

### *Eligibility Questions for presentation*

*Registration form is MAD 325 (attached).* Eligibility can accept the info by phone, if the family has Social Security #. They can no longer accept registrations for individuals without a Social Security number; but it may be possible for them to get a “dummy ss#” from ISD. They can either call Romie Mendoza (841-5552) or any of the eligibility staff. They prefer that the family call to register, but school personnel or others sometimes assist. If the family is Spanish speaking, they can call Romie or Teresa Valles. They can no longer register at ISD, unless they complete the HSD 100, and ISD forwards it...but it's best to call Eligibility directly. Forms get lost between here & there.

Once the MAD 325 is completed, an Application packet is mailed to them, with a copy of the date-stamped MAD 325 and a letter giving the worker's name & contact info, for their records. In outlying regions, it's usually sent within a week or two> However, Metro and Roswell are slower. It's been up to a month or 6 weeks for people in Metro to get the pkt. The Eligibility staff usually let people know that it will be several weeks before they get the packet mailed, at the present time. Roswell also takes a bit longer, because there is only one person in that region and the caseload is very large.

The family has up to 60 days to complete and return the pkt; they are supposed to send out Authorization for Release of Info to dr's, schools, etc, or the family can provide copies of pertinent records & evals to the app pkt when they mail (or bring) it back. The family often calls w/ questions about the forms, or they even come in and the eligibility staff assists them w completing the paperwork. If the family returns the completed Release forms to them, Eligibility staff will mail them out to obtain required records.

They try to send a reminder letter and/or phone call after 30-45 days, if they have not received the completed packet. Again, in Roswell and Metro it can be longer. They try to get those letters sent out, so the paperwork doesn't get lost, even if it takes awhile for records to get to DDSD. The actual determinations can take up to a year or more in Metro and SE.

When the worker reviews the file, a letter is sent if additional info needs to be provided (school Multidisciplinary Evals, Neuropsych Evals, medical records to document a Related Condition. Often we need to refer the family to get a Neuropsych eval, esp for older registrants, who may not have any school records.

If there's no Intellectual Disability diagnosis (ie a medical related condition), a nurse reviews records to document the diagnosis. If there's Intellectual Disability, as well as Behavioral Health diagnoses, a psychologist reviews info for a final Match to DD criteria.

If the packet's not received back in a timely manner, Eligibility can close the registration, after they have made a phone call to the family to let them know the registration's closing. They are supposed to try to call at least three times, at different times of the day...I think that's done more so in outlying .

There is no specific required documentation. If there has been a Neuropsych, TEASC or Autism Eval completed and it provides a diagnosis; that is very helpful. Also helpful is the schools' Multidisciplinary Team Eval (done every 3 years, but not always w new testing) and a copy of the most recent IEP. For individuals who are not Intellectually Disabled (IQ and adaptive behavior scores provided by the evaluator), they need documentation of the Related Condition diagnosis (Autism, CP, Down Syndrome, Seizure Disorder) as well as formal assessments to document "Substantial Functional Limitations" (SFL's) in at least 3 areas of Major Life Activity (attached a copy of the DD criteria and/or specific Related Conditions and a list of SFL's)

They can provide the family with a list of Abq Neuropsychs who can complete Evals with Medicaid payment. DDS can't pay for the eval.

An Adaptive Behavior Assessment is often helpful to determine SFL's (they wait for family to obtain needed info), or sometimes the school IEP or Eval provides that info).

No History & Physical or Hearing/Vision assessments are required, but are sometimes provided with school records. No financial information is required either (ie, already Medicaid eligible, etc).

They are supposed to complete determinations based on when the registrant applies & completed info is provided, but they try to complete the process asap if it's an adult who is needing SGF or ICF/ID supports. That is not routine practice for everyone

Generic info is also on ACT New Mexico, and Parents Reaching Out often assists families with the process. (attached copy of ACTNM FAQ)