

Guide to Understanding Supports and Services Administered By NYS OPWDD

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Purpose of the Guide

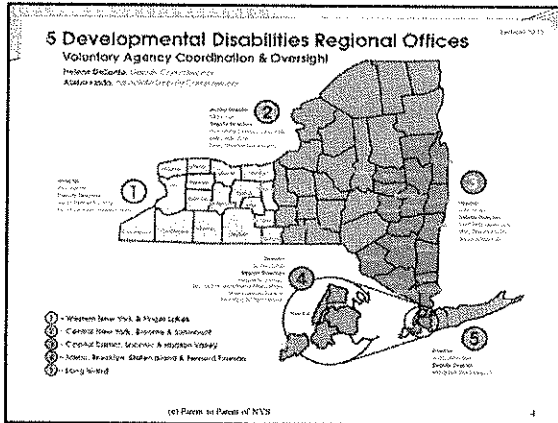
- Inform families about the wide range of supports and services available to qualified individuals
- Assist families in accessing those services for their loved one with a developmental disability
- Familiarize families with the terms and acronyms associated with service delivery systems

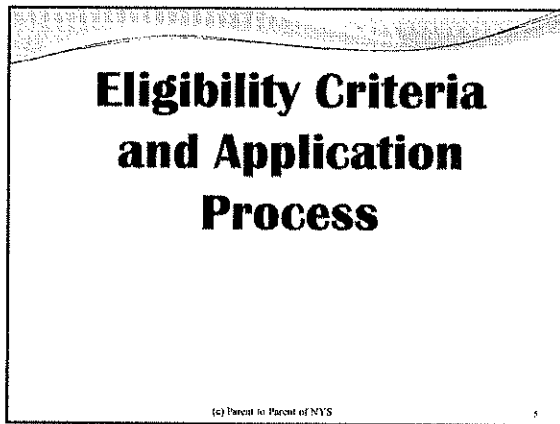
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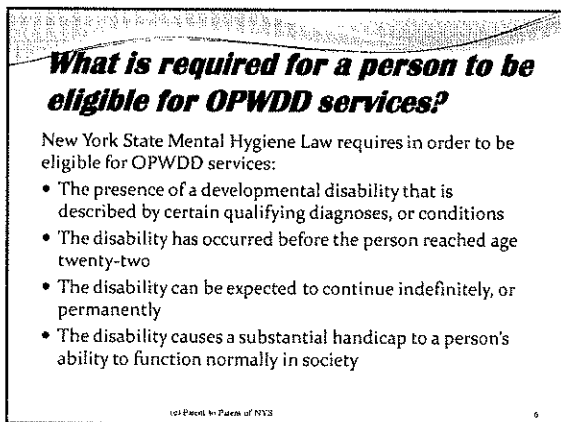
What is the OPWDD?

- The New York State Office for People with Developmental Disabilities (OPWDD) coordinates and provides services for people with developmental disabilities
- OPWDD provides access to services through five Developmental Disabilities Regional Offices.
- www.opwdd.ny.gov

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What is a "Substantial Handicap to a Person's Ability to Function Normally in Society?"

- For OPWDD eligibility, "substantial handicap" means that a developmental disability is so serious that it makes it very difficult for an individual to live everyday life independently and function 'normally' in society.
- The person has trouble engaging in substantial aspects of self-care or self-direction independently.

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How do I get started with the process?

- Fill out the application ("Eligibility Transmittal Form")
- Important for schools to be listed as "Referring Agency" in Section 3
- Gather necessary documents needed from doctors and school

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How do I get started with the process? continued

- Make a copy of the application and the supporting documents
- Mail the packet to the OPWDD regional office. Make a note of the date that you mailed it!

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What kind of documentation is required to determine eligibility?

- A psychological report from within past 3 years (score of 60 or lower will generally qualify)
- Assessment of adaptive behavior from within past 3 years (score of 70 or lower will generally qualify)
- A social history, psychosocial report, or other background report that shows that the person became disabled before age 22
- Current IEP

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What kind of documentation is required to determine eligibility?
(continued)

- Medical or specialty comprehensive report documenting the developmental history, and symptom course over time as well as the impact on adaptive functioning for Cerebral Palsy, Epilepsy, TBI, or Neurological Impairment or Familial Dysautonomia
- For Autism, a specialty report such as the CARS, ADOS, or ADI-R MUST be submitted

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Which measures of intellectual functioning are acceptable?

- Kaufman Assessment Battery for Children
- Leiter International Performance Scale
- The Stanford-Binet Scales
- Wechsler series of Intelligence Scales
- Other intelligence tests if they are comprehensive, structured, standardized, and have up-to-date general population norms

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Which measures of adaptive behavior are acceptable?

- AAMR Adaptive Behavior Scale
- Adaptive Behavior Assessment System
- Comprehensive Test of Adaptive Behavior
- Scales of Independent Behavior
- Vineland Adaptive Behavior Scales
- Other adaptive behavior measures if they are comprehensive, structured, standardized, and have up-to-date general population norms

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What is the Eligibility Determination Process?

- There is an Eligibility Process that is used to determine if your child has a developmental disability and is eligible to receive OPWDD funded services.
- OPWDD uses a Three Step Eligibility Process to determine eligibility.

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What happens during the first step?

- DD Regional Office staff review your child's eligibility request for completeness.
- After this review, you will receive a letter (within 10-12 weeks) informing you that:
 - (1) Your child is eligible.
 - (2) Additional documentation is required.
 - (3) Your child is determined not to be eligible.

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What happens during a second step review?

- If additional information not already requested by first step review staff is required, you will be notified.
- If your child is determined to have a developmental disability, a letter will be sent informing you of your child's eligibility.
- If the Developmental Disabilities Regional Office determines that, based upon the information provided, the child does not have DD and is not eligible, you will receive a denial letter.

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Appeals Process

- If you receive a denial letter, you will be informed of the following opportunities:
- (1) Meet with DD Regional Office staff
- (2) Request a third step review
- Third step reviews are done by an independent Eligibility Review Committee of licensed practitioners not involved in the 1st and 2nd steps.

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What happens once I provide the Intake Coordinator with necessary documentation?

- You can use this time to attend a Front Door Information Session.
- Sessions are held monthly at the OPWDD office or weekly by phone.
- To register for a Front Door Information Session, call 631-434-6000.

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Helpful Hints...

- You can apply for OPWDD services at any age. The earlier the better! Your child may be eligible for some services while receiving Early Intervention services, attending school, or transitioning to adult life after school.
- Any person with a full scale IQ of 60 or lower and/or an adaptive daily living score of 70 or less should apply for OPWDD services.
- Eligibility determination takes approximately three months.

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Helpful Hints...

- **DOUBLE, TRIPLE, AND QUADRUPLE CHECK YOUR PACKET BEFORE SENDING IT IN!**
- Ensuring that you are submitting the correct documentation can save you months of time and will make for a smoother eligibility process.

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What happens after eligibility?

- Once your child has been found eligible, you **MUST** attend a Front Door Information Session and take part in a Front Door Assessment via phone.
- School personnel may also participate in the Front Door Assessment.
- During the Assessment, Front Door staff will administer the Developmental Disabilities Profile (DDP2) questionnaire in order to assess the applicant's strengths and identify supports needed.

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What is Provisional Eligibility for Children from Birth - Seven?

- DD Regional Offices may grant Provisional Eligibility, based on clinical judgment, when a young child presents with developmental delay and evidence of functional limitations, but without specification of a named or unnamed condition.
- Standard eligibility must be determined no later than a child's eighth birthday.

***Family Support Services
Using the Grant List***

What are Family Support Services?

- Family Support Services are designed and developed to enhance a family's ability to provide in-home care to their family members with a developmental disability.
- Family Support Services help families who are caring for a relative with a developmental disability at home by aiding the caregivers and thereby, enhancing family stability.

What are the goals of family support services?

- To maintain family unity
- to prevent premature or inappropriate out-of-home placement
- to enhance parenting skills
- to maximize the potential of the family member with a developmental disability

The Grant List

New York State Office for People with Developmental Disabilities

Family Support Services Grant Programs

Respite, Family Training, Advocacy, Counseling & Support Services, Crisis Intervention, Voucher/Reimbursement, Sibling Day Programs, Recreation, NAD/Medicaid Services Coordination

1095 Third Developmental Disabilities Service Office
1156 Deer Avenue
Ramsburg, NY 13788
(518) 434-6000
<http://www.opwd.ny.gov>

The grant list is available on line at www.opwd.ny.gov

www.p2pny.org

What services are offered through Family Support Services?

- Information & Referral (P2P!)
- Recreation
- In-home and Center-based Respite
- Parent/sibling support groups
- Camps
- Family Reimbursement
- Non-Medicaid Service Coordination

How do I access the programs in the Grant List?

- You may directly contact the agency that provides a program that you are interested in.
- Alternatively, you may work with a Non-Medicaid Service Coordinator who can help place your child in Family Support Service programs.
- Each program will ask that you submit a completed Universal Application and may want to meet your child to ensure that the program is an appropriate fit.
- Scan or make a copy of the Application so you don't need to fill it out each time.

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Questions?



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