STATE OF RHODE ISLAND
Department of Behavioral Healthcare, Developmental Disabilities and Hospitals

DIVISION OF DEVELOPMENTAL DISABILITIES
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Accessing Transition Services or Employment Supports Through DDD While in School

Students aged 18 and older determined eligible for services through the Division of Developmental Disabilities (DDD) and Medicaid who are receiving school funded services, can access Transition Services and/or Employment Supports through BHDDH/DDD by following the steps below. Students wanting to access services may be in different steps of this process:

1. If student has not yet applied, submit application to BHDDH/Division of Developmental Disabilities (DDD) to determine Eligibility.

   a. Applications are found on the BHDDH website, https://bhddh.ri.gov/developmental-disabilities/eligibility-and-application

   b. Applicants are notified via mail of the Eligibility Determination

2. If eligible, contact DDD Transition staff to request services.

   a. Contact information for DDD Transition staff is in the Eligibility Determination Letter.

   b. The Transition staff will review current services and requested services with the individual.

3. Assignment of a social caseworker – The Transition Coordinator will request assignment of a DDD social worker to assist with next steps. The social caseworker will:

   a. Work with the student to determine if they will continue to receive school funded services and/or ORS services for employment.

   b. Review with the student employment services requested, as well as other services currently in place (PASS, HBTS, Respite, Nursing).

   c. Review with the student steps necessary to access funding for DD services.

4. Completion of Assessments – Supports Intensity Scale (SIS-A 2nd edition), Additional Needs and Support Questionnaire (ANSQ), and Individual Meeting.

   a. If adult services are needed/desired, the SIS-A and ANSQ will be requested by the DDD Eligibility/Transition staff.

   b. The SIS scheduler will reach out to the student's teacher and/or family members to schedule the SIS-A and ANSQ. Both are conducted during the same meeting.

   c. The SIS-A is a standardized assessment tool used to determine level of need. The level of need is associated with a "Tier" indicated by a letter.

   d. The ANSQ is a questionnaire used to provide a full understanding of a person's daily support needs to include additional medical, behavioral health, communication needs and other areas above and beyond what the SIS-A captured.

e. The Individual Meeting is an optional meeting held one week following the SIS-A and ANSQ. The Individual Meeting is intended to build upon the SIS-A and ANSQ to ensure all support need areas have been captured thoroughly. The SIS assessor who administered the SIS-A and ANSQ will facilitate this meeting.

f. The SIS tier/level of need, ANSQ, Individual Meeting information, and type of living arrangement are used to calculate a funding level. This funding is used to purchase adult services. See the [Transition funding in the annual funding level table on the BHDDH website](#).

5. Complete Long-Term Service and Supports (LTSS) Waiver application.

a. The DDD social caseworker will assist the individual to complete and submit this application. If determined eligible, this provides access to Medicaid funding necessary to pay for adult services. This is the funding identified through the process in step #4.

b. If the student is receiving PASS, HBTS, Respite or Nursing Services through Medicaid, these services will terminate when adult service funding becomes effective.

6. Apply for Social Security

a. If residential services or shared living arrangement services are needed, there are room and board charges that the individual must pay.

b. Room and board is equivalent to two-thirds of the standard Supplemental Security Income (SSI) payment. Even if the student does not receive SSI, they are responsible for this payment.

7. Determine service model and submit an Individual Support Plan (ISP).

a. The DDD social worker will share information about 3 models of adult service delivery:

1. Agency based

2. Self-directed services

3. A combination of both agency and self-direct services

b. The DDD social worker will refer the student to an agency, to meet with a plan writer to create and submit an ISP.

8. Services – When the ISP and LTSS application have been approved, services can begin.

Employment Funds

These are funds that can be added on to the individual's funding level to support employment.

School District and Office of Rehabilitation Services (ORS) funding for employment supports must be accessed first. BHDDH/DDD employment funds can be accessed and combined with ORS funding to pay for employment services the school district or ORS is not able to fund.

Questions about employment funds can be directed to the DDD Transition staff.

The funding level chart with Transition funding can be found here: [FY24 Annual Funding Levels](#).