

## Developmental Disabilities (DD) Waiver waiting list guide

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<b>Legal authority</b>	<a href="#">Federally approved DD Waiver Plan, Minn. Stat. §256B.092, subd. 1f, Min Stat. §256B.0916, subd. 2 and 7, Minnesota's Olmstead Plan</a>	
<b>Background</b>	The lead agency creates a waiver waiting list when people who are eligible for waiver services do not have immediate access to them.	
<b>Urgency categories</b>	<p>The lead agency must assign an urgency category to a person who meets all the following criteria:</p> <ul style="list-style-type: none"> <li>• The person is eligible for the DD Waiver.</li> <li>• The person does not have immediate access to DD Waiver services.</li> <li>• The lead agency places the person on a DD Waiver waiting list.</li> </ul> <p>The lead agency uses <a href="#">DD Waiver Waiting List Category Determination Tool, DHS-7209 (PDF)</a> to determine an urgency category. The lead agency should use information from the person's assessment to complete the form.</p> <p><b>Categories</b></p> <p>The four urgency categories are:</p> <ol style="list-style-type: none"> <li><b>1. Institutional exit:</b> A person in an intermediate care facility for persons with developmental disabilities (ICF/DD) or nursing facility who does not oppose leaving that setting.</li> <li><b>2. Immediate need:</b> A person who meets one of the following criteria: <ul style="list-style-type: none"> <li>• Has a living situation that is unstable due to the age, incapacity or sudden loss of a primary caregiver.</li> <li>• Suddenly loses their current living arrangement.</li> <li>• Requires protection from confirmed abuse, neglect or exploitation.</li> <li>• Experiences a sudden change in need that state plan services or other funding resources alone do not cover.</li> </ul> </li> <li><b>3. Defined need:</b> A person who has a current need for waiver services not covered by the institutional exit or immediate need categories.</li> <li><b>4. Future need:</b> A person who does not have a current need for waiver services but might in the future.</li> </ol>	
<b>MMIS fields</b>	<p>The lead agency must document a person's urgency category in MMIS using DD Screening Document fields 44-1 and 44-2.</p> <p>For more information, refer to <a href="#">DD Screening Document Codebook – Screening document fields</a>.</p>	
<b>Reasonable-pace standards</b>	<p>A reasonable-pace standard is an amount of time a person can expect to be on a waiting list. Reasonable pace starts when the lead agency assesses the person and ends when the lead agency approves the person for waiver funding using the "pend enter" function in the Waiver Management System (WMS).</p> <p>Each urgency category has its own reasonable-pace standard:</p> <ul style="list-style-type: none"> <li>• Institutional exit: 45 days from assessment to funding approval.</li> <li>• Immediate need: 45 days from assessment to funding approval.</li> <li>• Defined need: 45 days from assessment to funding approval.</li> <li>• Future need: No reasonable pace standard.</li> </ul>	
<b>Notification</b>	<p>If the lead agency places a person on a waiting list, it must:</p> <ol style="list-style-type: none"> <li>1. Notify the person via the <a href="#">Long-Term Services and Supports Notice of Action – Explanation of Changes to Your Support Plan, DHS-2828B</a>.</li> <li>2. Attach the <a href="#">DD Waiver Waiting List Category Determination Tool, DHS-</a></li> </ol>	

	<p><a href="#">7209 (PDF)</a> to the notice of action.</p> <p>3. Document the person's waiting list category on DHS-2828B.</p>
<b>Online training</b>	<p>DHS developed trainings to help people understand the waiting list process:</p> <ul style="list-style-type: none"> <li>• <a href="#">Overview of waiver waiting list changes (video)</a>.</li> <li>• <a href="#">Lead agency DD Waiver waiting list tasks (video)</a>.</li> <li>• <a href="#">Determining a waiting list category (video)</a>.</li> <li>• <a href="#">Documenting a category in MMIS (video)</a>.</li> <li>• <a href="#">Documenting funding approval (video)</a>.</li> </ul>
<b>Additional resources</b>	<p>The lead agency should:</p> <ul style="list-style-type: none"> <li>• Submit questions using the <a href="#">DSD Contact Form</a> about how to determine urgency categories or meet reasonable-pace standards.</li> <li>• Use the <a href="#">DD Screening Document Codebook</a> or contact the <a href="#">Service Agreement and Screening Document (SASD) Support Team</a> for questions about how to enter urgency categories in MMIS.</li> <li>• Use the <a href="#">WMS</a> to view the DD Waiver waiting list.</li> </ul>