



2025



Liberty Healthcare

Idaho Independent Assessment Program -
Children's Developmental Disability Services

OUTREACH PACKET

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INTRODUCTION



First of all, Welcome! We are so excited to meet you and help you navigate the Developmental Disability Waiver Assessment process. We are Liberty Healthcare a health and human services management company with over 30 years experience in the field. In Idaho, we provide independent assessments for Developmental Disability waiver services for both adults and children. The assessment process **must** be completed each year if you wish to continue to receive services.

In this packet you will find documents to help you understand the assessment process and help that process to go smoothly.

For more information or online forms:



You will find the following included:

- **Step by Step guide** for applying for and receiving Developmental Disability waiver Services
- **Liberty Glossary of Terms and Acronyms**
- **Authorization Form**
 - These forms give Liberty Healthcare permission to get/give information to others including scheduling the assessment.
- **Provider Lists**
 - Links to the Department website for these lists are provided and will also be attached separately.
- **Contact Resources**
 - Liberty Leadership contacts
 - DHW contacts and resources

Please feel free to call us toll free at (877) 305-3469, or locally at 208-258-7980 if you have any questions.

Sincerely,

Jennifer La Jeunesse, LCSW, CMPE
Executive Director
Independent Assessment Services
Liberty Healthcare Corporation



APPLYING FOR CHILDREN'S DEVELOPMENTAL (DD) SERVICES



Step 1

*If the child is currently on Idaho Medicaid: Proceed to Step 2.

If the child is not currently on Idaho Medicaid, the parent/guardian will need to apply by one of the following ways:

- Call Self Reliance at 877-456-1233 (toll free)
- Go to the local Self-Reliance office: <https://healthandwelfare.idaho.gov/offices>
- Go to <https://idalink.idaho.gov>



You will need to request to speak with a Medical Review Specialist and let them know that your child has a developmental disability. Be prepared to provide the following:

- Supporting Documentation of the diagnosis.
- Documentation of your income

If your income is above Medicaid limits and your child has a developmental disability or complex medical need, make sure to indicate that on the Medicaid application to be considered for other types of Medicaid such as:

- Aid to the Aged, Blind and Disabled (AABD)
- Katie Beckett Medicaid (KB)

NOTE: If you need assistance with applying for Medicaid, please contact the supervisor in your area:

North Hub: Katie Rigoli - 208-665-8975
West Hub: Sarah Allen - 208-334-0970
East Hub: Heidi Napier - 208-234-7945

Once the child has Idaho Medicaid, the parent/guardian can complete an application for children's DD services.



Step 2

You may apply for Developmental Disability (DD) services by submitting an Eligibility Application for Medicaid Services for Children with Developmental Disabilities to your local Bureau of Developmental Disability Services (BDDS) office. An application can be mailed to you, or you may print off a copy of the application from:

<https://healthandwelfare.idaho.gov/services-programs/medicaid-health/apply-childrens-developmental-disabilities-services>



*An application packet can also be requested from a hub supervisor (listed in step 1).

The DD Application packet consists of 7 pages

- Page 1 - Instructions
- Page 2 - Children's DD Services Application and Release of Information
- Page 4 - Acknowledgment of Receipt of the Notice of Privacy Practices
- Pages 5-8 - Notice of Privacy Practices

Please follow the instructions on page 1 of the DD application packet.

Fill out, sign, and return pages 2&4 along with documentation of disability diagnosis.

Please keep pages 5-7 (Notice of Privacy Practices) for your records.

Return the signed and completed eligibility application (including supporting documentation) for children with developmental disabilities to one of the following:

- Email: ChildrensDDIntake@dhw.idaho.gov
- Fax: 208-332-7331 ATTN: Children's DD Application
- Mail/Hand Deliver: To hand deliver an application, please call the Hub Supervisor to arrange a time for delivery. Please refer to list of Hub Supervisor's in Step 1 above.

Once the application documents have been submitted, the Children's DD Intake Specialist will:

- Review them within 10 days of receipt to determine if the application is complete
- Contact the parent/guardian for corrections or additional documentation

If there are no errors or no other documentation is needed, the application will then be forwarded to Liberty Healthcare.



Step 3

Liberty Healthcare will review your child's documents to see if we have enough information to set up an assessment.

Documents requested:

- A history and physical that has been completed within the last 365 calendar days.
- Documentation which verifies that your disability was identified before the age of 22,
- Documentation of your disability:
 - 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 Preschool & Primary Scale of Intelligence (WPPSI), valid up to age 7 years, 7 months
 - Wechsler Intelligence Scale for Children (WISC), valid up to age 16 years, 11 months
 - Wechsler Abbreviated Scale of Intelligence, 2nd Edition (WASI-II), valid from ages 6-90 years
 - Wechsler Non-Verbal Scale of Intelligence (WNV), valid from ages 4-21 years
 - Stanford-Binet Intelligence Scales, valid from ages 2 years to Adult
 - Comprehensive Test of Nonverbal Intelligence, 2nd and 4th Editions (CTONI-2 & CTONI-4), valid from ages 6 years to 89 years, 11 months

- Woodcock-Johnson Tests of Cognitive Abilities, 4th Edition (WJ-IV), valid from birth to 90+ years with a Full-Scale IQ
- Kaufman Brief Intelligence Test, 2nd Edition (KBIT-2), non verbal testing, valid from ages 4 to 90 years
- Leiter International Performance Scale, 3rd Edition (LEITER-3), non verbal testing, valid from ages 3 years to 75+ years
- Universal Nonverbal Intelligence Test, 2nd Edition (UNIT-2), non verbal testing, valid from ages 5 to 21 years, 11 months
 - *Only valid if all of the 6 subtests were used and gives a Full Scale IQ*
- Peabody Picture Vocabulary Test, 4th Edition, Valid from ages 2 years, 6 months to 90+ years
 - **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)

If we have the needed documentation, we will contact you, the child's guardian, or other representative to set up an appointment to meet with us for an assessment interview. If not, we will send you a letter that lets you know what else is needed.

For status updates or questions on your Children's DD Application please contact:

Fax: 208-332-7331 Attn: Children's DD Application


Phone

208-334-6500

Email

ChildrensDDIntake@dhw.idaho.gov

NOTE: Liberty Healthcare will be contacting you by phone to schedule your appointment. Please be aware of unknown numbers calling you. Liberty's phone number that shows on caller ID may differ depending on the part of the state you live in.

 **Step 4**

It is important that you are available for your scheduled interview. Your child will need to be present at the start of the assessment. Please make sure you have arrangements for the duration of the interview. Please plan on the interview lasting 2-4 hours.



Step 5

At the time of your interview:

- A Liberty Healthcare Assessor will interview you and your child. The assessor will ask about your child's needs. The assessor will complete a Medical, Social, and Developmental Assessment (MSDA) Summary with you and your child.
- A Liberty Healthcare Assessor will complete the Vineland-3 (VABS) assessment tool with you or 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 (Authorization) forms to gather more information about your child's disability.

After the interview, the Liberty Healthcare Assessor will review the information and recommend if your child is eligible for DD services. A notice will then be sent to you about the results.

Liberty Healthcare will notify Children's DD Services of eligibility.

RECEIVING CHILDREN'S DEVELOPMENTAL (DD) SERVICES

If your child is found eligible:

- You will receive a letter in the mail from Liberty Healthcare stating eligibility and your child's annual budget amount.
- Liberty Healthcare will notify Children's DD Services of eligibility.
- If your child doesn't already have a Case Manager, DD Services will assign one for your child, who will then contact the parent/guardian within 14 business days of approval.

If you have not heard from a DD Case Manager within 14 business days of receiving the eligibility letter from Liberty Healthcare, please contact the HUB supervisor.

North Hub: Katie Rigoli - Katie.Rigoli@dhw.idaho.gov - 208-665-8975

West Hub: Sarah Allen - Sarah.Allen@dhw.idaho.gov - 208-334-0970

East Hub: Heidi Napier - Heidi.Napier@dhw.idaho.gov - 208-234-7945

The assigned DD Case Manager will:

- Schedule and conduct a pre-meeting with the parent/guardian
 - Discuss with parent/guardian the different service options
 - Provide a list of services providers available in the area
 - Answer any questions the parent/guardian may have
- Schedule a meeting in order to create a Plan of Service
 - Meet with parent/guardian and child to create an annual Plan of Service and help allocate funds from the approved budget.

For a list of Children's DD providers please see:

<https://publicdocuments.dhw.idaho.gov/WebLink/Browse.aspx?id=17458&dbid=0&repo=PUBLIC-DOCUMENTS>





Step 6

If your child is determined not eligible for these services, you can request an appeal hearing of this decision by submitting an appeal request to Medicaid Appeals. Information about submitting an appeal is included on the denial notice you will receive from Liberty Healthcare.



Step 7

NOTE: The interview portion of the assessment process must be completed each year if you wish to continue to receive services. The Vineland (VABS) will be completed every three years, unless determined otherwise.

Parents/guardians are responsible for ensuring the child remains eligible annually by:

- Visiting a health provider annually for the child's Well Child Check (WCC).
- Have the child participate in the services being provided.
- Remain in contact with Children's DD Case Manager.

Liberty Healthcare will:

- Reach out to parents/guardians no less than 60 days (approx 2-4 months) before the current plan expires.
- Schedule an interview for an annual redetermination.



Step 8

Once you have met with your Case Manager you will discuss options with them (Traditional Support Services or Family Directed Services)

- If you choose Traditional Support services, you will meet with a Case Manager to write a plan of service and decide how to allocate the budget. You will also receive ongoing Case Management with the Department of Health and Welfare.
- If you choose Family Directed Services, your Case Manager will assist you with understanding the difference between Traditional Services and Family Directed Services. The Case Manager will help you find Guide Trainings and further information. You will then write a Support and Spending Plan with a Support Broker. You will also decide if you would like to opt-in to Case Management with the Department of Health and Welfare.

For more information of Family Directed Services please visit:

<https://healthandwelfare.idaho.gov/services-programs/medicaid-health/family-directed-support-services>





Liberty Glossary of Terms and Acronyms

Key Terms

Term	Definition
Assessment	Interview process and tool used to complete eligibility for Developmental Disability waiver services.
Assessor	Liberty employee responsible for administering eligibility assessment.
Authorization to Use and Disclose Form	Release of information form that gives Liberty permission to get/share information.
Care Manager	The Department of Health and Welfare employee who is responsible for approving Adult Developmental Disability services.
Case Manager also known as Case Coordinator	The Department of Health and Welfare employee who is responsible for approving Child Developmental Disability services.
Individual Support Plan	What the plan developer is writing to identify the plan for Adult services.
Participant	The person the assessment is for.
Plan Developer Choice Form	The form that identifies who you want to be your plan developer and provides Liberty permission to get/share information with them.
Plan Developer	The person who writes the plan for the participant. Often the same person as the Service Coordinator or Support Broker (see below). For Children's Traditional Services this can also include Case Manager (see above).
Respondent	The person responding to the assessment interview and tool.
Service Coordinator	The person who coordinates Adult Traditional waiver services for the participant. Often the same person as the plan developer (see above).
Scales of Independent Behavior Revised	The Functional Assessment Tool used for adults.
Support Broker	The person who coordinates Adult Self-Direct or Children Family Direct services for the participant. Often the same person as the plan developer (see above).
Support and Spending Plan	What the Support Broker is writing to identify the plan for Adult Self-Direct Waiver Services.
Vineland	The Functional Assessment Tool used for children.

Key Abbreviations and Acronyms

Abbreviation or Acronym	Definition
ADH	Adult Day Health
ADL's	Activities of Daily Living
ASD	Autism Spectrum Disorder

A&D Waiver	Aged and Disabled Waiver
BDDS	Bureau of Developmental Disability Services
BI	Behavioral Intervention, also Behavioral Interventionist
BIP	Behavioral Intervention Plan
BLTC	Bureau of Long-Term Care
CBRS	Community Based Rehabilitation Specialist also called Community Based Rehabilitation Services
CBS	Community Based Services
CFH	Certified Family Home
CHIS	Children's Habilitation Intervention Services
CM	Care/Case Manager
CP	Cerebral Palsy
CSS	Customer Support Specialist
CSW	Community Support Worker
DD	Developmental Disability
DDA	Developmental Disability Agency
DHW	Department of Health and Welfare
DME	Durable Medical Equipment
DT	Developmental Therapy
Eval Sub Lim	Evaluation of Substantial Limitations
FDS	Family Directed Services
FEA	Fiscal Employer Agent
FSIQ	Full Scale Intelligence Quotient
GDD	Global Developmental Delay
HCBS	Home and Community Based Services
IAP	Independent Assessment Provider
ICF/IID	Intermediate Care Facility for Individuals with Intellectual Disabilities
ID	Intellectual Disability
IDAPA	Idaho Administrative Procedures Act (Administrative Code)
IEP	Individualized Education Plan
IESDB	Idaho Educational Services for the Deaf and Blind
ION/IIN	Inventory of Individual Needs
IRT	Intense Review Team
ISP	Individual Support Plan (under Traditional waiver)
KB	Katie Beckett
LOC	Level of Care
LON	Level of Need
MSDA	Medical, Social, and Developmental Assessment (MSDA) Summary
MRT	Manager's Review Team
NEMT	Non-Emergency Medical Transportation
PCP	Primary Care Physician
PCS	Personal Care Services
PD	Plan Developer, also Plan Development
PSR	Psychosocial Rehabilitation Specialist
QIDP	Qualified Intellectual Disability Professional
RALF	Residential Assisted Living Facility
RM	Regional Manager
SB	Support Broker
SD	Self-Direct
SE	Supported Employment

SIB-R	Scales of Independent Behavior Revised
SL	Supported Living
SSA	Social Security Administration
SSI	Social Security Income
SSP	Support and Spending Plan (under Self-Direct Waiver and Family Directed Services)
TBI	Traumatic Brain Injury
TSC/SC	Targeted Service Coordinator/Service Coordinator, also known as Targeted Service Coordination/Service Coordination
VABS	Vineland Adaptive Behavior Scales



Idaho Independent Assessment Services Program

8850 W. Emerald St. – Suite 164 | Boise, ID 83704 | 208.258.7980 | FAX: 208.258.7985 | EMAIL: idahoiias@libertyhealth.com

Liberty Healthcare Corporation is contracted with the Idaho Department of Health and Welfare to conduct Independent Assessments to determine eligibility for Developmental Disability Services. In order to expedite this process, please provide authorization to Liberty Healthcare Corporation to **obtain, use, and/or disclose** any information required to determine your eligibility for Developmental Disability Services. If you have any questions, please contact our Idaho office above.

Authorization to Obtain, Use and Disclose Health Information (to be filled out by Participant or Parent/Guardian)

PARTICIPANT INFORMATION		
PARTICIPANT FULL NAME: _____	DOB: _____	
ADDRESS: _____	City/State: _____	Zip Code: _____
REQUESTOR INFORMATION (To be completed if authorization is being made by someone other than the above Participant. Please provide documentation of your legal authority)		
REQUESTOR NAME (if different than Participant): _____		
REQUESTOR LEGAL RELATIONSHIP TO PARTICIPANT: _____		
ADDRESS: _____	City/State: _____	Zip Code: _____
REQUESTOR PHONE: _____	REQUESTOR FAX: _____	

I hereby authorize Liberty Healthcare Corporation to **OBTAIN** from and/or **DISCLOSE** (check one or both) my confidential information

to/from:

To/From: _____

Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____

The following information (check all the apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Schedule the Assessment | <input type="checkbox"/> Physician Medical and Physical | <input type="checkbox"/> Psychological Evaluation |
| <input type="checkbox"/> Respond to Assessment | <input type="checkbox"/> Independent Assessment Results | <input type="checkbox"/> Neuropsychological Evaluation |
| <input type="checkbox"/> Treatment Plan(s) | <input type="checkbox"/> Medication List/Progress Note(s) | <input type="checkbox"/> ASD Clinic Evaluation |
| <input type="checkbox"/> Presence/Participation in Treatment | <input type="checkbox"/> SIB-R/VABS information | <input type="checkbox"/> Other _____ |

This authorization will expire in one year unless an earlier date or event is specified here: _____

I understand that, at my request, a copy of the completed and signed authorization form will be made available to me. I understand and certify that I may revoke this authorization at any time by notifying Liberty's HIPAA Privacy Officer in writing at the address noted above. The revocation will only be effective from the date it is received in this office and will not apply retroactively. Information disclosed pursuant to this authorization may be subject to re-disclosure and Liberty assumes no responsibility for the use or misuse by others of my health information used, and/or disclosed under this authorization.

PARTICIPANT/LEGAL GUARDIAN (Print Name): _____ **Date:** _____

SIGNATURE: _____

CO-LEGAL GUARDIAN (Print Name): _____ **Date:** _____

SIGNATURE: _____



CONTACT RESOURCES

Liberty Healthcare

8850 W Emerald Street Ste 164
Boise, ID 83704



208-258-7980 or toll free 877-305-3469



idahoias@libertyhealth.com



<https://www.idahoias.com>

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Please see the following page for region map and Department of Health and Welfare contacts.

Idaho Department of Health and Welfare

Regional Contacts

Northern Idaho, Region 1 & 2

Katie Rigoli
208-665-8975
Katie.Rigoli@dhw.idaho.gov

Western Idaho, Region 3 & 4

Sarah Allen
208-334-0970
Sarah.Allen@dhw.idaho.gov

Eastern Idaho, Region 5, 6, & 7

Heidi Napier
208-234-7945
Heidi.Napier@dhw.idaho.gov

se habla español: 208-234-7902

Children's Mental Health Services:

<https://healthandwelfare.idaho.gov/services-programs/behavioral-health/about-childrens-behavioral-health>

<https://yes.idaho.gov>



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For Liberty Management:

North Region - 1 & 2
West Region - 3 & 4
East Region - 5, 6, & 7

Road to Adulthood Guide:

<https://publicdocuments.dhw.idaho.gov/WebLink/DocView.aspx?id=31329&dbid=0&repo=PUBLIC-DOCUMENTS>



List of Providers:

<https://publicdocuments.dhw.idaho.gov/WebLink/Browse.aspx?id=17458&dbid=0&repo=PUBLIC-DOCUMENTS>



Further Resources for Parents:

<https://healthandwelfare.idaho.gov/services-programs/medicaid-health/resources-parents-and-caregivers>

