

I need more information, how do I get it?

You should contact your local county board. You can also contact Deb Plaza at the Ohio Department of MRDD by email at debra.plaza@dmr.state.oh.us or by phone at (614) 466-6105.



Bob Taft, Governor

Kenneth W. Ritchey, Director

Ohio Department of Mental Retardation and Developmental Disabilities
1810 Sullivant Avenue
Columbus, Ohio 43223
Phone: (614) 464-6733 Website: <http://odmrdd.state.oh.us>

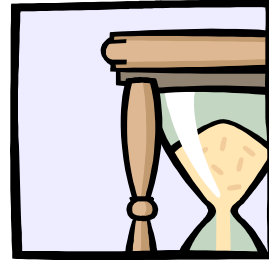
All About Waiting Lists

**Commonly Asked Questions about Waiting Lists,
How They Work and
What To Do If You Need To Be On One**

November 30, 2005

What are waiting lists?

- A waiting list is the county board's way of keeping track of all the people asking for a service. A waiting list is created when county boards don't have the resources to provide the service to everyone who asks.



How many waiting lists are there?

County boards will have a waiting list for each Home and Community Based Services (HCBS) waiver. As a result, the board will have a waiting list for the Individual Options (IO), a waiting list for Level I and a waiting list for any new waiver.

A county board may also have other waiting lists for different services (like adult services or Family Support Services), so it is important to check with your county board.

How do I get on a waiting list?

Contact your local county board and explain the kinds of services you are looking for. Ask the county board to explain the different options that may meet your needs. The kinds of options you might want are adult services, an IO waiver, a Level One waiver, supported living and transportation. If you are interested in any of those options, ask your county board to add your name to the waiting list if the service is not currently available.

My name is on the IO waiver waiting list, but I'm moving to a different county! Do I need to start all over again?

No. The IO waiver is a statewide waiver. You take the date of your original request with you to the new county. They will use that date to add you to their waiting list. You may want to ask your current county board to send any documentation of this date to the new county board, or provide you with a copy of this documentation. You may also want to ask the county board from which you are moving to also send any information that supports you as being in a priority category.



You can be on the waiting list in more than one county, but it's important to remember a few things. First, you must have a "current need" (as described above). Next, it may be demanding to maintain regular communication with each of the county boards. Finally, having numerous county boards contacting you at different times, by various means during the year may be disruptive to your own life.

What if I want my name removed from the waiting list?

Contact your county board and ask the county to remove your name from the list. Your county will remove your name and will also afford you Due Process rights to appeal the removal of your name.

What does “priority” mean?

Priority is also defined in Ohio law. To be considered a priority, a person must meet certain criteria in the one of the priority categories. Your county board will ask you questions to determine whether or not you meet the criteria for any of the categories. If you want further information about these priority categories and the different requirements for each, contact your local county board.



What is the Service Substitution list and should I add my name to that list also?

No. The service substitution list is not a waiting list. The service substitution list is for people who are ALREADY RECEIVING the service they requested (no longer waiting), but would like to make a change in the way that service is provided. For example: A person receives adult services and has attended the workshop for the last two years. The person would like to continue receiving adult services, but is now interested in attending the senior program instead of attending the workshop. This person will continue to receive adult services, but is changing the way the service is provided by switching from the workshop to the senior’s program.

**This does not apply to Medicaid-eligible individuals requesting Medicaid services.

It is important to explain what your needs are and include any specifics. For example: whether you want to live with men or women, if you want to stay on a specific side of town etc. It may be possible for the county board to meet some of your needs immediately.

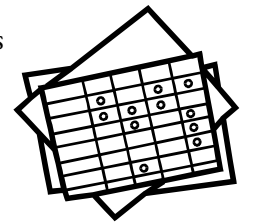
You can also visit your local Job and Family Services Office, and ask to fill out a 02399 Home and Community-Based Services waiver referral form to get on the waiting list. Your local Job and Family Services office may also ask you to fill out an application for Medicaid at the same time.

What does “current need” mean?

In order to be placed on a waiting list, you must have a current need for the service. Current need means you would use the service within 12 months if it were offered to you.

Once I’m on the list, how will I know where I am?

Each year, the county board will contact you with this information and ask if you want to stay on the list. Often this occurs at your annual Individual Service Plan Meeting (ISP).



What happens while I wait?

Initially and annually the county board will also let you know about the different options/services that are available and may meet your needs. The county board may call these options “alternative services”. Alternative services are various programs, services and supports that exist as part of the MRDD system or may exist in other systems including your local community.



It's important to note that the county board will depend on your cooperation from this point forward. The department requires the county board to adhere to certain regulations while administering their waiting list. Address changes, moves or changes in service needs should be communicated to the county board on a regular basis. If the county board makes numerous attempts and is unable to locate or communicate with you, your name may be removed from the waiting list.

What is the county board “required” to do while I’m waiting?

As mentioned above, the county board is required initially and annually to do the following:

- Let you know where (place, or rank, or position) you are on each list
- Let you know the “alternative services” available
- Assess and reassess if you are on the correct list

Your county board will determine how to meet these requirements. It's important to ask who will be communicating with you and the method of communication. If you have specific communication needs (Braille etc.) please make your county board aware of those needs.

Now that I’m on a waiting list for a waiver, when will I get my waiver services?

For HCBS waivers, the law requires a county board to follow this order:

- Emergencies
- Priorities
- Everyone else (who isn't an emergency/priority) based on date of request

Could I be an emergency?



County boards must follow the definition of emergency that is in the law. This definition in part states; an emergency is any situation that creates for an individual with MRDD a risk of substantial self-harm or substantial harm to others if action isn't taken within 30 days.

A few examples of situations that may create substantial harm could be:

- Loss of residence
- Loss of caretaker
- Abuse, neglect or exploitation

**It's important to note that each individual situation is different. If you think you/your family member is an emergency, contact your county board and let the county board know your specific situation.