



DDS Eligibility

In Massachusetts, the Department of Developmental Services (DDS) provides an array of services that help to give individuals with autism and other intellectual and developmental disabilities the opportunities to live the way they choose.

The Department is the state agency that manages and oversees this service system. The types of specialized services and supports may include day supports, employment supports, residential supports, family supports, respite, and transportation.

Note that although there is one adult application, the diagnosis will direct which services a person may apply for and receive. This is a change in DDS process, as the 2014 Omnibus law expands eligibility criteria for the DDS so that individuals with autism who have IQs over 70 and have substantial functional limitations are eligible for services.

▶ STEP ONE

Complete an application for adult eligibility. These forms can be found on the DDS website-

www.mass.gov/eohhs/docs/dmr/awp/application-adult.pdf

Depending on the adult's diagnosis, documentation will need to be submitted to verify this information. Note the documents which are required to submit with the application, which can include but are not limited to diagnosis by a qualified professional and assessments completed in the past before the adult's 18th birthday or 22nd birthday for applicants with Autism Spectrum Disorder (ASD). Note that there is a different set of assessments based on diagnosis:

For Intellectual Disability-a diagnosis by a qualified psychologist, Intelligence testing results (Stanford Binet) and/or a physician diagnosis of a genetic condition (Down syndrome, Fragile X, etc.) This is to be completed before the 18th birthday.

DDS ELIGIBILITY FOR ADULTS WITH:

- INTELLECTUAL DISABILITIES
- AUTISM SPECTRUM DISORDER
- SMITH-MAGENIS SYNDROME
- PRADER-WILLI SYNDROME



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▶ STEP 1 (CONTINUED)

For Autism Spectrum Disorder, Smith–Magenis Syndrome and Prader-Willi Syndrome, visit the link for the required documents: www.mass.gov/eohhs/docs/dmr/awp/elig-fact-sheet.pdf

Complete the releases (these forms follow the application) and other documents listed on the website.

REQUIRED DOCUMENTS:

- Proof of MA Domicile– (parents or guardian) i.e. MA Driver’s License, MA ID Card, Utility Bill
- Birth Certificate
- Social Security Card
- Health Insurance Card(s) (MassHealth, Medicare, Private Insurance)

OTHER TYPES OF ASSESSMENTS ARE ALSO HELPFUL:

- Most recent Early Intervention Plan
- Most recent Individual Education Plan (IEP) and Related Assessments
- Adaptive Skills Reports (if available) – Scale of Independent Behavior- Revised (SIB-R), Adaptive Behavior
- Assessment System (ABAS), or Vineland II
- Psychological testing, including all available IQ and Cognitive tests
- Individual Family Support Plan (IFSP) and developmental assessments
- 504 Accommodation Plan
- Medical and Specialty Assessments.

Mail or fax the application and accompanying documentation to the regional office that serves the city or town your adult son or daughter lives in. You will find this directory on pages after the application and releases.

▶ STEP TWO

You will be contacted by the Regional Eligibility Team member to schedule a face-to-face meeting. The meeting can take place at a departmental office or a convenient location where an interview can occur.

▶ STEP THREE

You should expect to hear from the eligibility team within 60 days of submitting the completed application in writing.

- *If determined eligible:*
You will be provided with the name of the area office that will be responsible for service planning and prioritization.
- *If found ineligible:*
You will be given information about appeal rights.
- *If DDS is unable to reach a decision:*
applicants will be told what additional information is still needed to complete the eligibility process.

▶ STEP FOUR

A service coordinator from the area office that was assigned for the applicant should connect with you (by phone or in person) to learn more about your needs and explain services available to meet your needs. This may include day services, family support, flexible funding, individual support and employment.

Visit this link to identify the types of services available. www.mass.gov/eohhs/consumer/disability-services/services-by-type/intellectual-disability/spectrum-services/adults/dds-services/

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► STEP FIVE: PRIORITIZATION AND ASSESSMENT

All newly eligible adults are required to undergo an assessment to determine needs and prioritization for services. Note that services available for adults are not an entitlement and depend on available resources. Many individuals do not receive the services and supports for which they are eligible.

FOR ADULTS ELIGIBLE FOR AUTISM, SMITH-MAGENIS SYNDROME AND PRADER-WILLI SYNDROME SERVICES:

The Supports Intensity Scale (SIS)

A SIS assessment is a meeting with a DDS SIS Assessor and at least two people (respondents) who know a great deal about the individual's daily support needs. The individual being assessed is encouraged to attend and may serve as a respondent if he or she is able to accurately answer detailed questions by using a rating key. It takes place in a private location and can take up to three (3) hours.

The information generated from this assessment will help to determine the individual service plan. The eligible adult, guardian and DDS Service Coordinator will receive a written copy of this assessment.

FOR ADULTS ELIGIBLE FOR INTELLECTUAL DISABILITIES SERVICES:

MASSCAP stands for the Massachusetts Comprehensive Assessment Profile. It was designed to assess what services an individual needs and how urgently those services are needed. MASSCAP assists DDS to evaluate individual needs and capabilities along with the strengths and needs of the individual's caregivers.

The MASSCAP consists of three parts:

1. The ICAP (Inventory of Client and Agency Planning). This is a tool that assesses the individual's adaptive functioning and the level of support and supervision that the person needs.
2. The CCA (Consumer and Caregiver Assessment). This is a tool that assesses the resources and supports that currently are in place for the individual and provides information to assist in evaluating the capacities of the caregivers.
3. Professional Judgment – The information provided by the ICAP and the CCA, as well as the direct observation of the individual and interviews with family members, is reviewed by individuals with training and experience in the field of intellectual disabilities. They make a decision based upon professional judgment.

The MASSCAP process will typically provide the information necessary for the Department to determine whether an individual has an assessed need for a requested service.

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▶ STEP SIX: REFERRAL FOR SERVICES

It is the role of the Service Coordinator from DDS to refer you to contracted provider agencies in their area or region that provide the supports and services that have been identified. The provider agency will contact you directly to meet with you by phone or in person and discuss how you can receive the needed services. Note that you may be referred to more than one service provider.

DDS has a list of qualified provider agencies on their website:

www.mass.gov/eohhs/docs/dmr/dds-provider-list-sept2013.pdf

Please refer to the DDS' additional fact sheets and brochures to learn more about the services available.

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- DDS website – easy address is: mass.gov/dds
You will see links on both sides of the DDS homepage
- Regional offices page here:
www.mass.gov/eohhs/consumer/disability-services/services-by-type/intellectual-disability/support/dds-regional-area-offices-and-facilities.html
- Search for area offices- hyperlink is: www.dmr.state.ma.us/frmMain.asp
- Supports Intensity Scale (SIS) explanation:
Go to mass.gov/dds, on left side under key initiatives see Supports Intensity Scale.
- Link to waiver and choice document (participant directed):
Go to mass.gov/dds, pick Self-Determination under key initiatives on left side of page;
the document is the seventh at bottom of page
(Under "Other Resources" near the bottom of the page)
"Individual Choice, Portability & Provider Selection" A 2010 User Guide for Individuals & Families
- Road Forward - Transition Guide:
Services are described between pages 18 and 21, although you may find other information helpful.
Go to mass.gov/dds, choose Turning 22 under Programs and Services (on left), then see link to Road Forward-Transition Guide toward middle of page.

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