

## **Road Map to Receiving Intensive In-home Treatment Services**

This document details the process by which your child's name can be added to the Wisconsin Department of Health Services (DHS) wait list for Intensive In-home Treatment Services.

The following criteria must be met **before** your county support and service coordinator submits the necessary paperwork for your child's name to be added to the wait list:

- Your child is required to have had an evaluation that meets these requirements:
  - The evaluation must have been completed by a *qualified clinician*. A qualified clinician is an individual qualified to make a diagnosis and conduct psychological testing per the DSM-IV-R.
  - The clinician's evaluation must state that your child has the diagnosis of Autism, Asperger Syndrome, or Pervasive Developmental Disorder not otherwise specified (PDD-NOS).
  - The evaluation must have been completed no more than one year prior to application to the CLTS Waivers.
  - The evaluation must include supporting documentation that includes a DSM-IV-R diagnosis and identification of the testing tools used.
  - The tests used must be considered validated for the age of the child and the diagnosis given.
  - The evaluation must support that your child is a candidate for this treatment methodology.
  
- Your child must have been determined disabled per the disability standards mandated by the Social Security Administration. If your child does not already have a disability determination, your County Economic Support Unit provides you with the application form (MA-DA) and is responsible for submitting this form to the Disability Determination Bureau. This process may take up to six (6) months.
  
- Your child must meet financial eligibility requirements to access the Children's Long-Term Support (CLTS) Waivers. Only your child's income and assets are considered. The county support and service coordinator may determine your child's financial eligibility or may need to refer you to the Economic Support Unit.
  
- Your child must have Medicaid or be eligible for a source of Medicaid when beginning the Children's Long-Term Support Waivers. Your support and service coordinator can assist you in determining the most appropriate source of Medicaid for your child.
  
- Your child must meet functional eligibility requirements. This means your child meets an institutional level of care for either a Psychiatric Hospital or Intermediate Care Facility for the Mentally Retarded (ICF-MR). Functional

eligibility is calculated by the Children's Long-Term Support (CLTS) Functional Screen, which is completed by your support and service coordinator. Your support and service coordinator uses a variety of sources of information when completing the CLTS Functional Screen. This includes information that you provide, their own assessment and observations, and written documentation such as medical records, an Individualized Education Plan (IEP), or testing and evaluations. The CLTS-FS may be completed while the disability determination is being processed.

- Your child must be a citizen of the United States with proper documentation to prove citizenship or possess acceptable non-citizenship documentation. This includes verification of your child's identity.
- Your child must have been a Wisconsin resident for at least the last six months.
- Your child must be under the age of eight (8) years old at the time your child is approved by DHS for placement on the wait list.
- You must agree to a minimum of 12 months of services at the intensive level (20 or more hours per week of treatment). A child will not be eligible for ongoing services if the 12-month commitment has not been met.
- Your child must not have already received two or more years of Intensive In-Home Applied Behavioral Services, regardless of source of payment. All weeks of services provided by any payer source at the intensive level will be counted as services received and deducted from the three-year time period. A child must have more than 12 months of eligible weeks to be authorized to participate in this program.
- Each family is responsible for choosing a provider for this service. Your county has the contact information for the available providers in your area. It is your responsibility for getting written confirmation from the provider that they are willing and able to provide services to your child. You must provide this information to your county support and service coordinator.

Once all the above criteria are met, your county support and service coordinator is required to submit the required materials to DHS for review including verification of diagnosis.

DHS will review the materials submitted and make the final determination regarding your child's eligibility for Intensive In-Home Treatment Services. DHS will determine your child's wait list effective date and will notify your county support and service coordinator of that date. The process followed by DHS staff is outlined below:

- Materials submitted to DHS by county staff are date-stamped with the date they are received.

- If the materials submitted are sufficient for DHS staff to verify all eligibility criteria including diagnosis, the child's wait list effective date will be the date that the materials were received by DHS.
- If the materials submitted are **not** sufficient to verify the diagnosis, or if other criteria listed above have not been met, DHS contacts the county CLTS Waiver contact person via email and informs them of the additional materials that are needed before the child can be determined eligible to be placed on the wait list. When sufficient information has been submitted to DHS to verify eligibility, the child's name will be added to the DHS wait list. The wait list effective date will be the date on which all necessary information was received by DHS.
- DHS staff will send a letter via email to your county's CLTS Waiver contact person with the confirmation of your child's eligibility as well as your child's wait list effective date. Your support and service coordinator will share this information with you.

Any questions about this process or the status of your child's application should be directed to your county support and service coordinator.