

FCC12 Suggested Recommendations
for revising APD OP 04-004
Med-waiver
Wait-list Maintenance Procedures
1/3/2009

INTRODUCTION– After reviewing the APD procedure for maintenance of the wait-list, it was discovered that the treatment of families is not listed at all. It is recommended that the following be added to the APD Procedure.

- 1 Contact - There will be one person from each Area Agency designated as the contact person for families on the wait-list. This person will act similar to that of a Support Coordinator and will focus on the family and not just on the individual with developmental disabilities (DD).
 - 1.1 The contact person will make personal contact with each family on the wait-list at least 2 times per year to find out if their status has changed and if they need any help.
 - 1.1.1 If their status has changed (crisis for example) the contact person will immediately address the issue.
 - 1.1.2 If they need help, the agency will try to obtain help for them.
 - 1.2 This contact person will become expert on local community supports available to families on the wait-list. These supports will include but not be limited to:
 - 1.2.1 Local adult educational opportunities
 - 1.2.2 Local religious opportunities
 - 1.2.3 Local work opportunities including Vocational Rehabilitation Contacts.
 - 1.2.4 Local family support organizations including the Family Support Council
 - 1.2.5 Local day activities including childcare.
 - 1.2.6 Local inclusive club opportunities like the boy/girl scouts
 - 1.2.7 Local recreational opportunities like bowling
 - 1.3 This contact person shall plan and hold educational session for families on the wait-list at least quarterly
 - 1.4 This person will maintain a contact list of all families on the wait-list including email and current address and phone number.
 - 1.5 This person will encourage communications among folks on the wait-list including obtaining permission to share contact information with each other if possible.
- 2 Counseling
 - 2.1 APD will provide basic support counseling for families on the wait-list on demand.
 - 2.2 APD will have contact information and have knowledge about services and benefits provided by other governmental agencies. This includes:
 - 2.2.1 Social security (including SSI and SSDI)
 - 2.2.2 Medicare and Medicaid
 - 2.2.3 Food-stamps
 - 2.2.4 Department of Child and Family Services
 - 2.2.5 Vocational Rehabilitation
 - 2.2.6 Section 8 Housing
 - 2.3 APD will assist with IEP's. This will include
 - 2.3.1 Educating parents about IEP's

- 2.3.2 Development of IEP's
- 2.3.3 Attending IEP's
- 2.3.4 advocating for the child at the IEP
- 3 Local Family Care Council
 - 3.1 The wait-list contact person shall be the Family Care Council (FCC) liaison or be closely connected with that person
 - 3.2 The wait-list contact person will pro-actively encourage families on the wait-list to attend FCC meetings and also join the FCC.
- 4 Provider Recommendations
 - 4.1 APD will provide provider recommendations when asked.
- 5 Transition
 - 5.1 APD will take part in transition from school to post school planning
 - 5.1.1 APD will organize transition fairs bringing together providers, local resources and "transitioners".
 - 5.1.2 APD will present a "realistic" view of the transitioners' future including pointing out that the transitioners may be transitioning to the wait-list and, therefore, paying for their own provider services.
 - 5.2 APD will develop a transition plan for each family on the wait-list. This plan will address the transition to med-waiver services when they become available. This plan will also address the transition into crisis.
- 6 New families
 - 6.1 When a new family registers with APD for waiver services, the intake person will provide an honest estimate of the current state of services available.
 - 6.2 The intake person will connect the family with the wait-list contact person
 - 6.3 The wait-list contact person will follow up with the family 1 month s later to see if they need additional information