

**Understanding the Developmental Disabilities Services Waiting List
Better Reporting – Better Outcomes
2017**

What is the waiting list?

1. The Waiting List is a reporting spreadsheet created by the State and used by Agencies (Designated Agency and Specialized Services Agency) and the Supportive Intermediary Service Organization (Supportive ISO) to collect information on individuals with developmental disabilities (DD) who are waiting for DD services.
2. Home and Community-Based Services (HCBS) funding priorities are the method by which Vermont prioritizes who will receive the new caseload funding allocated annually by the legislature (managed by the State through the Equity Fund and Public Safety Fund) and existing funding (managed internally by the Agencies and Supportive ISO, and the State through Returned Caseload Fund). Vermont has always been able to fund services to individuals whose needs meet a funding priority. Therefore, no one has ever been on a waiting list for HCBS who meets a funding priority.
3. In FY 2012, the format of the waiting list changed in response to the new DD Act Regulations. Individuals denied HCBS who had been included on what was previously called the “Applicant List” were now put on the “Waiting List”. The criteria did not change, just the name of the list.
4. The reporting of waiting list data for those who do not meet a HCBS funding priority has often been underreported.

What are the primary reasons for having a waiting list?

1. To assure an individual is placed on a waiting list when the Agencies or Supportive ISO issues a notice of decision indicating the individual has been put on a waiting list.
2. To assist the Agencies or Supportive ISO to meet their obligation of reviewing waiting lists to see if an individual’s circumstances have changed or when there are changes in the funding priorities or funds available.
3. To provide data that is collated by the State to inform the legislature of un-met and under-met needs.
4. To meet requirements of the Centers for Medicare and Medicaid Services (CMS) showing Vermont is maintaining a waiting list and that people eligible for services are provided those services in a timely manner.

Who should be on the waiting list?

1. **New Applicants**: Individuals with DD who are clinically and financially eligible but who do not meet a funding priority for HCBS and have been denied services in whole or in part.
2. **Individuals Receiving Services**: Individuals with DD currently receiving HCBS services whose requests for additional services is denied in whole or in part because the change in their circumstance does not result in meeting a funding priority.
3. Individuals who are clinically and financially eligible for Targeted Case Management (TCM), Family Managed Respite (FMR), Flexible Family Funding (FFF) or Post-Secondary Education Initiative (PSEI), but for whom there are insufficient funds.

Who should not be on the waiting list?

1. Individuals who do not meet clinical and/or financial eligibility for DD services.
2. Individuals who are receiving HCBS and have been denied funding for additional hours of a service the individual already receives.
3. New applicants and individuals receiving services whose Needs Assessment shows they have needs for which an alternative funding source is available and will meet the need.

When does DDS collect waiting list data?

1. DDS sends out a new waiting list and guidance to each Agency and Supportive ISO at the start of each fiscal year. (See the current *DDS Waiting List Guidance* for reporting details.)
2. The waiting list contact person at each Agency (e.g., Intake Coordinator) maintains the waiting list on an ongoing basis and which is submitted quarterly to DDS via GlobalScape secure website.

How to improve waiting list reporting?

1. Having a dedicated staff person (e.g., Intake Coordinator) at each Agency and Supportive ISO who is responsible for collecting waiting list information and verifying the individual's appropriateness for being on the list.
2. If an Agency determines that an individual who has applied for services does not meet a funding priority, the Agency may choose to not complete a formal needs assessment but will still put the individual on the waiting list.
3. Have a system for reviewing the waiting list at least annually to see if the needs have changed for anyone on the waiting list. Additionally, have a system for reviewing the waiting list anytime there is a change in the funding priorities or available funds.
4. Share suggestions to the Developmental Disabilities Services Division for improving this process.

Who do I contact if I have suggestions or questions?

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