

## **HOW DO I GET SERVICES? CHECKLIST**

### **REGISTRATION PROCESS**

- I've contacted my County Program/AE and told them I want to register for services and supports.
- I've agreed on a time and place for the registration meeting.
- I've gathered the important documents I will need to bring for the registration meeting. (Example: Social Security Card, Birth Certificate, Proof of Address, Proof of Income, Health Insurance Information, Psychological Evaluation).
- When I am found eligible for services, I will be assigned a Supports Coordinator.

### **PRIORITIZATION OF URGENCY OF NEED FOR SERVICES (PUNS) FORM PROCESS**

- I have filled out a PUNS form with my Supports Coordinator or Case Manager and I know my category of need (Emergency, Critical or Planning).
- I have applied for Family Driven Support Services (FDSS or FSS, if available in your county) and / or other funding sources, such as Early Periodic Screening, Diagnosis, and Treatment (EPSDT) or Office of Vocational Rehabilitation (OVR) through my Supports Coordination entity.
- My Support Coordinator explained what services are available. (Example: FDSS, EPSDT, OVR)

### **WAIVER REGISTRATION PROCESS**

- I have filled out the Waiver Application form.
- I went over a description of services needed with my Supports Coordinator.
- I had a formal assessment conducted by a Qualified Mental Retardation (QMRP) to determine if I qualify for an Intermediate Care Facility for Mental Retardation (ICF/MR) level of care.
- A determination is made by the County MR office if I am eligible for Waiver services.
- Waiver eligibility will be established in 45 days from the date of the request for a formal evaluation of eligibility (90 days if eligibility for Medical Assistance needs to be established).
- I received a letter from the County MR office that states whether I am or am not eligible for Waiver services, along with information on my right to a Fair Hearing, a Fair Hearing Request Form, and process for Mediation.
- I completed an Individual Support Plan in conjunction with my Supports Coordinator.
- A budget for my Individual Support Plan was established/approved and I received a copy if I asked for one.

Your team should meet to discuss your goals before the Individual Support Plan (ISP) is developed.