

INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES Registration and Review Report

Fiscal Year 2014
July 1, 2013 through June 30, 2014



PREPARED BY:

SENIOR AND DISABILITIES SERVICES STAFF:

Duane Mayes, MS, CRC, CDMS, Director SDS
Lisa McGuire, MPH, Health Program Manager IV, SDS
Anastasiya Podunovich, MS, Research Analyst SDS
Maureen F. Harwood, MA, Health Program Manager III, SDS

FOR:

The DEPARTMENT OF HEALTH AND SOCIAL SERVICES

AND

THE 30TH ALASKA LEGISLATURE

TABLE OF CONTENTS

PREFACE: ABOUT THE INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES REGISTRATION AND REVIEW (DDRR) REPORT

SECTION 1: THE PURPOSE OF THE DEVELOPMENTAL DISABILITIES REGISTRATION AND REVIEW (DDRR) REPORT

SECTION 2: PLACEMENT ON THE DDRR AND THE CRITERIA FOR RANKING AND SELECTION

SECTION 3: BASIC DEMOGRAPHIC INFORMATION

SECTION 4: NEEDS, PREFERENCES, AND ESTIMATED COST TO SERVE INDIVIDUALS ON THE REGISTRY

SECTION 5: NUMBER OF INDIVIDUALS SELECTED OR REMOVED FROM THE REGISTRY 2013

SECTION 6: NUMBER OF INDIVIDUALS ON DDRR FOR MORE THAN 90 DAYS AND SDS REVIEW PROCESS

SECTION 7: NUMBER OF STUDENTS WITH DEVELOPMENTAL DISABILITIES IN SPECIAL EDUCATION

SECTION 8: COPIES OF REPORTS, POLICIES, MANUALS, AND PROCEDURES

ABOUT THE INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES REGISTRATION AND REVIEW

Under AS 47.80.130 (d), the Department of Health and Social Services (DHSS) is required to maintain a waitlist denoting persons who experience a developmental disability who would be eligible to receive state –funded services. It is further required that an annual Report to the Governor and specified legislative committees be presented when there is not adequate funding to meet the needs of all individuals determined to have a developmental disability. Senior and Disabilities Services (SDS) employs the Developmental Disabilities Registration and Review (DDRR) as the waitlist tool to assess an individual’s current service needs. Information provided through the DDRR is used to determine who is offered the opportunity to request services through Medicaid’s Home and Community Based (HCB) Intellectual/Developmental Disabilities (I/DD) waiver in a fiscal year. Additionally, the DDRR provides predictive information the State of Alaska (SOA) uses for program planning and management.

The DDRR is at its basic a waitlist tool. The DDRR provides the State and other stakeholders information on the current need and preferences of the individuals and families waiting for expanded supports services.

Cost projections included in this report should be considered estimates to use in planning and not a computation of the costs of comprehensive services that may be necessary to meet the needs of each individual on the list.

**THE PURPOSE OF THE DEVELOPMENTAL DISABILITIES REGISTRATION AND REVIEW
(AS 47.80.130(d) (1))**

The DDDR is used to select individuals for enrollment in HCB I/DD waiver services when resources are available. Additionally, the DDDR assists Senior and Disabilities Services in planning for the future needs of individuals who have a developmental disability. To ensure SDS has credible information, SDS requests that individuals on the DDDR update information about changes in their condition or family circumstances at least annually.

In order to be eligible to be placed on the DDDR an individual must have a developmental disability as defined under the provisions of AS 47.80.900 (6). “Person with developmental disability” means a person who is experiencing a severe, chronic disability that:

- Is attributable to a mental or physical impairment or combination of mental and physical impairments;
- Is manifested before the individual attains age 22;
- Is likely to continue indefinitely;
- Results in substantial functional limitations in three or more 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, and;
- Reflects the person’s need for a combination and sequence of special, interdisciplinary, or generic assistance, supports, or other services that are of lifelong or extended duration and are individually planned and coordinated.

PLACEMENT ON THE LIST AND THE CRITERIA FOR RANKING AND SELECTION (AS 47.80.130(d)(2))

In order for an individual to be included on the DDDR, they must complete an Eligibility Determination application <http://dhss.alaska.gov/dsds/Documents/dd/DD-eligibility-application.pdf>. The application for services provides SDS information needed to make a determination of whether the applicant meets the standard outlined in AS 47.80.900(6). If an individual is determined to have a developmental disability the individual/guardian is notified in writing. The approval letter contains information about current grant supports available and/or the option of registering to be considered for long term supports.

The Developmental Disabilities Registration and Review (DDRR) form is available to be completed online or in a paper format. Questions on the form are designed to gather information about an individual's community participation skills, living situation, caregiver needs, and desired services. **These questions were designed by community stakeholder group and require community input to be changed or updated.** Answers to questions on the form also provide projected timeframes for the need of a particular service. The DDDR attempts to measure the immediate needs and circumstances of each individual on the list and weigh it against the needs of all applicants.

The registration process can be completed by any participant, their Short Term Assistance and Referral (STAR) provider, Care Coordinator, or designated representative. Again, the DDDR is available to be completed online, by emailing completed forms, or submitting completed paper copies to SDS. Once a DDDR form is received it is scored by a Qualified Intellectual Disability Professional (QIDP). The applicant or their legal representative is notified in writing of their placement (score) on the DDDR. If an individual's life situation changes a revised DDDR may be submitted to SDS at any time. The Registry is maintained using the SDS data management system referred to as DS3.

Scoring Criteria used for Managing the DDDR

After review by SDS, a person's DDDR score is tabulated electronically using the DS3 system. The Registry (Wait List) Ad Hoc Committee developed the current form in use and assigned a weighted set of possible scores to each question. An individual's standing or rank on the registry is relative to the scores of all of the others individuals on the list. Consequently, an individual's position may change depending on the relative needs of others on the registry. The form uses a numerical assessment of need; consequently the higher the need, the greater the number of points that are given. Individuals receive a written explanation of the scoring system, along with a copy of their submission each time a new DDDR is received and scored by SDS.

Selection Methodology for Removing Persons on the DDDR

Selection from the DDDR was traditionally completed quarterly with the selection of at least 50 individuals with the highest need, as evidenced by the highest numerical scores at the time of the draw. In November of 2013 SDS began trying to conduct the selections of "draws" monthly. The rationale for this change was threefold: 1) SDS felt this better managed the needs of the individuals on the list by not making them wait quarterly for the next round of draws, 2) This action should create a more even work flow for care coordinators who must manage the requests

for initial services for families, and 3) This should allow the State and providers to respond to requests in a timely way.

Individuals who have been selected from the DDDR are notified via certified mail of the opportunity to possibly utilize HCB waiver services. This notice includes information about the Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) Level of Care (LOC) process.

If an individual is approved for Medicaid waiver supports any funds they might have previously been utilizing to purchase services are reallocated. To insure that all people in need of care in Alaska have access to needed supports the SDS Grants Unit works closely with DD Community Grantee Agencies to quickly redistribute funds.

**BASIC DEMOGRAPHIC INFORMATION
(AS 47.80.130(d)(3))**

The following demographic information represents the status of the Registry population during the State of Alaska fiscal year beginning July 1, 2013 through June 30, 2014. Since the registry is constantly evolving, this data represents the specified time period and may not reflect the current state of the registry. The historical demand for services reflects minimal variance in population, geographic distribution, and services requests over time. The following data was taken from the DS3 data management system, which is used by SDS to maintain the DDDR.

Number of individuals on the DDDR as of 6/30/2014:	679
Number of individuals 22 years old or younger as of 6/30/2014:	481
Number of individuals on the list for 90 days or more:	639
Average length of time for individuals currently on the DDDR**:	43 months

** It must be noted that while the average length of stay on the DDDR is currently estimated at 3.6 years many of these individuals have very low scores and are receiving early intervention, school and/or grant-funded supports, or other community services. They may be on the DDDR for an extended period of time because their need for expanded supports is not acute.

For the individuals removed from the waitlist during FY 2014 (7/1/2013 – 6/30/2014) for the reason of “selected for the waiver” the average number of months on the waiver (number of months from first survey to removed date) is 14 months. 187 out of 211 participants spent less than two years on the DDDR.

For all individuals who were removed from the list during FY 2014 (all reasons, not just selected for waiver) the average stay was 22 months.

Age Range	Number of Individuals	Percentage
0 to 3 years of age	40	6%
4 to 17 years of age	327	48%
18 to 21 years of age	96	14%
22 to 64 years of age	215	32%
Over 65 years of age	1	< 1%
Total	679	100%

Gender	Number of Individuals	Percentage
Male		65%
Female		35%
Total		100%

Race & Ethnicity of Individuals on the IDD Registry

Ethnicity	Number of Individuals	Percentage
Alaska Native	195	29%
Asian	37	5%
Black	35	5%
Hispanic	32	5%
Pacific Islander	10	2%
White	336	49%
Other	34	5%
Total	679	100%

Geographic Distribution of Individuals on the IDD Registry by Regional Service Area

IDD Service Region	Number of Individuals	Percentage
Anchorage	294	43%
Interior	68	10%
Northwest	12	2%
Southcentral	174	26%
Southeast	60	9%
Southwest	71	10%
Total	679	100%

Services Received by Individuals on the DDDR

For SDS DD recipients receiving grant funded services, information is tracked in a new automated system called SAMS. During this reporting period we are not able to cross reference the names on the DDDR to current service levels.

**NEEDS, PREFERENCES, AND ESTIMATED COST TO SERVE INDIVIDUALS ON THE
REGISTRY
(AS 47.80.130(d)(4))**

One of the functions of the DRR is to gather information on the services individuals feel they need. This data allows the state to project the cost of serving these individuals and to target registry draws. Most people on the registry request more than one service, although there are some who have not requested specific services.

Projected Annual Cost

The following annual cost projection represents Senior and Disabilities Services' best estimate to serve all of the individuals on the registry who indicated a service need(s), with the assumption that they would be served in the Medicaid Waiver program. Not all individuals on the registry will be eligible for waiver services. For example, approximately 47 (23.5%) of individuals selected in this past year did not end up in active waiver status. There are a myriad of reasons why individuals do not move into waiver services, e.g. they may not qualify for Medicaid, they decline participation, they leave the state, or they do not meet Level of Care.

However, the Medicaid Waiver program reimbursement rates provide the most accurate cost data upon which to base budget projections. In accordance with state law, SDS attempts to tailor services to meet individual needs. The average annual costs listed in the following table represent an average of the rates for service in FY 2014. Not accounted for in the cost estimates below are costs associated with provider capacity building and infrastructure to support the provision of requested services. There are some service characteristics pertaining to rates that are worth noting:

1. The Care Coordination service rate is calculated assuming that an individual receives this service for an entire year.
2. Respite and Chore service estimates have been calculated at the maximum allowed cost, and therefore represent a liberal estimate of the cost to provide these services.
3. The Environmental Modifications cost represents the maximum allowable cost over three years of service, with the presumption that the entire cost would be granted during the first year of service.
4. The Residential Habilitation rate represents an average of the costs for all of the sub-categories that fall under this service definition (e.g. Family Habilitation, Group Home, In-Home Supports, Shared Care, and Supported Living).

Type of Service Requested	Average Annual Cost	Number of Requests	Projected Cost**
Family Habilitation	\$40,672	95	\$3,863,813
Group Home	\$101,576	71	\$7,211,904
In-Home Support	\$15,112	407	\$6,150,770
Shared Care***	\$	55	\$
Supported Living	\$10,066	163	\$1,640,764
Total Cost for Residential Habilitation Services			\$18,867,252
Respite	\$5,682	499	\$2,835,467
Supported Employment	\$13,556	250	\$3,388,880
Day Habilitation	\$20,637	525	\$10,834,403
Care Coordination	\$2,599	655	\$1,702,243
Intensive Active Treatment	\$5,504	174	\$957,607
Transportation	\$3,005	289	\$868,436
Environmental Modification	\$7,862	139	\$1,092,749
Chore Services	\$3,125	67	\$209,350
Total Cost			\$40,756,386
Total State Cost with FMAP at 50%			\$20,378,193

** The source of data for the average cost per individual comes from COGNOS a reporting tool for the Alaska Medical Assistance Health Enterprise. The source of data for the number of individuals on DDRR who are requesting the services is from the DDRR application with data stored in DS3.

***Shared care was not offered in 2014, last year's average annual cost was \$6,792 per person

NUMBER OF INDIVIDUALS SELECTED OR REMOVED FROM THE REGISTRY
FY14
(AS 47.80.130(d)(5))

Reason for Removal	Number of Individuals
Needs met by another IDD program	9
Selected for waiver services	211
Deceased	4
Moved to another state	1
Non-responsive to request for information	11
Requested to be removed from list	1
Not eligible for DD services	38
Total	275

* It is the responsibility of the applicant to keep SDS informed of their current contact information. Should someone be selected from the Registry for comprehensive services and fail to respond to notification, they can be removed from the list. If these applicants eventually contact SDS they may, with submission of a new DDRR form, be placed back on the list.

**NUMBER OF INDIVIDUALS ON DDDR FOR MORE THAN 90 DAYS AND SDS REVIEW PROCESS
FY14
(AS 47.80.130(d)(6))**

Of the 679 individuals who were on the DDDR during the time period being reviewed 639 were on for more than 90 days. The average length of time of those removed was 25 months. As of 6/30/14, 167 individuals (25%) had a reviewed total score of 0.

SDS takes steps to regularly review each individual's status while waiting for services or supports. Through community providers, families and participants are reminded they can update their profile as many times as needed. SDS attempts to regularly send notices to participants who have not updated their profile in the last 12 months.

Additionally, SDS attempts to update participant's eligibility status as identified in their original DD eligibility determination letter. If a participant does not reapply for services or is determined ineligible they are removed from the list.

**NUMBER OF STUDENTS WITH DEVELOPMENTAL DISABILITIES IN SPECIAL EDUCATION
(AS 47.80.130 (d)(7))**

It is important to note that Special Education and the services provided through the IDD Waiver Program are different. Special Education provides specially designed instruction by in a school setting. Local education authorities under the purview of the Alaska State Department of Education and Early Development (DEED) administer these programs.

The IDD Waiver Program provides for services and supports in the home or community to assist the individual and their family to participate in community life and avoid institutional placement.

Another key distinction between special education and the I/DD Waiver program is that, for those who qualify, Special Education is an entitlement; but the I/DD Waiver Program operates within the limits of annual legislative appropriations and the capacity of the state and community to provide the desired supports.

According to the Department of Education and Early Development (DEED), as of October 1, 2013 there are about 17,920 students ages 3 to 22 in Special Education. Among these Special Education students, approximately 2,089 may have developmental disabilities. Individuals with the following types of developmental disabilities may be receiving special education services across the state: Intellectual Disabilities, Cerebral Palsy, Autism, and Seizure Disorder. Similarly, children with other conditions or presentations may qualify as having a developmental disability if they experience substantial limitations in three functional areas. (Alaska Department of Education and Early Development. Special Education Child Count by District. Retrieved from <http://education.alaska.gov/stats/>)

- DEED has not updated this report. These numbers are from October 1, 2013

**COPIES OF REPORTS, POLICIES, MANUALS, AND PROCEDURES
(AS 47.80.130 (d)(8))**

Copies of this report and the forms used to manage the IDD Registry are available on the Website of the Division of Senior and Disabilities Services at:

<http://www.hss.state.ak.us/dsds/dd/default.htm>

Copies of this report, policies, and forms used to manage the Registry may also be obtained by requesting them from the Senior and Disabilities Services at the following address or phone number:

**Senior and Disabilities Services
550 W. 8th Ave.
Anchorage, Alaska 99501
(907) 269-3666
or
Toll Free at 1-800-478-9996**

Additional Information/Attachments

AS 47.80.130 (d)

(d) When state funding is not adequate to meet service needs, the department shall establish a waiting list for persons with developmental disabilities who would be eligible to receive state-funded services under [AS 47.80.100](#) - 47.80.170 if adequate state funding were available. The department shall, on an annual basis, review the waiting list and submit a report to the governor containing the information required under this subsection. The department shall send a copy of the report to the persons chairing the house and senate finance committees and the persons chairing the house and senate health, education and social services committees and shall notify the full legislature that the report is available to all legislators. The report must:

(1) describe the purpose for the waiting list and the strategies used to notify persons about the waiting list, and must include a copy of the information used by the department to inform individuals and families about their rights and responsibilities under [AS 47.80.100](#) - 47.80.170;

(2) explain how an individual is placed on the waiting list, what criteria determine rank on the list, and how the waiting list is used to select individuals equitably and fairly across the state;

(3) give the basic demographic information across all regions about the age, sex, and racial and ethnic background of the individuals on the waiting list;

(4) identify the level of need and preferences of the individuals and families on the waiting list for the services and the supports that may be necessary to meet their needs and project an annual cost to meet this need;

(5) identify how many individuals were removed from the waiting list during the 12 months covered by the report, why they were removed from the list, and how long the individuals had been waiting for services or supports before they were removed from the list;

(6) list the number of individuals who have been on the waiting list for 90 days or more with an account of the department's steps to regularly review each individual's status while waiting for services or supports;

(7) report annual data from the Department of Education and Early Development about the number of students in special education with developmental disabilities graduating from high school, dropping out of high school before reaching age 22, or reaching age 22 without graduating from high school; and

(8) indicate that written or electronic copies of policies, manuals, and procedures used by the department to implement [AS 47.80.100](#) - 47.80.170 are available