

Statewide Needs Assessment Guiding Principles

The following Guiding Principles have been adopted by all of the CDDOs and are provided to assist with the needs assessment process. They are not policies or rules and it is understood that persons may have unique support needs that require the discretion of the CDDO when considering the amounts of supports necessary to assure a person's health and welfare. Those persons completing the assessment should carefully articulate the person's unique needs when requesting paid supports for the times not consistent with the guiding principles.

1. Any level of support allocated requires sufficient justification and a utilization review of the previous year.
2. All paid supports should only relate to the developmental disability.
3. For children 5 through age 12, DD funding will not replace the parent's or foster parent's usual obligation for child care. To determine the amount of DD support that will be considered:
 - a. Divide the total monthly costs for usual child care by \$12.00 (to determine the number of hours comparable to DD hours);
 - b. Subtract these hours from the in-home supports schedule identified in the child's needs assessment;
 - c. The remaining hours will be considered for funding.

If the family declares they cannot pay for child care: Before DD funding will be considered, the family must apply to the SRS child care subsidy program. If accepted, DD funding will be approved only when no provider will accept the child and/or the amount of care needed exceeds the SRS allocation.

4. No one individual who lives in the family home should be paid more than 40 hours per week. (This guideline would apply for all combinations of hourly supports.)

5. Supported Home Care should not be planned for a child under the age of 18 between the hours of 9:00 p.m. and 6:00 a.m. unless the child is awake and the primary unpaid caregiver is not available.
6. There must be an ongoing need for waiver services, at least monthly.
7. Carefully check the Person Centered Support Plan. The needs assessment for the person should mirror the needed supports in the plan. If not, the needs assessment should be returned to the case manager.
8. Based upon justified need: For children under the age of 18 and living in the natural or foster family home, a limitation on the number of hours needed should be considered when one of the parents does not work.
9. If an individual moves to another CDDO area, the previous needs assessment would remain in effect until 90 days has gone by. At that time, it can be reviewed or a new one can be done.
10. For a child in SRS custody, the needs assessment should be done at the time of the PCSP. The home CDDO will get the completed needs assessment from the residing CDDO's case manager and will determine the number of hours of paid supports to be allocated to the child.
11. Supportive Home Care (SHC) services may not be provided in an educational setting and may not be used for education or as a substitute for educationally related services or for transition services as outlined in the individual's Individual Education Plan. In order to verify that SHC services are not used as a substitute, an SHC services Schedule (MR-10) should clearly define the division of educational services and SHC services. Educational services should be equal or greater than seven hours pre day in which school is regularly in session. These hours do not have to be consecutive hours. The minimal numbers of hours required for kindergarten students is seven hours per day for those who are eligible for full-day kindergarten services and three and-a-half hours per day for those students who are eligible for half-day

kindergarten. (See HCBS-MR/DD Waiver Handbook, Supportive Home Care 2, e.)

Exceptions to these guidelines will need approval of the CDDO. An exception will only be accepted if it is in writing.