

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**Administrative Issuance: CFSA-15-1**

TO: All Staff

FROM: Debra Porchia-Usher  
Deputy Director for Community Partnerships

DATE: January 16, 2015

RE: Transition of Youth to the Developmental Disabilities Administration (DDA)

---

The Department of Disability Services (DDS), Developmental Disabilities Administration (DDA) works with youth with developmental disabilities and their families to support lifelong planning and to create meaningful opportunities for individuals to become fully integrated in their communities. DDA is responsible for the overall coordination of services for District residents with developmental disabilities.

This administrative issuance outlines the requirements and procedures for ensuring that youth served by the Child and Family Services Agency (CFSA or Agency) (in-home or out-of-home) who have been diagnosed with an intellectual disability are enrolled in a timely manner to receive services from DDS. If you have any questions about this administrative issuance please contact the special needs liaison in CFSA's Health Services Administration.

### **Eligibility Criteria**

1. DDA services are available to youth who are:
  - a. Diagnosed with an intellectual disability as evidenced by psychological testing with an IQ score of 69 or below which manifested before the age of 18, and significant deficits in at least two adaptive skills
  - b. SSI eligible
  - c. Medicaid recipients
2. Youth who will remain with the resource parent after age 18 must reside within a 25 miles radius of the center of the District. Youth placed or residing outside of the 25 mile radius of the District's center are to be referred to the appropriate agency in their local jurisdiction for services.

### **Process for Enrolling Youth**

All steps in the following enrollment process must be completed prior to age 18 for a youth to be approved for services. It is recommended that the process be completed by age 17 to allow for sufficient time and to avoid any potential delays in ensuring services are secured.

1. When a youth reaches age 16 and has been diagnosed with an intellectual disability, the social worker shall review the following documents to determine if youth is eligible for services from DDA.
  - a. Psychological Evaluation (including Cognitive and Adaptive Testing)
  - b. Individual Education Plan (IEP)

- c. SSI eligibility (if already determined) (for additional information on disability benefits, please refer to CFSA's [Quick Reference Guide on Disability Benefits](#))
- d. Child and Adolescent Functional Assessment Scale (CAFAS) updated every 6 month

*Note: for youth receiving in-home services, the in-home social worker supports the parent through the enrollment process, explaining the resources available through DDA and assists the parent as they follow the steps involved in accessing the necessary services for their children.*

- 2. The social worker shall forward copies of this information by email or hard copy to the special needs liaison in the Health Services Administration.
- 3. The special needs liaison shall review the documents and makes one of the following recommendations for the youth:
  - a. Meets the criteria for services from DDA
  - b. Does not meet the criteria for services from DDA
  - c. Further testing recommended
- 4. The special needs liaison shall enter all information (for all youth) into a database.
- 5. For those youth who meet the eligibility requirements, the special needs liaison shall forward the information to DDA.
- 6. DDA has 90 days to make an eligibility determination. *Note: CFSA and/or the birth family may appeal if the youth is found ineligible by DDA.*
- 7. If the social worker and special needs liaison determine that the youth will be unable to provide consent at the age of 18, the social worker shall notify the assigned Assistant Attorney General to begin the process to secure a guardian for the youth.
- 8. If the youth has been determined eligible for DDA services, the special needs liaison shall email the intake application to the social worker sufficiently in advance of the youth turning 18.
- 9. The special needs liaison and the social worker shall encourage DDA participation in CFSA's youth transition planning meeting.
- 10. The social worker shall participate in the Individual Support Planning (ISP) meeting convened by DDA.
- 11. The special needs liaison and social worker shall document information in FACES.NET.