



Division Guideline # 27

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Revised: August 9, 2013
September 1, 2015

Title: Guidelines for developing Interdivisional Agreements (IDA) between Children’s Division (CD) and Division of Developmental Disabilities (DD)

Application: Regional Offices and Targeted Case Management entities

This guideline applies to the process for developing Interdivisional Agreements (IDA) between Children’s Division (CD) and the Division of Developmental Disabilities (DD). Some children who are in the care and custody of CD may require substantial/ specialized supports, including residential services that are available through the DD Comprehensive Waiver. In these cases, IDAs between CD and DD may be developed when a child is determined by DD to be eligible for Medicaid Waiver supports. CD agrees to pay the state waiver match funds, as funding is available.

The conditions by which a child may be supported through an IDA are:

The child for whom CD is proposing an IDA must have a developmental disability that substantially limits the child’s ability to function independently in at least three areas of activities of daily living.

- These functional limitations must not be the result of a mental illness.
- The Interdisciplinary Team has identified that the child’s condition is so severe that CD has no alternative treatment resource.
- The child’s condition is such that the Division of DD would otherwise expect that the child will require the same level of supports upon aging out of the CD system.

- The child meets all eligibility requirements for admission to the Comprehensive Waiver including meeting ICF/IDD level of care.
- The child must be in the care and custody of CD.
- The child must have a Medicaid Eligibility code of 37 (Foster Care Medicaid)
- The child must have a Medicaid Waiver eligible diagnosis

Process and Requirements to Determine Eligibility

The Residential Care Screening Team Coordinator (RCST) or the Children's Division worker makes the initial referral for assessment of eligibility for Division of DD services and waiver services to the appropriate area Regional Office Assistant Director of Habilitation or their /Designee.

The DD Regional Office officially determines eligibility through Functional Assessment. Once eligibility for Division of DD services and waiver services is determined the DD regional office, Assistant Director of Habilitation or their designee will notify the RCST and Support Coordinator(SC) in writing. The SC will work with CD to develop a plan to identify the appropriate services to meet the needs of the youth, which may or may not include community placement.

When determined eligible and residential services are needed, if no waiver slots are available, then CD will place on their IDA wait list. It is recommended that the local Residential Care Screening Team Coordinator (RCST) of CD as well as the Assistant Director of Habilitation or their designee at the Regional office review these lists at least quarterly to better assess and facilitate movement from the lists.

Once the child is determined eligible and an opening is available for an IDA:

CD Central Office and DD Central Office will notify the RCST and the Assistant Director of Habilitation or their designee of the earliest start date for the IDA and waiver slot to begin. The Assistant Director of Habilitation or their designee will then notify the Support Coordinator that the youth is ready to move to an IDA and transition planning is ready to occur.

The Interdivisional Agreement (IDA):

The ISP including any changes must be signed by all parties including the Children's Division. The IDA must specify which agency will administer the child's benefits (SSI, SSA, and/or child support). Estimated annual costs for the waiver services identified by the planning team must be attached to the master IDA.

For all youth served under these guidelines who receive only Supplemental Security Income (SSI) or Old-Age, Survivors, and Disability Insurance (OASDI), DMH Regional Office staff shall make application for DMH to become the designated payee for the benefits. If the youth's monthly benefits are less than the total cost of his/her room and board then Children's Division will cover the difference.

The IDA along with the estimated annual costs for the waiver services is presented for authorizing signatures of the RCST and the Assistant Director of Habilitation or their designee. Once signatures are obtained then the packet is approved through Utilization Review. The IDA information is then scanned to DD Central Office and a copy forwarded to CD Central Office for final approval.

No placements shall be made until final approval of the IDA is obtained.

When to change or not change the IDA:

- A new IDA must be completed when a child changes placement providers.
- New IDAs **will not** be required when a plan of care changes and services are added or modified. This includes a rate change in either room and board or the daily rate for the placement. The Division of DD and CD will utilize a single master IDA document which will serve as CD's overall agreement to pay for services. An automated monthly Individual Service Plan report for children served through the interdivisional agreements will be generated by Division of DD and sent to Children's Division Central Office.
- No action is required when a residential or ISL or host home rate decreases.
- No action is required when there is a rate increase due to COLA/SSI. The COLA/SSI increase is added to the daily rate by DD Central Office and updated in the CD database and forwarded to CD Central Office.

When a child/youth approaches his/her 21st Birthday:

- Division of DD is responsible for determining the ongoing service and safety needs of the child/youth beyond the 21st birthday or the date when the court discharges the child/youth from CD jurisdiction, whichever comes first.
- In cases where parties are discussing or planning termination of jurisdiction or releasing the child/youth from Children's Division care, Children's Division shall immediately notify the Division of DD and shall invite the Division of DD to participate in Family Support Team (FST) meetings discussing the termination of jurisdiction or the child leaving care.

- If it is determined through the planning process that the youth has a continued need for residential supports then the ISP shall be updated to reflect this continued need and the change in funding source. The change in the funding source shall be subject to UR.

This guideline will be reviewed and updated annually, as needed.