



Administrative Policies and Procedures: 19.8

Subject:	Transitioning Youth to the Department of Intellectual and Developmental Disabilities (DIDD) Adult Services
Authority:	TCA 33-1-101, 33-1-102, 33-3-401-412, 33-9-102, 37-5-105(3), 37-5-106
Standards:	DCS Practice Standards: 5-401, 6-300-302, 7-100A-101A; COA: PA-FC 10.05, PA-FC 13.01, PA-FC 13.02, PA-FC 13.03, PA-FC 13.04, PA-FC 13.05, PA-FC 13.06, PA-FC 15.01
Application:	All Department of Children's Services Employees
Policy Statement:	
All youth in Department of Children's Services (DCS) custody diagnosed with intellectual disabilities, (formerly referred to as mental retardation) approaching adulthood is referred for services to the Department of Intellectual and Developmental Disabilities (DIDD) prior to age-mandated release from custody.	
Purpose:	
To ensure guidelines for DCS youth diagnosed with intellectual disabilities obtain needed services from DIDD prior to age-mandated release from custody.	
Procedures:	
A. Supplemental security income application at age 17	<ol style="list-style-type: none"> 1. The DCS Family Service Worker (FSW) will make application for Supplemental Security Income (SSI) financial benefits at the age of 17 years of age for a youth with a handicapping condition who is not already receiving SSI benefits. The FSW will contact the Social Security Administration office to schedule a new referral appointment. The Child Welfare Benefits Coordinator (CWBC) will provide technical support. 2. During the initial interview with the Social Security representative, the FSW is informed of the records needed to support the SSI application. The FSW will gather and submit these records with the formal written application to the Social Security Administration. SSI application approval generally takes from four (4) to six (6) months.
B. DIDD waiting list	<ol style="list-style-type: none"> 1. Once a child/youth diagnosed with intellectual disabilities enters DCS custody, the FSW will contact DIDD to arrange an intake application appointment to place the youth on the Mental Retardation (MR) Medicaid Statewide Waiver Waiting List. The following documents are required before a child/youth can be added to the waiting list: <ol style="list-style-type: none"> a) Psychological testing with a full-scale intelligence quotient of 70 or below

	<p>prior to adult age;</p> <p>b) A diagnosis of intellectual disabilities; and</p> <p>c) A current Individual Education Plan (IEP) with a Special Education certification as Intellectually Disabled (ID).</p> <p>2. The same DIDD case manager conducting the waiting list intake interview will generally be assigned to the case pending MR Waiver services approval. Although children without Supplemental Security Income (SSI) can be put on the waiting list, they cannot be approved for DIDD services without SSI benefits.</p>
<p>C. Conservatorship appointment</p>	<p>The FSW is responsible for completing the DIDD <i>Conservatorship Information</i> form and obtaining a physician’s signature, if DIDD requests. DIDD Legal staff handles the court process after the youth enters DIDD services.</p> <p>Note: Conservatorship requests for youth in the mild intellectual disabilities range will not usually be approved based on their higher adaptive level of functioning. For these youth, DIDD cannot provide services unless the youth consents in writing to accept MR Waiver services.</p>
<p>D. Ninety (90) Days before the youth exits custody</p>	<ol style="list-style-type: none"> 1. The FSW will contact the assigned DIDD case manager to request an appointment for completion of the <i>Preadmission Application Evaluation (PAE)</i> ninety (90) days before the youth’s 18th birthday or age-mandated custodial release date. The PAE documents functions as the youth’s initial plan of care for DIDD. 2. The PAE is updated every ninety (90) days during the application process. 3. A current psychological evaluation and a physical examination within twelve (12) months must be included with the PAE. Additionally, DIDD will advise DCS if other supporting documentation is needed. 4. The DCS FSW will schedule a physical examination with the Primary Care or other physician if a physical examination by a licensed physician has not been completed in the past year. The annual medical screenings performed by the Health Department are <u>unacceptable</u> since these evaluations are not performed under the supervision of a physician. 5. The physical exam will not replace the annual Early Periodic Screening Diagnosis and Treatment (EPSD&T) screening due to TennCare requirements. A physician must sign the PAE, therefore, the physician conducting the physical exam may also need to sign the PAE application at the same time the physical examination is being completed if a new physical is needed. DIDD will notify DCS if the PAE is ready for a signature at that time or will give DCS instructions about obtaining the PAE signature later. 6. The psychological evaluation submitted at the time the youth was added to the DIDD waiting list can be used with the PAE application. However, if that psychological evaluation is not reflective of the youth’s present level of functioning or for some other reason cannot be used, the FSW will schedule a psychological evaluation in coordination with the Adult Transition Specialist (ATS) and DIDD.

	7. Completion of a psychological evaluation for the sole purpose of the DIDD admission is not a TennCare covered service. TennCare does, however cover psychological evaluations determined to be medically necessary.
E. Submission of the pre-admission application evaluation (PAE) to the Bureau of TennCare	<ol style="list-style-type: none"> 1. When the PAE is completed with all necessary supporting documentation, DIDD will submit the PAE packet of information to the Bureau of TennCare for approval. The approval process takes approximately eight to ten (10) days. 2. If TennCare denies the PAE, resubmitting an amended PAE with additional documentation will often result in PAE approval. DIDD will alert DCS when they recommend PAE resubmission. 3. Final denial of service is appealed within thirty (30) days from the denial letter date. The FSW will contact the Regional Well Being unit for assistance with filing the appeal.
F. Convene adult transition CFTM's	<ol style="list-style-type: none"> 1. The FSW will convene Child and Family Team meetings as necessary to accomplish adult transition into DIDD services, after TennCare approval of the PAE. 2. When TennCare approves the PAE, DIDD will identify a placement services provider and a specialized case manager referred to as an Independent Support Coordinator (ISC). The DIDD case manager, the prospective placement provider and ISC, if known, will be included in the adult transition CFTMs to plan for the youth's transition.
G. DIDD transition date	The FSW or ATS will notify DCS Child Placement staff to terminate DCS services on the transition date, when a date is set for the youth to transition into DIDD services.

Forms:	<i>None</i>
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Collateral documents:	<u><i>Steps for Transitioning Youth with Mental Retardation (MR) into the Department of Intellectual and Developmental Disabilities (DIDD) Home and Community Based Services (HCBS) Medicaid Statewide Waiver Program</i></u>
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Glossary:	
Term	Definition
Conservator:	A person appointed by a Court, to which an individual's rights have been transferred. For example, the right to make decisions about treatment or medical care may be transferred from the individual to the conservator, giving the conservator the authority to consent or refuse medical treatment on behalf of the individual.
Developmental Disability:	<p>TCA 33-1-10:</p> <p>A condition based on having either a severe chronic disability or intellectual disability. <i>Intellectual disability" means substantial limitations in functioning:</i></p> <p><i>(i) As shown by significantly sub-average intellectual functioning that exists concurrently with related limitations in two (2) or more of the following adaptive skill areas: communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, leisure, and work; and</i></p> <p><i>(ii) That are manifested before eighteen (18) years of age;</i></p> <p><i>(B) "Mental retardation" means, until March 1, 2002, significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior that are manifested during the developmental period;</i></p> <p><i>(C) References to "mental retardation" in this title shall be deemed to be references to "intellectual disability";</i></p>
Family Service Worker:	A DCS term used to identify the position previously known as the <u>DCS case manager</u> or <u>home county case manager</u> . This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.