

**DDSD-DDW NUMBERED MEMO 2024-09**

**Date: May 1, 2024**

**To: Developmental Disabilities Waiver (DDW) Providers and Interested Parties**

**From: Evangeline Yanez, Developmental Disabilities Supports Division (DDSD),  
 Community Programs Bureau Chief** *Evangeline Yanez*

**Subject: DDW Budget Submission Process- Document Requirements for Supported Living  
 Categories 1-4**

After the new budget submission process was implemented on January 1, 2024, the Developmental Disabilities Supports Division (DDSD) has received feedback from multiple case management agencies and providers related to the Supported Living documentation requirements to support the service request.

DDSD and Human Services Department (HSD) re-evaluated the documentation requirements and has determined that the current documentation requirements do not adequately demonstrate support for the individual’s needs and has directed the HSD Third Party Assessor to review additional assessments for support of services requested. Effective May 1, 2024, documentation requirements will be changed as follows:

Current Process	New Process
<p>Supported Living  <b>Individual Service Plan (ISP) for all categories</b></p> <ul style="list-style-type: none"> <li>• Category 1- No additional required documents</li> <li>• Category 2- e-CHAT Summary score needs to be moderate (for medical) or Positive Behavior Support Assessment (PBSA) (for behavioral)</li> <li>• Category 3- e-CHAT Summary score needs to be high (for medical) or PBSA (for behavioral)</li> <li>• Category 4- e-CHAT Summary score needs to be high (for medical) or PBSA (for behavioral)</li> </ul> <p><i>*e-CHAT or PBSA will not be available to new allocations</i></p>	<p>Supported Living  <b>Individual Service Plan (ISP) for all categories</b></p> <ul style="list-style-type: none"> <li>• Category 1- No additional required documents</li> <li>• Categories 2-4 Electronic Comprehensive Health Assessment Tool (e-CHAT) or Positive Behavior Support Assessment (PBSA)</li> </ul> <p><i>*e-CHAT or PBSA will not be available to new allocations</i></p>

It is the Interdisciplinary Team's (IDT) responsibility to review the DD Waiver Service Standards to ensure the ISP document reflects and provides the necessary information to support the service request. The Third-Party Assessor will review the ISP and utilize the e-CHAT or the PBSA to support information provided in the ISP.

If the Supported Living Category is related to a behavioral need and the individual cannot access Behavioral Support Consultation (BSC) services, due to a shortage of providers, case managers are directed to file a Regional Office Request for Assistance (RORA). In addition, if there are no BSC services in the county the individual resides in, please complete a Regional Office DDS Exception form for an exception to the DD Waiver Service Standards, only applicable for Supported Living Category 4 Behavioral.