

Medicaid DD Referral Process

It is important for the Infant Toddler Program (ITP) to inform families early on that applying for Medicaid developmental disabilities (DD) services is an important step in preparing their child and family for the future. Applying for DD services in no way impacts a child's Part C early intervention services. ITP provides needed early intervention regardless of a child's eligibility for Medicaid.

Why should families enroll?

Taking the step to enroll in Medicaid DD services early on will:

- 1) Allow access to additional services not offered by ITP.**
Respite and supports are services the family could receive from a DD provider that would not otherwise be available through ITP.
- 2) Prepare the family for the future.**
Starting early with the Medicaid DD process will help parents gain an understanding of Medicaid services so they know what to expect and can plan for their child's transition out of ITP at age three.
- 3) Ensure a child's services will not lapse when they turn three.**
ITP provides services to eligible children birth to three years of age regardless of Medicaid eligibility. However, at age three, ITP services are no longer available. Children's DD services are not provided until the child is determined eligible and has an authorized plan of service. The child would not have access to services during the enrollment process, which could take up to a few months.

What happens when the child exits the program at age three?

When a child turns three years of age, immediate services are only available if the child has enrolled in Medicaid DD services and completed the planning process. This is different from ITP where every child is served regardless of health coverage. Families are at risk of experiencing a lapse or loss of services if they have not yet applied for Medicaid DD benefits.

Applying for DD services helps families plan for the future by knowing if their child will qualify for Medicaid DD services and what types of benefits will be available to them. It also provides for a smooth transition for the family so they have an established plan before their child turns three.

When should the ITP refer the family to Medicaid DD Services?

The multi-disciplinary team should consider making a referral at any point in time if they feel the child potentially meets Medicaid's developmental disabilities criteria. It is ITP's responsibility to identify these children, and inform the family of DD services and the application process if they are interested. While ITP provides evidence-based services for birth to three, families could benefit from respite and support services not offered through ITP.

ITP also makes a referral to the children's DD program when the child is close to turning three years of age and the family is interested in transitioning when they exit ITP.

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The Infant Toddler Program (ITP) is responsible for educating families about Medicaid DD services when it appears they would be a good candidate for these benefits. When the family is interested in applying for Medicaid DD services at any point in time (including exit at age three), the service coordinator follows the following process:

- Completes the “**Children’s DD Program Referral Form**”
- Submits the referral form and relevant information to DD Central Intake:
 - Email: ChildrensDDIntake@dhw.idaho.gov
 - Phone: 877-333-9681 or 208-334-6500
 - Fax: 208-332-7331
- Informs the family that the DD program will contact them to start the application process, and explains the timeframes for DD enrollment:
 - DD Intake has 3 days to contact the family.
 - ICDE has 30 days to determine eligibility.
 - DD case manager has 3 days after eligibility is determined to set up a meeting with the family to write a plan of service.

Children with an IFSP

Children receiving Medicaid DD services while enrolled with ITP will have two plans of service. The service coordinator informs the family that they will:

- Continue to have an IFSP and service coordination with ITP.
- Develop a separate Medicaid DD plan of service with a DD case manager.
- Determine how frequently collaboration should occur between the ITP service coordinator and Medicaid DD program to ensure services are meeting their needs.

Children Turning Three Years of Age

Families interested in applying for Medicaid DD services when their child exits the program at age three must have this information outlined in their IFSP Transition Plan. The service coordinator will:

- Ensure the child's IFSP Transition Plan includes applying for children's DD services with the Division of Family and Community Services, Children's DD Program.
- Submit the “Children’s DD Program Referral Form” to DD Central Intake when the child is 2 years, 8 months of age (or as soon as possible when it is a late referral to ITP).