibility determination.



Andrew P. Reese, Director

May 8, 2023

Date