

# Division of Developmental Disabilities

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Dakota at Home  
Overview





# **The Division of Developmental Disabilities Mission**

To ensure that individuals with intellectual and developmental disabilities have equal opportunities and receive the services and support they need to live and work in South Dakota communities.


# Our Principals Are:

- ✓ We will support individuals in participating in the life of their community
- ✓ We will honor the importance of relationships with family and friends
- ✓ We will ensure that quality services are available and accessible
- ✓ We will work with providers to enhance services while respecting the dignity of risk and the importance of health and safety
- ✓ We will respect and value cultural diversity
- ✓ We will be good stewards of public funds





Facilitate federal  
and state-funded  
services



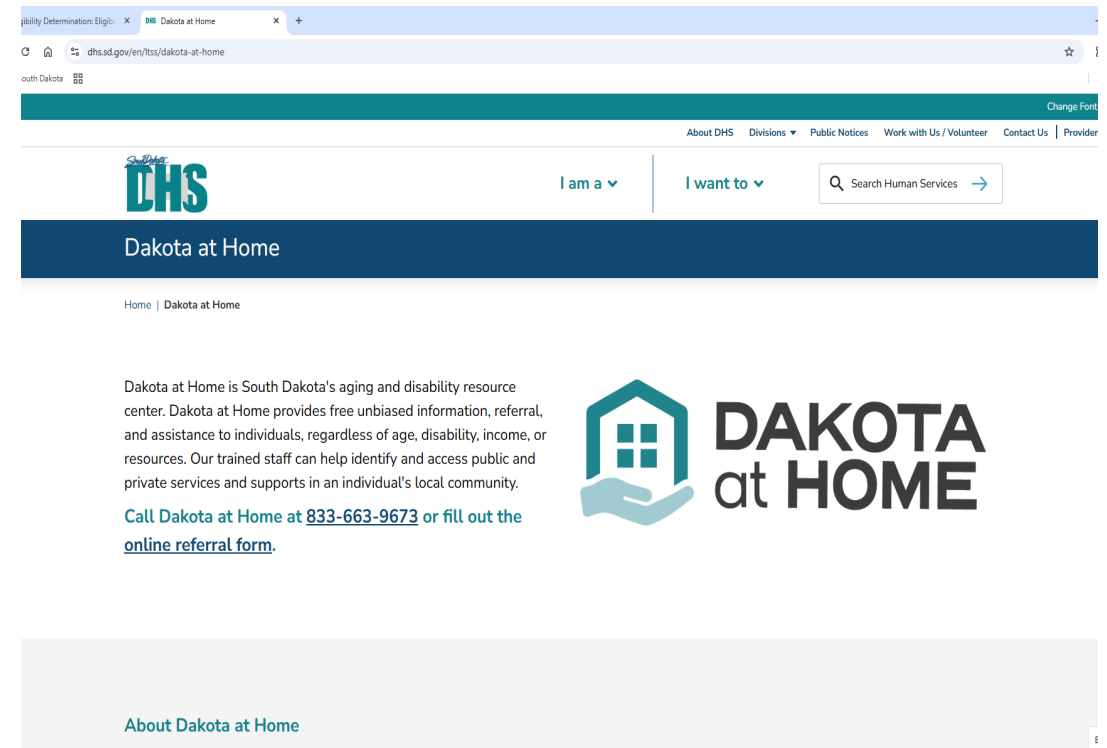
Function as a Medicaid  
operating agency and  
facilitate two Medicaid  
waivers

**What is the Division of Developmental Disabilities Role?**

# Dakota at Home was created to have a single front door to access services offered through the Department of Human Services.

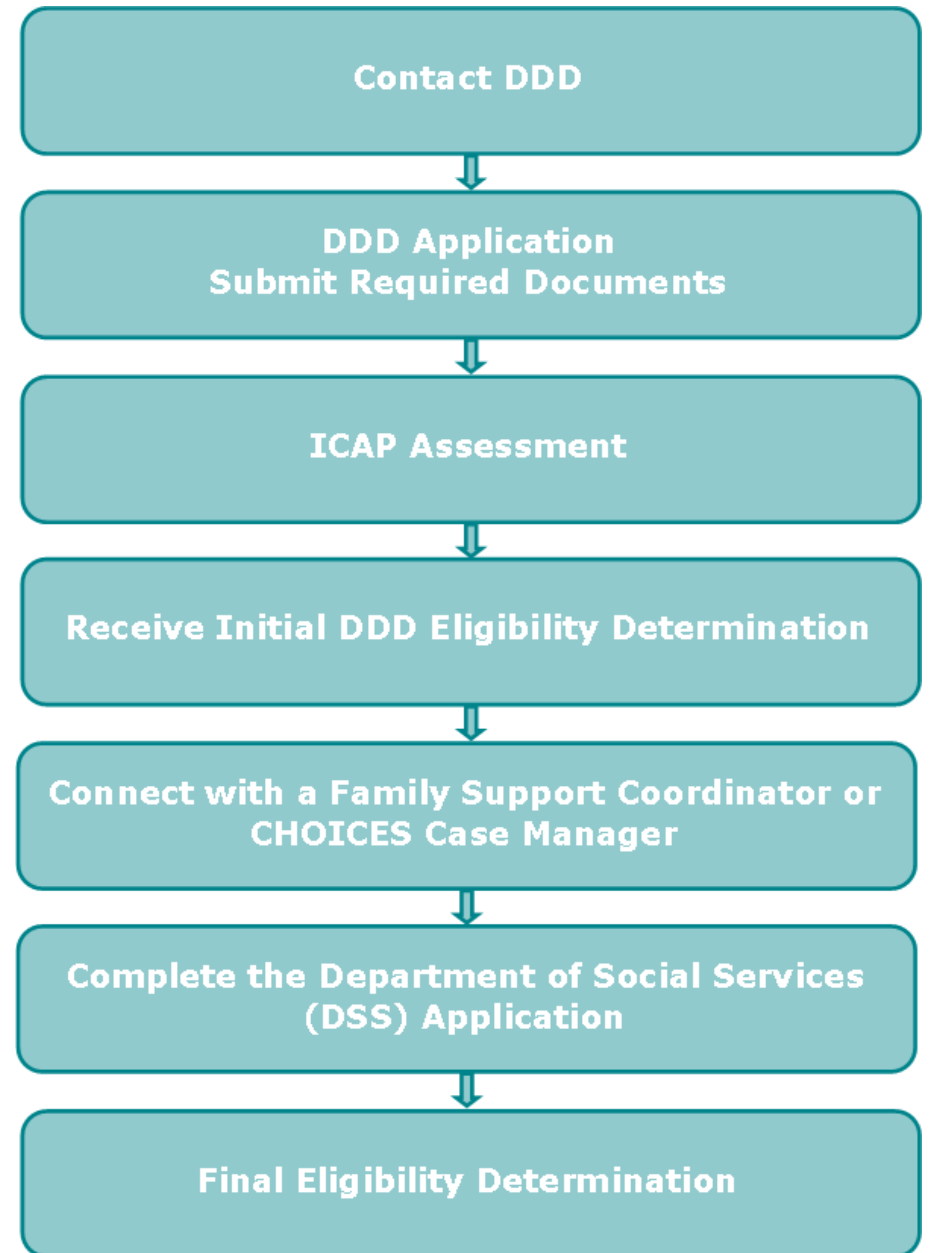
## *Inquiries about and referrals for services can come from anyone.*

- there is an online referral form on the Dakota at Home website that can be completed
- call toll-free at 1-833-663-9673. Press the following options based on your needs:
  - Option 1:* Division of Long-Term Services and Supports (LTSS)
  - Option 2: Division of Developmental Disabilities (DDD)**
  - Option 3:* Division of Rehabilitation Services
- Email DDD at [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us)



The screenshot shows the Dakota at Home website interface. At the top, there is a navigation menu with links for "About DHS", "Divisions", "Public Notices", "Work with Us / Volunteer", "Contact Us", and "Provider". Below the menu is the DHS logo and a search bar with the text "Search Human Services". The main content area features the "Dakota at Home" heading and a description: "Dakota at Home is South Dakota's aging and disability resource center. Dakota at Home provides free unbiased information, referral, and assistance to individuals, regardless of age, disability, income, or resources. Our trained staff can help identify and access public and private services and supports in an individual's local community." Below this description is a call to action: "Call Dakota at Home at [833-663-9673](tel:833-663-9673) or fill out the [online referral form](#)." The website also includes a "Dakota at Home" logo featuring a house icon with a hand underneath it.

# Eligibility Process Overview





# Intake

- DDD Intake Specialists spend time getting to know the individual seeking services and their needs
- A DDD Intake Specialist is available to answer questions and provide an overview of services and supports, as well as available providers
- Intake Specialists are knowledgeable about more than just DDD services and supports. They can connect individuals with additional community-based resources to meet their needs



# A DDD Intake Specialist will:



Provide the application and necessary documents to get started



Answer questions and can assist with completing the application if requested

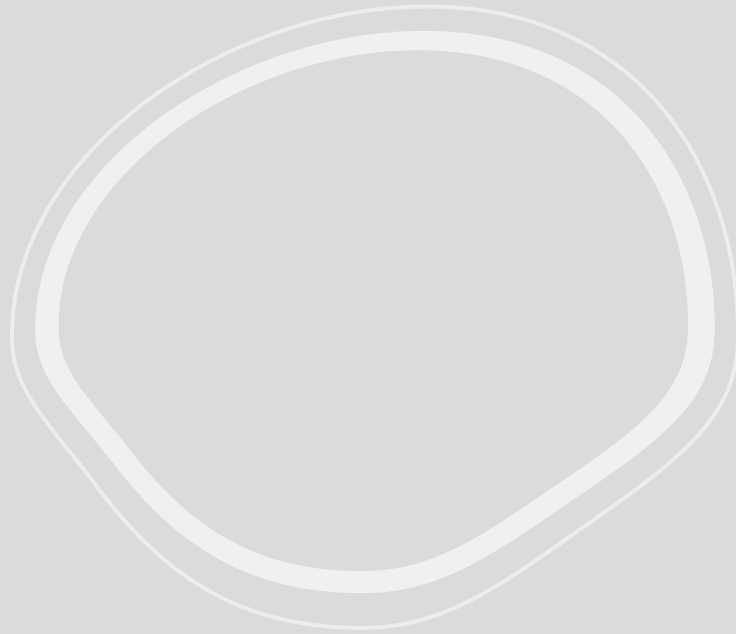


Review rights regarding Home and Community-Based Services



Help gather required documents





# Required Documents

**For children from birth to 3 years:**

Birth-to-three assessment and Individualized Family Service Plan (IFSP)

**For individuals 3 and older:**

Psychological evaluation

Medical and/or mental health documents

Signed choice, rights, and fair hearing form

Signed information release forms

# ICAP Assessment

**The Inventory for Client and Agency Planning (ICAP)** is an assessment tool to evaluate an individual's support needs.

It is utilized by the Division of Developmental Disabilities (DDD) to determine eligibility for both CHOICES and Family Support 360 waiver services.

An Intake Specialist will meet with the individual and those who know them best to complete the assessment. This will ensure the best picture of the individual is captured.

The areas evaluated include:

- Diagnostic Status
- Functional Limitations and Needed Assistance
- Motor Skills
- Social and Communication Skills
- Personal Living Skills
- Community Living Skills



# choices

**To assist an individual  
in making an  
informed decision  
consider these steps:**

- Get information about providers in their preferred region of South Dakota
- Contact providers to learn about their services
- Visit locations to tour the services offered
- Discover how providers support individuals in living full, inclusive lives
- Receive information about Conflict Free Case Management (CFCM) or Family Support 360 providers in their preferred region of South Dakota

# ARE YOU ELIGIBLE?

## Initial DDD Eligibility Decision



DDD will review applications and conduct an initial screening to determine if the individual meets the eligibility criteria for DDD services

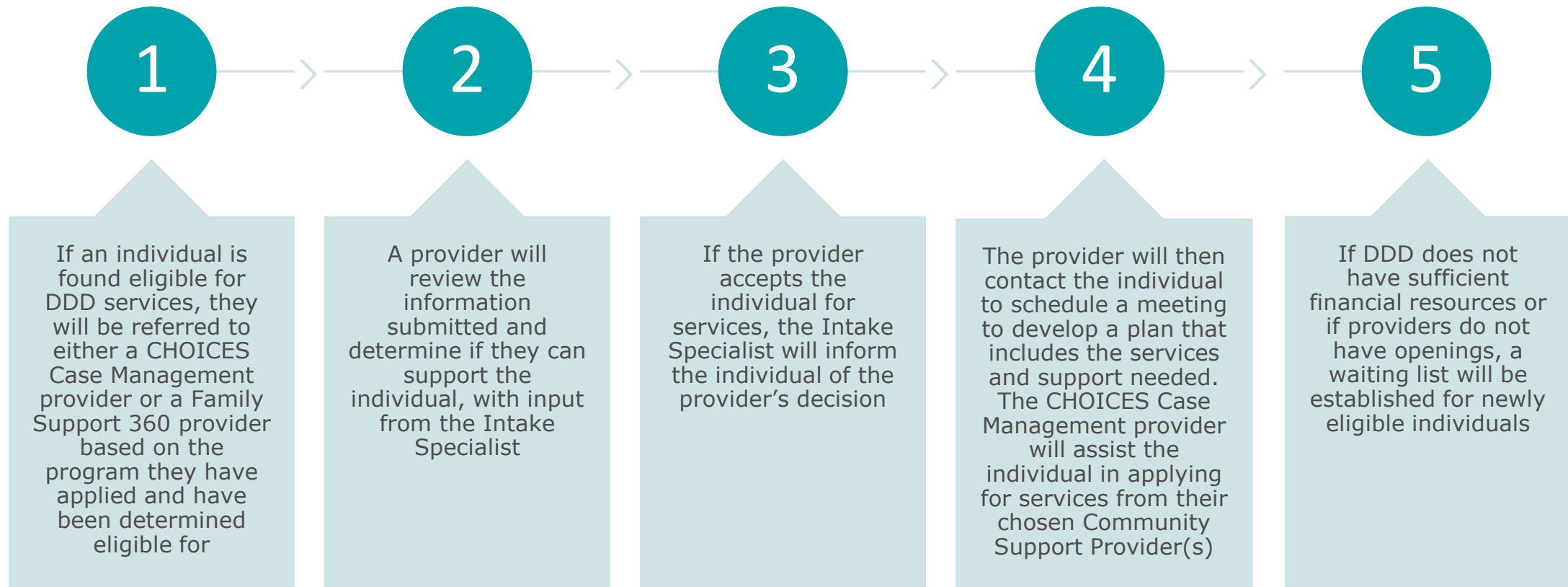


If the individual is found eligible, the DDD Intake Specialist will communicate this information through the preferred method of contact



If the individual is found ineligible, they will be informed of their right to appeal the decision

# Connect with a Family Support Coordinator or CHOICES Case Manager







# Family Support 360

If an individual is determined eligible for Family Support 360, they will receive a Family Support Coordinator who will assist them in creating a plan specific to their needs.

Family Support Coordinators help individuals access paid services and natural supports, which are resources provided by individuals who are not compensated. They also are an advocate for the individual, and their family.

Once a referral is made to a Family Support 360 provider, there may be a waiting period before the initial meeting with the Family Support Coordinator occurs. The provider processes referrals in the order they are received.



# CHOICES

If the individual applying for services is found eligible for CHOICES, the case manager will begin the process of Individualized Service Planning.

This process aims to identify the specific services and support needed to meet the individual or family's unique needs.

The information gathered will be used to apply to Community Support Providers that the individual chooses.

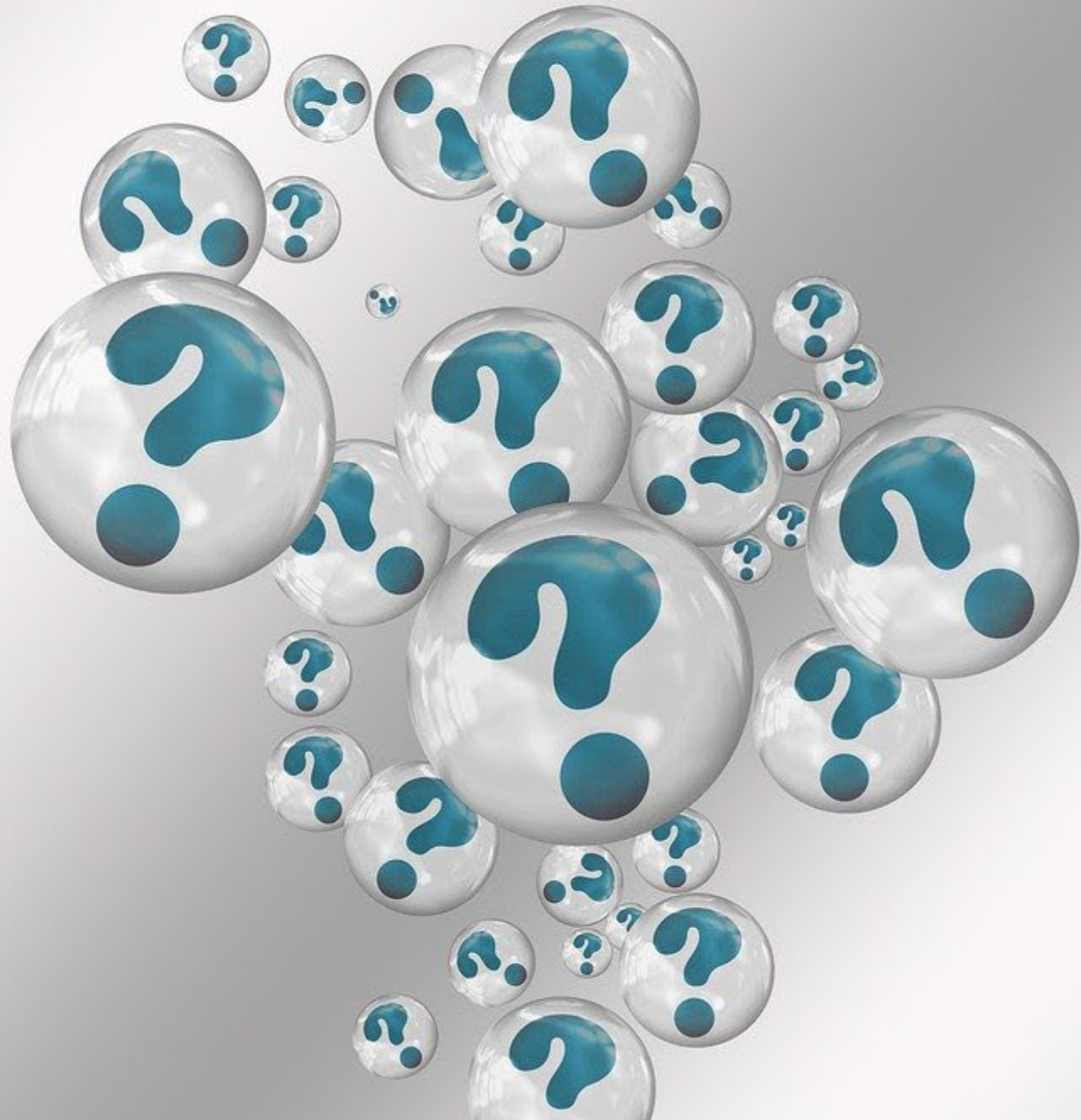
Once a referral is made to a CHOICES Conflict Free Case Management (CFCM) provider, there may be a waiting period before the initial meeting with the CFCM provider occurs. The provider processes referrals in the order they are received.

A grayscale background image showing a hand holding a pen, writing on a document. The document has some faint text and lines, suggesting it's a form or application. The hand is positioned on the left side of the frame, and the pen is pointing towards the right.

## **The Final Step in Determining Eligibility for CHOICES or Family Support 360 Waiver Services:**

### **Financial Eligibility**

- Since CHOICES and Family Support 360 are Medicaid waiver programs, the Department of Social Services (DSS) serves as the state Medicaid agency responsible for determining eligibility for these waiver services.
- Once an individual is approved for either Family Support 360 or CHOICES waiver services, the Intake Specialist will send the DSS application to the individual, their legal representative, or their family via mail or email. If the individual has any questions about the application, they will be advised to contact DSS directly.







# To reach the Division of Developmental Disabilities

- You can call toll-free at 1-833-663-9673.  
Press **Option 2** for Intellectual or Developmental Disability
- Email us at: [DDDIntakeProcess@state.sd.us](mailto:DDDIntakeProcess@state.sd.us)

