

Applying for Services

DEVELOPMENTAL DISABILITIES DIVISION

STATE OF HAWAII DEPARTMENT OF HEALTH

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Welcome

The Developmental Disabilities Division (DDD) provides services to individuals with intellectual and developmental disabilities who meet the Division's eligibility criteria.

This booklet will go over the requirements that you must meet to be eligible for DDD 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, your parent, legal guardian, or personal representative can help you to apply.



If you have questions about the information in this booklet, call the DDD office on your island and ask to speak with an intake worker. The phone numbers are listed on the back of this booklet.

IMPORTANT

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

It can take several months to determine if you are eligible for DDD services because of the requirements of the application process. Once all the information is received, we have thirty (30) working days to determine if you are eligible for DDD services. The process is explained in this booklet.

IMPORTANT

If you are eligible for DDD services, you may be eligible for Intellectual and Developmental Disabilities (I/DD) 1915(c) Medicaid waiver services.

It will take additional time to access I/DD Medicaid waiver services. DDD will help you with your application for admission. It can take several months to access I/DD Medicaid waiver services.

More information about the I/DD Medicaid waiver and applying for Medicaid can be found on page 15.

Are you eligible for services?

Are you a citizen and a resident?

To be eligible for DDD 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 a resident of the State of Hawaii.



Note: If you are unsure about these requirements, please contact an Intake worker on your island at the number listed on the back of this booklet.

Do you have an intellectual disability or a developmental disability?

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

The information in the next few pages is a summary of the eligibility requirements. For the complete eligibility requirements, go to DDD's website.

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

- Click on About DDD
- Click on DDD Statutes and Rules
- Click on Chapter 88.1
- Find §11-88.1-5

Intellectual Disability

To be eligible as having an intellectual disability, you must meet all four (4) 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 concurrent substantial functional limitations in at least three (3) of the following areas of major life activity:
 - Self-care
 - Receptive and expressive language
 - Learning
 - Mobility
 - Self-direction
 - Capacity for independent living
 - Economic self-sufficiency
3. The substantial functional limitations must be attributable to the intellectual disability.
4. The intellectual disability and the functional limitations occurred before the age of eighteen (18).

Developmental Disability

To be eligible as having a developmental disability, you must meet all six (6) of the following requirements:

1. Have a diagnosis of an eligible condition by a licensed or board certified professional who meets DDD's requirements.
2. The eligible condition is present before the age of twenty-two (22).
3. The eligible condition is likely to continue indefinitely.
4. Have concurrent substantial functional limitations in at least three (3) of the following areas of major life activity:
 - Self-care
 - Receptive and expressive language
 - Learning
 - Mobility
 - Self-direction
 - Capacity for independent living
 - Economic self-sufficiency

5. The substantial functional limitations must be attributable to the eligible condition and not solely to other excluded conditions.
6. The eligible condition reflects the need for services that are lifelong or for an extended period of time and are individually planned and coordinated.

ELIGIBLE CONDITIONS
Cerebral palsy
Epilepsy
Autism spectrum disorder
A neurological condition, or a central nervous system disorder, or a chromosomal disorder that results in impairment in both general intellectual functioning and adaptive behavior

IMPAIRMENT CANNOT BE DUE TO
Dementia
Mental illness
Emotional disorders
Substance abuse
Sensory impairment
Learning disabilities
Attention deficit hyperactivity disorder
Spinal cord injuries
Neuromuscular disorders

Children from Birth to Age 9

The developmental disability eligibility criteria 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 nine (9).

- The infant or child has a substantial developmental delay or specific congenital or acquired condition.
- 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

Children who are eligible under these requirements will be re-assessed shortly after their 8th birthday. Prior to turning nine (9) years old, the child will have to meet the eligibility requirements for an intellectual or developmental disability as specified on pages 6-8 of this booklet to continue to receive services.

The steps 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 for DDD to make an eligibility determination.

- Proof of US citizenship or permanent resident alien status.

Examples: Birth certificate, green card

- Proof of residency.

Examples: Enrollment in a Hawaii school, ownership of a checking or savings account in a financial institution in Hawaii

- Medical records about your intellectual or developmental disability.

Examples: Birth records, hospitalizations, examinations

- Past and current psychological evaluations.

Examples: Evaluations completed by a psychologist like the Weschler Series Intelligence Tests – WAIS, WISC, or the Stanford-Binet Test of Intelligence

- Adaptive assessments.

Examples: Adaptive Behavior Assessment System (ABAS), Vineland Adaptive Behavior Scales

Note: If you do not have a current psychological evaluation or adaptive assessment, DDD may be able to help you get one.

- Past and current school assessments and plans.

Examples: Individualized education program (IEP), academic, cognitive, social work assessments

- Guardianship documents if you are eighteen (18) years or older.



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



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

You are strongly encouraged to 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 ALL OTHER REQUESTED INFORMATION

After reviewing your information, the intake worker will let you know if you should submit additional information to support determination of your eligibility for DDD services.

All requested information must be submitted within ninety (90) working days from the date of your meeting with the intake worker.

Let the intake worker know if you need help getting the information. **Your application may be closed if you miss the deadline.**

NEIGHBOR ISLAND APPLICANTS

Your application will be sent to Oahu for review 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.

Once your application is complete, DDD has thirty (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 manager.

Your case manager will meet with you to help you develop a service plan and ask you if you want to apply for the Medicaid Waiver (see page 15).

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

What happens if you are not eligible for services?

If you are not eligible for services, you have the right to request an informal review with staff from DDD and an administrative hearing from the Department of Health.

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

Medicaid Waiver

DDD operates the Home and Community Based Services Medicaid waiver for Individuals with Intellectual and Developmental Disabilities. This is called the I/DD Medicaid waiver. If you are interested in receiving I/DD Medicaid waiver services, your case manager will help you with the admission process.

IMPORTANT

The Waiver admission process can take several months to complete. The Department of Human Services must determine if you are: (1) eligible for Medicaid and long-term care, and (2) at a specific level of care.

Please note: You may submit an application for Medicaid at any time in the process.

Below is the link:

<https://medquest.hawaii.gov/en/members-applicants/get-started/how-to-apply.html>

or call Med-QUEST Customer Service:

1-800-316-8005 toll-free

TTY users, call 1-800-603-1201 toll-free or 711

Contact Information

If you are ready to begin the intake process, contact the DDD 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 about:
 - Proof of citizenship and residency
 - Records showing diagnosis or current treatment of an intellectual or developmental disability
 - Psychological evaluations
 - Adaptive assessments
 - School assessments and plans
 - Guardianship or other document that shows the right to act on the applicant's behalf.

Note: Other documents may be requested to complete the application.

- Call the DDD 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 DDD office.

Date/time of meeting:

- Submit other requested information.

What other information is needed?

- Are you eligible for services?

- Yes

- No

Date of decision:

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 kenyan. 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 tofogi, 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 ejjeļok wōñāān. 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: ໄປດຊາບ: ຖ້າວ່າທ່ານເວົ້າພາສາລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ເສັຽຄ່າ, ແມ່ນມີພ້ອມໃຫ້ທ່ານ. ໂທ 1-808- 733-1689 (TTY: 711).

Resources

Hilopa'a

- Phone: (808) 791-3467
- Hawaii: (808) 333-3053
- Kauai: (808) 240-0485
- Maui & Lanai: (808) 270-1536
- Molokai: (808) 660-0063
- Text message: (808) 465-5444
- Email: advocate@hilopaa.org
- Website: hilopaa.org

Leadership in Disabilities & Achievement of Hawaii (LDAH)

- Phone: (808) 536-9684
- Neighbor islands: 1-800-533-9684
- Website: LDAHawaii.org
- Facebook: facebook.com/LDAHawaii.pti

Special Parent Information Network (SPIN)

- Telephone number: (808) 586-8126
- Website: spinhawaii.org
- Email: spin@doh.hawaii.gov

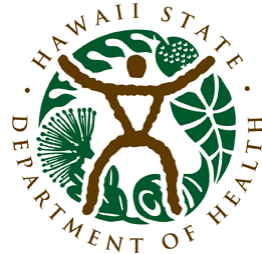
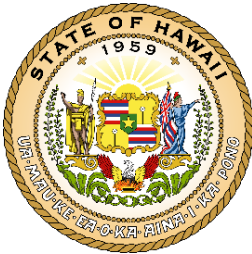
My notes

My notes

Developmental Disabilities Division

Offices

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



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