Agency for Persons with Disabilities

Southern Region

Ron DeSantis
Governor

Barbara Palmer
APD Director

Agency for Persons with Disabilities

The mission of the agency is to support persons with developmental disabilities in living, learning, and working in their communities.

Agency Goals

- Ensure the safety, wellbeing, and self-sufficiency of the people we serve
- Strengthen accountability and budget management
- Improve consumer outcomes and service quality

What is a Developmental Disability?

- It is a disability that:
  - Manifested before the age of 18
  - Is likely to continue indefinitely
  - Results in substantial functional limitations in three or more areas of life activity:
    - Self-care
    - Receptive or expressive language
    - Learning
    - Mobility
    - Self-direction
    - Capacity for independent living
    - Economic self-sufficiency

What Are the Developmental Disabilities Categories?

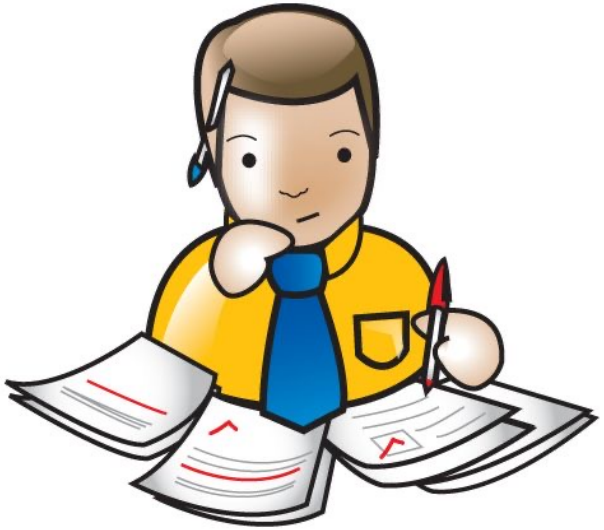
In Chapter 393.063 of the Florida Statutes, Developmental Disabilities are defined as follows:

- Intellectual Disability
- Autism
- Cerebral Palsy
- Spina Bifida
- Prader Willi Syndrome
- Down Syndrome
- High Risk Children Ages 3 to 5
- Phelan-McDermid Syndrome

Referral/Intake

What is the process to become a client for the Agency for Persons with Disabilities (APD)?

- A person can be referred to the APD program by a family member, school, or medical personnel, as well as community agencies.
- They can call to make a referral at (305) 810-1018 or (305) 810-1019.
- They must complete an APD application online at www.apdcares.org or call 1-866-APD CARES.



Intake Application

- After the referral has been received by the intake worker, an application package will be mailed out to the individual/family within five days.
  - The package will include a checklist of documents that need to be submitted for eligibility determination.
- The individual will need to submit the necessary documents such as:
  - Psychological/psychiatric evaluations or any other medical reports
  - School records
  - Copy of Social Security card
  - Copy of birth certificate
  - Proof of Florida residency
  - Proof of legal status (US Citizen or Permanent Resident)

Intake Timeframes

- The applicant/legal guardian will complete and sign the following forms:
  - Application for Services
  - HIPAA (Health Insurance Portability Accountability Act)
  - Voter Registration
  - Consent for Release of Information
- After all of the documentation and information has been received from the applicant/legal guardian, the case will be presented to the local Diagnostic & Evaluation Screening Committee to determine if the applicant is eligible for APD services.

Referral/Intake

- If additional information is needed, the case will be sent out to a contracted APD provider for a psychological evaluation at no cost to the family.
- If the applicant is under 6 years old, the final determination for eligibility has to be made within 45 days.
- If the applicant is over 6 years old, the determination has to be made within 60 days.

Eligibility

- If the applicant has been determined ineligible for APD services, a due process notice with explanation will be sent.

- If the applicant has been determined eligible for APD services, consumer is placed on the Waiting List.

- An eligibility letter will be sent to the consumer/family within 10 days of the eligibility determination. At that time, the case is assigned to a case manager.

Eligibility

- The letter will include the eligible diagnosis.
- The Waitlist case manager will contact the consumer/family to schedule an appointment to complete the Initial Support Plan.
- The QSI (Questionnaire Situational Information Assessment) is scheduled with the customer/family. This requires a face-to face contact with the APD customer.

Waiting List

Becoming a Waitlist Client

- Presently, the Agency does not have sufficient funds to serve all APD consumers on the waiver.

- Consumers are placed on a waiting list for waiver service in one of six categories.

Waiting List Categories

The APD waiting list categories are listed from the highest priority to the lowest. Category 1 is the highest priority. Category 7 is the lowest priority.

- Category 1
  - Includes clients deemed to be in crisis as described in rules 65G-1.046 and 65G1.047. Crisis includes homelessness, danger to self or others, and caregiver unable to give care.
  - Documentation required for change: documentation for this category requires the completion of a crisis application by the regional office.

Waiting List Categories

- Category 2 – No longer a category. Moved to Category 7
  - Includes children who are from the child welfare system with an open case in the Department of Children and Family Services' statewide automated child welfare information system.
  - Documentation required for change: only documentation from DCF that confirms the child is in the child welfare system will be accepted.

Waiting List Categories

- Category 3
  - Whose caregiver has a documented condition that is expected to render the caregiver unable to provide care within the next 12 months and for whom a caregiver is required but no alternate caregiver is available
    - Documentation required for change: a description of the condition or circumstance that renders the caregiver unable to provide care. Documentation must explain the reason the current caregiver can no longer provide the individual's care. If the condition or circumstance is due to a medical condition, a physician's statement must be provided.
  - Who are at substantial risk of incarceration or court commitment without supports
    - Documentation required for change: a summary of incidents in which the individual has engaged in dangerous or criminal charges; a summary of incidents in which the individual has engaged in dangerous behavior; a summary of past history of involvement with the court system or law enforcement, any current involvement with the court system or law enforcement; a summary of any past history of multiple arrests, incarceration in jail, prison, or admission to the mentally retarded defendant program.

Waiting List Categories

- Category 3
  - Whose documented behaviors or physical needs place them or their caregiver at risk of serious harm and other supports are not currently available to alleviate the situation
    - Documentation required for change: description of the behaviors or physical needs that are causing the risk or potential harm and the medical treatment provided to the individual or to others because of the individual's behaviors or physical needs; and documentation of the frequency, intensity and duration of behavioral incidents with an explanation of behavioral intervention that have been used to address the behaviors
  - Who are identified as ready for discharge within the next year from a state mental health hospital or skilled nursing facility and who require a caregiver but for whom no caregiver is available
    - Documentation required for change: a discharge summary from the facility, a status of available caregivers for the individual, and documentation that there are no other available resources or services other than waiver services to meet the individual's needs

Waiting List Categories

- Category 4
  - Includes clients whose caregivers are 70 years of age or older, and for whom a caregiver is required but no alternate caregiver is available, willing or able to provide support, and other government or community resources are not available to provide assistance for the caregiver

    - Documentation required for change: date of birth of the primary caregiver must be provided as well as documentation that the individual needs a caregiver and no other caregiver is available. Information regarding the health of the caregiver and availability of other caregivers must be included. Acceptable proofs of date of birth include, but are not limited to, birth certificates and state-issued identifications.

Waiting List Categories

- Category 5
  - Includes clients who are expected to graduate within the next 12 months from secondary school and need support to obtain or maintain competitive employment or to pursue an accredited program of postsecondary education to which they have been accepted

    - Documentation required for change: school documentation of the individual's graduation date and documentation there are no other resources other than waiver funded services to provide the individual with support to obtain or maintain a job or pursue post-secondary education

Waiting List Categories

- Category 6
  - Includes clients 21 years of age or older who do not meet the criteria for category 1, category 2, category 3, category 4, or category 5

    - Documentation required for change: individual's date of birth and that no other category criteria apply. Acceptable proofs of date of birth include, but are not limited to, birth certificates and state-issued identifications.

Waiting List Categories

- Category 7
  - Includes clients younger than 21 years of age who do not meet the criteria for category 1, category 2, category 3, or category 4

    - Documentation required for change: individual's date of birth and that no other category criteria apply. Acceptable proofs of date of birth include, but are not limited to, birth certificates and state-issued identifications.

Transition from Waiting List to APD Waiver

- Crisis Enrollment
- Waiting List Priority Enrollment
- Community Based Care (CBC)
- Intermediate Care Facility (ICF)

Criteria for Crisis Enrollment

- **HOMELESS:** The consumer does not have a place to live and is homeless, requires emergency placement, or while living with family or relatives is in an unsafe environment. There must be evidence that the individual's safety, or the safety of those with whom he or she is presently living, is in immediate peril if waiver services are not provided immediately.

- **DANGER TO SELF OR OTHERS:** The consumer is currently exhibiting behaviors that:

  - Could result in harm to the person or others that, in turn, create a life-threatening situation for the person or others.
  - Will result in bodily harm to the person or others that will require emergency medical care from a physician if services and supports are not provided immediately.

- **CAREGIVER UNABLE TO GIVE CARE:** The consumer's current caregiver is in extreme duress, is no longer able to provide care for the consumer due to advanced age, illness or injury and the consumer is in immediate need of services in order to remain living with the caregiver or to locate an alternative living arrangement.

DANGER TO SELF OR OTHERS

- Documented injury of self or others requiring medical treatment.
- Frequency and intensity of injury to self or others is high.
- Health and safety of the individual or others are at risk.
- Law enforcement/protective services have been involved
- Reasonable possibility for fatal or life threatening injury.

Caregiver Unable to Provide Care

- Caregiver is deceased.
- Caregiver serves other that are demanding.
- Disability of caregiver is permanent.
- Other caregivers are not available.
- Physical or mental condition of the caregiver may be at risk.
- Economic situation of caregiver is unstable.
- Law Enforcement has been involved.

Waiting List Priority Enrollment

- Consumers that are enrolled automatically to the Medicaid Waiver due to open enrollment.

Community Based Care (CBC)

- Community Based Care (CBC)
  - Cases referred by Citrus
  - Consumers that are aging from Foster Care (18 years old)
  - Consumers that are reunified with parents or caregivers
  - Consumers that have been adopted

Intermediate Care Facility (ICF)

- Intermediate Care Facility (ICF)
  - Licensed/certified by AHCA (Agency of Health Care Administration
  - Provide 24 hours medical, habilitative and health related services (medical, dental, etc.)

Waiting List Unit

- Community Affairs
- Support Coordination
- Referrals to Community Resources
- Provide Temporarily Services through General Revenue and Contracts

APD Field Units

Regional Program Supervisor: Mariette Rosario

- Mariette.Rosario@apdcares.org or (305) 810-1016

Intake/Waiting List Supervisor: Rebeca Garcia-Sotelo

- Rebeca.Garcia-Sotelo@apdcares.org (305) 377-5593

Employment Enhancement Project: Pedro Valencia

- Pedro.Valencia@apdcares.org or (305) 810-1017

Thank you!

Ron Desantis
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