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## Frequently Asked Questions

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- **What documentation will I need (for DD waiver Adult or child and Katie Beckett and Yes)?**
  - a. Completed application
  - b. A history and physical that has been completed within the last 365 calendar days (may include the medical care form)
  - c. Documentation which verifies that your disability was identified before the age of 22
  - d. Documentation of disability diagnosis
    - For **Cerebral Palsy, Epilepsy, or Traumatic Brain Injury**: A report from the physician
    - For **Intellectual Disability**: Results of an IQ test using one of the following approved tests
      - Wechsler Intelligence Scale for Adults- Third Edition (WAIS-III)
      - Stanford Binet Intelligence Scales, for ages (2) through adult
      - Test of Nonverbal Intelligence, Fourth Edition (TONI-4), for ages six (6) years through eighty-nine (89) years, eleven (11) months
      - **Tests over one (1) year old must be verified to reflect the current status of the individual by an appropriate professional.**
    - For **Autism Spectrum Disorder (ASD)**: Documentation supporting this diagnosis from a professional working within their scope of practice.
    - Other condition found to be closely related to, or similar to, one of these impairments that requires similar treatment or services. Provide documentation that can show the causal relationship between the impairing condition and the developmental disability. (Does not include mental illness)
  - e. You may also be asked to provide medication lists, seizure logs, incident reports, speech evaluations, occupational therapy reports, School IEP eligibility reports, etc....
- **Where do I submit documents to?**
  - a. Please send documents to our main inbox: [idahoiias@libertyhealth.com](mailto:idahoiias@libertyhealth.com)
  - b. For annuals, you can also send documents directly to the assessor assigned. If you don't know who your assessor is, you can call us at [208-258-7980](tel:208-258-7980).
- **What happens now that I have my eligibility?**
  - a. **Adults**— you'll want to find a TSC/SB that meets your needs and you feel would be a good advocate for you or your participant. You will then develop a plan to use the budget provided to you in your eligibility.
    - For a list of Plan Developers or Support Brokers, go to:
      - Plan Developers: <https://healthandwelfare.idaho.gov/services-programs/medicaid-health/traditional-support-services>
      - Support Brokers: <https://healthandwelfare.idaho.gov/services-programs/medicaid-health/self-directed-services>

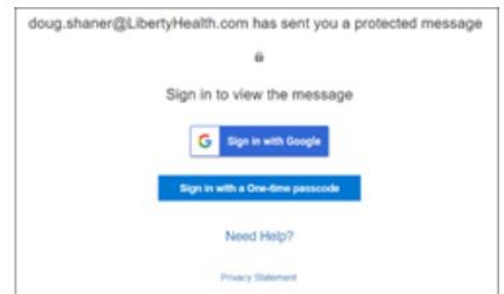
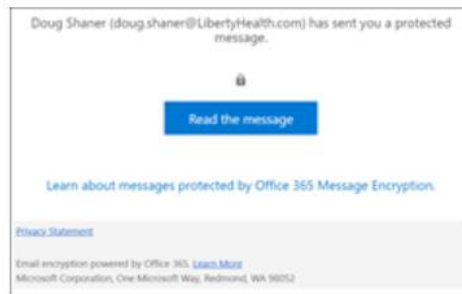
- b. **Children** – you'll be contact by Family and Community Services within 14 days of your eligibility at that time you will work with the Case Manager assigned to develop a plan to use your budget. If you have not heard from Family and Community Services within 14 days please contact your hub supervisor:
    - North: Katie Rigoli 208-665-8975
    - West: Sarah Allen 208-334-0970
    - East: Heidi Napier 208-234-7945
  
- **What happens during the assessment?**
  - a. **Adults at the time of your interview:**
    - A Liberty Healthcare Assessor will interview you and the person you bring with you. The assessor will ask about you and your needs. The assessor will complete a Medical, Social, Developmental Summary (MSDA) with you and the person you bring with you.
    - A Liberty Healthcare Assessor will complete the Scales of Independent Behavior—Revised (SIB-R) assessment tool with a person who knows you very well. This person is known as the respondent.
    - Liberty Healthcare may request signatures on Release of Information forms to gather more information about your disability.
    - A Liberty Healthcare Assessor will conduct a needs inventory that will help Liberty to calculate your annual budget if you qualify for adult DD services.
    - Liberty Healthcare will have already provided you with an Adult DD Medical Care Form that you can take to your doctor to fill out and return.
    - After the interview, the Liberty Healthcare Assessor will review the information and determine if you're eligible for DD services. A notice will then be sent to you about the results.
  
  - b. **Children at the time of your interview:**
    - A Liberty Healthcare Assessor will interview you and your child. The assessor will ask about your child and your child's needs. The assessor will complete a Medical, Social, Developmental Summary (MSDA) with you and your child.
    - A Liberty Healthcare Assessor will complete the Vineland-3 (VABS) assessment tool with a person who knows your child very well. This person is known as the respondent.
    - Liberty Healthcare may request signatures on Release of Information forms to gather more information about your child's disability.
    - After the interview, the Liberty Healthcare assessor will review the information and determine if you're eligible for DD services. A notice will then be sent to you about the results.
    - Liberty will notify Children's DD Services of eligibility.
  
- **Who is my case manager (children) or care manager (adults)?**
  - a. **Children** - You can contact your hub supervisor:
    - North: Katie Rigoli 208-665-8975
    - West: Sarah Allen 208-334-0970
    - East: Heidi Napier 208-234-7945

- b. **Adults** - contact the Bureau of Developmental Disabilities Services (see chart below) who can connect you with your Care Manager.

Region	Phone	Email
<b>Region 1:</b> Benewah, Bonner, Boundary, Kootenai, Shoshone	1-208-769-1567	BDDSQA1@dhw.idaho.gov
<b>Region 2:</b> Clearwater, Idaho, Latah, Lewis, Nez Perce	1-208-799-4430	BDDSQA2@dhw.idaho.gov
<b>Region 3:</b> Adams, Canyon, Gem, Owyhee, Payette, Washington	1-208-334-0940	BDDSQA3@dhw.idaho.gov
<b>Region 4:</b> Ada, Boise, Elmore, Valley	1-208-334-0940	BDDSQA4@dhw.idaho.gov
<b>Region 5:</b> Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls	1-208-736-3024	BDDSQA5@dhw.idaho.gov
<b>Region 6:</b> Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power	1-208-239-6260	BDDSQA6@dhw.idaho.gov
<b>Region 7:</b> Bonneville, Butte, Clark, Custer, Freemont, Jefferson, Lemhi, Madison, Teton	1-208-528-5750	BDDSQA7@dhw.idaho.gov

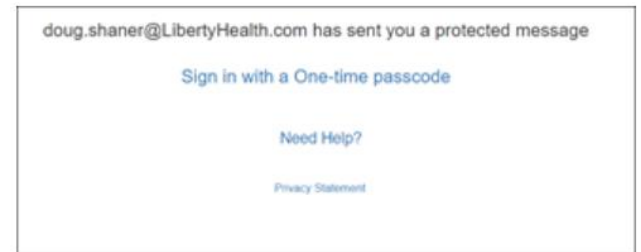
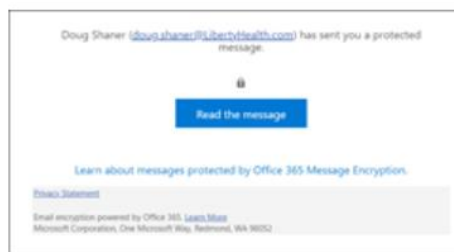
- **Are the Authorization forms, PD Choice form & MCE available on Liberty's website?**
  - a. Yes, please see [www.idahoias.com](http://www.idahoias.com) click on programs and then choose Children and Adult Developmental Disabilities. When you scroll to the bottom of the page the forms are available for download.
- **Can they be submitted back to Liberty through a portal or website?**
  - a. Not currently, however, we are always looking for ways to improve.
- **Are the forms available in Arabic?**
  - a. Not currently. We have forms available in Spanish and English. We can attempt to help with interpreting the form or you can use the language line included in your packet.
- **How do I open the secure email?**
  - a. The steps to read our encrypted emails will be different depending on the email system you are using. See the section below (Microsoft, Gmail, other) that applies to your email system.
    - **Microsoft Office 365**
      - You may be prompted to login. Once logged in, the decryption is automatic, and the message will open like any other message.
    - **Gmail**

- You will receive a notification that an encrypted message has been received. Click “Read the message” and then sign into your Google account when prompted.

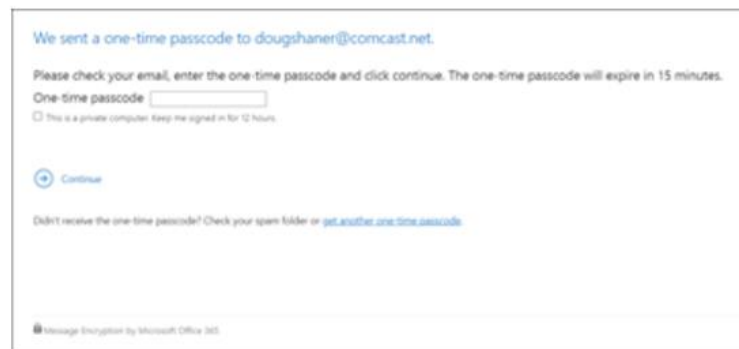


○ **Account other than Microsoft or Gmail**

- You will receive a notification that an encrypted message has been received. Click “Read the message” and then click Sign in with a One-time passcode.



- When you receive the one-time passcode, enter it and click Continue to read the message.



- **When completing an Authorization form, what areas should I check for completion? (ie – check the obtain/disclose, sign and date, one person/entity per form.)**
  - Please make sure you check obtain/disclose
  - Please sign and date the bottom of the form. Please make sure all guardians sign when applicable.
  - Please make sure the release is for one person/entity per authorization form.
  - Please check all items that pertain to the purpose of the form (scheduling assessment, completing assessment, release of information, etc...)
  - If you need assistance, please call the office at **208-258-7980**