

MEMORANDUM

TO: Developmental Disabilities Service Providers
Pre-Admission Screening Providers
Statewide Advisory Council for Developmental Disabilities
Other Advocacy Organizations

FROM: Lilia Teninty, Director
Division of Developmental Disabilities

DATE: January 4, 2008

RE: Service Requests and Authorizations

The Department is pleased to announce the release of funds for services to persons with developmental disabilities made available through the Hospital Tax Revenues. With these funds, approximately 800 additional individuals will be served this fiscal year. The funds will be used to serve individuals who are enrolled in the Prioritization of Urgency of Need for Services (PUNS) database.

Along with the release of these funds, the Division of Developmental Disabilities has established new operating procedures whereby individuals will be selected from the PUNS database for these funds and for funds made available through vacancies that occur each month. Under these new procedures, once the names of individuals are selected, they will be shared with the appropriate Pre-Admission Screening (PAS) providers. The PAS providers will be instructed to complete all necessary eligibility assessments and, for those found eligible, assist the individuals (and providers, if applicable) in submitting the necessary service authorization requests.

The selection criteria addresses a variety of factors, including, but not limited to, urgency of need, length of time on the database, statewide geographic distribution, current living arrangements, caregiver situations, randomness, etc. The criteria, which were originally reviewed by the Statewide Advisory Council, will continually be re-evaluated as PUNS data is analyzed. We believe this new selection criteria and process will enhance our ability to ensure fair and equal access to services and facilitate the service authorization process.

In addition to the routine PUNS selection process, the Division will reserve a number of capacities each month to address the needs of individuals in immediately urgent situations. These capacities will be used for individuals whose situations are sudden and unpredictable, e.g., they are abused, neglected, or homeless. These individuals' needs will be recorded on PUNS as part of the authorization process. It is anticipated that ten capacities will be reserved each month for this specific purpose. If a capacity is not used for this purpose, it will be used for the routine selection. The adequacy of the reserve will continually be evaluated.

The Division will continue to process applications for individuals who have special funding allocations, i.e., individuals moving from State-Operated Developmental Centers (SODCs) and individuals transitioning from the Department of Children and Family Services (DCFS). These applications will be submitted and processed as they are now.

Attached are flow charts of the current and new processes. As we release the Hospital Tax funds and implement the new PUNS selection process, there are transition issues and time frames of which we wish to make everyone aware.

Transition Issues

Division network staff are in possession of authorization request packets that have been submitted by PAS and other providers. These packets have been determined to be in accordance with the current priority population criteria and are awaiting available funding. These packets will be funded as quickly as possible. The Hospital Tax revenues will be used to fund a mixture of requests from pending packets and from the PUNS database in general. Thus, many of the current packets will be accommodated through a portion of the Hospital Tax Revenues; the remaining packets will be funded as vacancies occur.

To facilitate a smooth transition to the new selection process, the Division will continue to accept packets from PAS providers for individuals who meet the current priority population criteria through January 31, 2008. For those who are determined by network staff to have met the eligibility and priority criteria, authorizations will be released as vacant capacities become available. More detailed information on the new process will be distributed to PAS agencies and others in early 2008.

Time Frames

Time frames for the transition to and implementation of the new process are as follows:

- By January 31, 2008, no longer accept request packets from PAS providers for individuals without the individuals having first been offered the opportunity to apply per selection through the PUNS database. Packets for those that are abused, neglected, or homeless, as well as packets for individuals transitioning from SODCs and DCFS, are the exception to this.

- ❑ By January 31, 2008, release authorizations for a portion of the current packets using Hospital Tax Revenues and current vacant capacities. (This work began in December.)
- ❑ By February 28, 2008, begin the new process and inform individuals selected from the PUNS database and their PAS providers of the opportunity to apply for services funded through the remaining Hospital Tax Revenues. Applications will be processed as submitted.
- ❑ As of March 1, 2008, routinely address requests through the new PUNS process using vacant capacities and any new funds made available through appropriations.
- ❑ By April 30, 2008, re-evaluate the number of capacities routinely available each month due to vacancies in light of the significant expansion. Modify the number of capacities used each month as appropriate.
- ❑ By June 30, 2008, process all remaining approved packets that are currently with network staff or that will be submitted to them by the end of January 2008. (The ability to meet this time frame will depend on the total number submitted by the end of January.)

Thank you for your attention to these issues and your cooperation as we move to this new process. If you have any questions, please contact your network facilitator.

Attachments

cc: Grace Hou, Assistant Secretary
All Central Office DDD Staff