

# Required Documentation for Developmental Disability Administration (DDA) Eligibility Determination

DISABILITY CONDITION	DIAGNOSIS	DIAGNOSTICIAN	SUBSTANTIAL LIMITATION
<b>Intellectual Disability</b>	Intellectual Disability or Mental Retardation	Licensed Psychologist or Nationally Certified School Psychologist	Psychological assessment with Full Scale (FS) IQ score of 69↓ AND Adaptive functioning assessment with a standard score of 69↓ *FSIQ of 67↓ on the Stanford-Binet 4th Edition
<b>Cerebral Palsy</b>	Cerebral Palsy or similar brain damage which causes quadriplegia, hemiplegia or diplegia	Licensed Physician	Onset prior to age 3; Must require daily physical assistance for any 2 of the following: toileting, bathing, eating, dressing, mobility or communication
<b>Epilepsy</b>	Epilepsy or seizure disorder	Board Certified Neurologist	Uncontrolled and ongoing or recurring seizures AND adaptive functioning assessment with a standard score of 69↓
<b>Autism</b>	Autistic Disorder 299.00 in DSM-IV-TR or Autism Spectrum Disorder 299.00 in DSM-5 with a severity level of 2 or 3 in both columns	Board Certified Neurologist; Board Certified Psychiatrist; Licensed Psychologist; Board Certified Developmental and Behavioral Pediatrician; ARNP associated with an Autism or Developmental Center	Evidence of onset prior to age 3 AND adaptive functioning assessment with a standard score of 69↓ **FSIQ of 84↓ (or statement of too severe to assess) for DSM-5 Diagnosis
<b>Another Neurological or Other Condition</b>	A neurological or chromosomal disorder that is known to cause intellectual & adaptive skills deficits.	Licensed physician	Full Scale (FS) IQ of 77↓ AND adaptive functioning assessment with a standard score of 69↓ *If under age 20, Broad Reading & Broad Math scores of 69↓ CAN REPLACE FSIQ *FSIQ of 75↓ on the Stanford-Binet 4th edition



Washington State  
Department of Social  
& Health Services

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DSHS 22-1679 (Rev. 4/17)

ALL DISABILITY CONDITIONS MUST ORIGINATE PRIOR TO AGE 18, BE EXPECTED TO CONTINUE INDEFINITELY, AND RESULT IN SUBSTANTIAL LIMITATIONS IN ADAPTIVE FUNCTIONING PER WAC 388-823

**Link to Eligibility WAC's:** <http://apps.leg.wa.gov/WAC/default.aspx?cite=388-823&full=true>  
**DDA on the Internet:** <https://www.dshs.wa.gov/dda/consumers-and-families/eligibility>

## REGION 2 DDA ELIGIBILITY CONTACTS

### Intake

<b>Christina Thomason</b>	(425) 977-6524	(King & Snohomish Counties)
<b>Kristen Petrakis</b>	(425) 977-6520	(King & Snohomish Counties)
<b>Treniss Capps</b>	(425) 977-6522	(King & Snohomish Counties)
<b>Isabel Soley</b>	(425) 977-6636	(King County CDS Intakes)
<b>Leslie Kivett</b>	(360) 714-5014	(Skagit, Whatcom, Island, San Juan Counties)

### Eligibility Review

<b>Shane Lucey</b>	(425) 977-6527	(Snohomish & Counties North)
<b>Stacy Flower</b>	(425) 977-6638	(Snohomish & Counties North, Snohomish County CDS Intakes)
<b>Jeanette White</b>	(425) 977-6523	(King County)
<b>Josie Moderow</b>	(425) 977-6637	(Regional Age 20 Reviews)

### Supervisor

<b>Christopher Osborn</b>	(425) 977-6526	Email: <a href="mailto:christopher.osborn@dshs.wa.gov">christopher.osborn@dshs.wa.gov</a>
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## COGNITIVE TESTS ACCEPTED BY DDA

- \*Stanford-Binet 4th edition
- Stanford-Binet 5th edition
- Wechsler Intelligence Scales (WISC)
- Differential Abilities Scale (DAS)
- Kaufman Assessment Battery for Children (K-ABC)
- Das-Naglieri Cognitive Assessment System (CAS)
- Woodcock Johnson-III Test of Cognitive Abilities (WJ-III(r))

*If you have a hearing impairment, English is not your primary language or you are non-verbal, your FSIQ may be estimated using one of the tests below:*

- Leiter International Performance Scale-Revised (Leiter-R)
- Wechsler Intelligence Scales (WISC) Performance scale
- Comprehensive Test of Nonverbal Intelligence (C-TONI)
- Kaufman Assessment Battery for Children (K-ABC) Nonverbal scale index

## ADAPTIVE ASSESMENTS ACCEPTED BY DDA

- Vineland Adaptive Behavior Scales (VABS)
- Scales of Independent Behavior-Revised (SIB-R)
- Inventory for Client and Agency Planning (ICAP)
- Adaptive Behavior Assessment System (ABAS-II)



# Informing Families

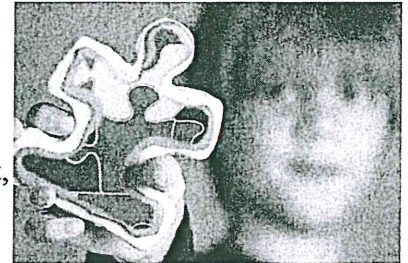
*Today and Tomorrow*

A Partnership for Better Communication  
on Developmental Disability Issues in Washington State

## Autism and Eligibility: The DSM Effect

Due to recent changes made to the Diagnostic & Statistical Manual (DSM), it can be a little confusing to know what DDA is looking at when it comes to children with an autism diagnosis.

That's because the DSM 5 definition and criteria for Autism Spectrum Disorder (ASD) is different from the DSM-IV-TR diagnosis of Autistic Disorder. As a result, DDA requires different documentation to help make sure that it's serving the same individuals it's intended to serve, regardless of the version of DSM that's used.



Here's what the DDA eligibility criteria look like under each DSM:

	Diagnosis	Substantial Limitations
<b>DSM-IV-TR</b>	Diagnosis: Autistic Disorder 299.00	Adaptive skills test score of more than 2 standard deviations below the mean.
<b>DSM 5</b>	Autism Spectrum Disorder 299.00, with a severity level of 2 or 3 in both columns of the severity scale.	Adaptive skills test score of more than 2 standard deviations below the mean; AND Full Scale IQ (FSIQ) score of more than one standard deviation below the mean*, or a statement from the diagnosing professional that you cannot complete an IQ test because your condition is so severe you cannot demonstrate the minimum skills required for the test.  *If your FSIQ is higher, you can provide documentation signed by the diagnosing professional showing you meet criteria under the DSM-IV-TR for Autistic Disorder (DDA can provide a form to the diagnosing professional if needed).

**TIP**

When filling out the application materials for DDA eligibility, be sure to include the names and contact information on the Consent form of those who made the diagnosis and administered the test(s). DDA may have a question related to their findings.

DDA may also need to request additional information from sources such as schools or medical providers. Leaving out this information may delay the application.

NOTE: The diagnosis must include a diagnostic report that includes documentation of the diagnostic criteria specified in the DSM-IV TR or DSM-5.

### What to Do When You Receive Notice of DDA's Eligibility Decision

**APPROVAL:** Contact your local DDA office to request services and an assessment. DDA has a variety of programs and services to meet different needs. A case manager will conduct an assessment to determine eligibility for the requested programs or services. Some programs may have waiting lists but asking for services provides the state with an accurate picture of the overall need, and helps with planning and funding requests to the legislature.

**DENIAL:** Read the reasons why DDA denied eligibility, which is included in the letter (called a Planned Action Notice). This can help you understand what additional information DDA may need if you choose to reapply.







Community First Choice

## About CFC Services

The services listed here are offered through the Community First Choice (CFC) Program for eligible clients.

# Community First Choice Service Options

*These are entitlement services if you are eligible.  
(See back panel for more information)*

## Personal Care

Personal care services provide assistance with everyday tasks like bathing, dressing, or managing your medication. If you are eligible, you choose a qualified provider. DSHS also pays for background checks and basic caregiver training for all qualified caregivers.

You may receive personal care services in:

- ✓ Your home
- ✓ An Adult Family Home
- ✓ An Assisted Living Facility



## Caregiver Management Training

Your Provider is an important part of your support team. You will manage your caregiver's daily routine. Training tools are available that explain how to select, manage, and dismiss caregivers.

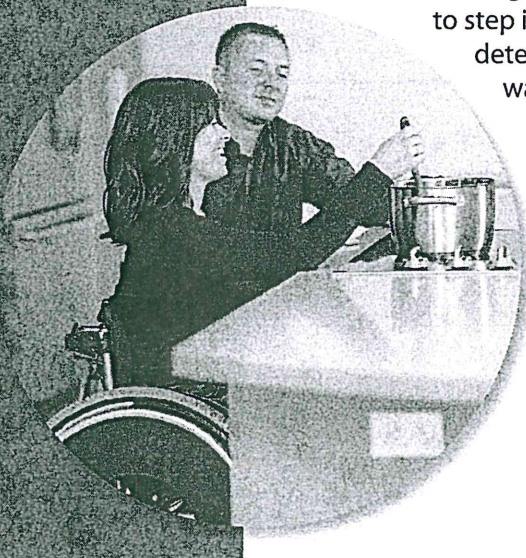
Your case manager can provide a booklet, video training on DVD, or a link to the video training on the DSHS website.

## Relief Care

A relief caregiver can be used to give your regular caregiver a break, or to step in if your regular caregiver is sick or is not available. You determine how many of your authorized personal care hours you want your relief care provider to work.

## Skills Acquisition Training

Training is available for you to become more independent with your daily personal care tasks. You may use some of your personal care hours to have a provider teach you how to do some daily living tasks such as cooking or grocery shopping. You can use your annual allocation to pay for this.



## Assistive Technology

Assistive technology items can help you complete tasks without the help of another person or to be more independent with daily tasks.

To get assistive technology, you should contact your physician and ask for a referral for an evaluation by a speech, occupational, or physical therapist. The therapist will recommend the right technology and help you learn how to use it once you get it.

Assistive technology is purchased using your annual allocation.

## Personal Emergency Response System (PERS)

A PERS is an electronic device that you wear connected through your phone, which allows you to get help in an emergency. When activated, staff at a response center will follow the directions you provide to call for help.

In addition, add on services are available if you qualify to have your PERS equipped with fall detection, a GPS locator, or a medication management system.

Not everyone is eligible to receive a PERS. Your case manager will help determine if you qualify for these systems.

If you qualify for the service a standard PERS unit is included in your CFC benefit package. Add on services will be charged to your annual allocation.

## Community Transition Services

Community Transition Services can help you move from a Residential Rehabilitation Center or Institutional setting into the community. You may choose to move to your own home with supports, an adult family home or assistive living facility.



To request services

contact your DDA

case manager,

or if you are not

currently receiving

a paid service you

may call the DDA

Service Request

and Information

line or your local

office. Please visit

us online at

[www.dshs.wa.gov](http://www.dshs.wa.gov)

for those numbers.



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