

Central Illinois Service Access, Inc.
Consumer Handbook
Prioritization on Urgency of Need for Services (PUNS)
Pre-Admission Screening for Services (PAS)

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Hours: 8am-4:30pm Monday thru Friday
www.cisagroup.org

Who we are:

- Central IL Service Access (CISA) is a not for profit organization contracted by the IL Department of Human Service Office of Developmental Disabilities (DHS-DD) to assist individuals/guardians with residential and vocational placement options for the Developmentally Disabled individual.

Mission:

- To maximize independence for individuals with developmental disabilities through choice, advocacy and service access.

Who is eligible for services?

- Individuals who have an IQ of 70 or below documented before their 18th birthday.
- Other eligible individuals may have a related condition in the form of autism, epilepsy, or cerebral palsy. Individuals who have an IQ above 70 can apply **if** they have one of these related conditions, which were documented before their 22nd birthday.

How we assist:

- A CISA representative will send you either mail or e-mail releases for signature to gather information
- Once information is returned, your CISA representative reviews it to determine if there is a reasonable basis to suspect that the individual meets the above noted guidelines of a developmental disability. Should an individual not meet these guidelines, alternate screening agencies will be suggested to contact.
- A CISA representative will work with the individual/guardian to complete a Prioritization of Unmet Needs (PUNS) to enroll individual in the State of Illinois Department of Human Services Division of Developmental Disabilities PUNS database.
- Once in the PUNS database the Department of Human Services Division of Developmental Disabilities (DHS-DD) will select individuals to fund for Medicaid Waiver Home and Community Based Services.
- This enrollment in the PUNS database does not guarantee eligibility or funding for services.
- When the individual is chosen for funding by DHS-DD the State of Illinois will send a letter to the individual/family and CISA indicating the individual has been chosen for funding. A Preadmission Screening will then be completed to assure they are eligible to access Medicaid Waiver Home and Community Based Services.
- THE PUNS IS UPDATED ANNUALLY WITH THE INDIVIDUAL/FAMILY to maintain their name on the database and insure they are still in need of those services.
- Should the individual/family choose residential services from an Intermediate Care Facility for the Developmentally Disabled (ICF-DD) CISA would complete a PAS and work with the individual/family to find an ICF-DD to provide services.**

How the PAS process begins:

- If the individual or their guardian chooses ICF-DD placement or they are chosen from the PUNS data base for funding a preadmission screening (PAS) is completed.

What is a PAS?

- A PAS screen is a ten-page document used to identify an individual's Developmental Disability and the level of services/supports needed. It must also document that the diagnosis of Mental Retardation before age of 18 or when a related condition is the diagnosis. This diagnosis is well substantiated by historical information prior to the age of 22. Should an individual also have a related condition their skill levels must also be established in the following areas: Self-Care (hygiene), Language (ability to convey info to others and understand), Learning (ability to learn new skills), Self-Direction (ability to direct one's own personal and social life, like managing money), Mobility (ability to perform motor skills), and Capacity for Independent Living (home safety and community access skills). To qualify for Medicaid funding, the individual must have substantial limitations in three of these

life areas in addition to their related condition. This will also assist to better identify the type of services the individual needs.

- CISA uses Psychological testing, physical, medical history, medications and ICAP to determine eligibility along with historical information.
- CISA must also have a psychiatric evaluation and psychiatric social history if the individual also has a mental illness diagnosis along with a developmental disability.
- If the PAS determines the individual not be eligible for services the CISA representative will assist the individual/guardian to appeal the decision with DHS-DD if that is desired.

Finding Services:

- If an individual is determined eligible for services, your CISA representative will start working with the individual/family in identifying program options through various local and non-local provider agencies. The individual/family will need to identify which specific provider agencies they are interested in seeking services from.
- The CISA representative will then obtain releases and send referral information to the provider agency. The provider agency will review the information to determine if they can meet the individual's needs.
- When a provider agency is found for Medicaid waiver services your CISA representative works with the Provider to send a funding proposal to the IL Department of Human Services Division of Developmental Disabilities (DHS-DD) to request funding for the proposed services.
- If an Intermediate Care Facility for the Developmentally Disabled (ICF/DD) is chosen a funding packet is not required. Funding is obtained immediately for ICF/DD's. Your CISA representative will assist in transitioning to the new placement then CISA services will end unless the family takes on the role of advocate.

What your role as a guardian/family member is:

- Gather all current and historical information to submit to CISA to review. This may include:
 1. IEP's from school settings
 2. Individual Service Plans (ISP's) and ICAP's from any residential or vocational provider service.
 3. A psychiatric evaluation and consults with a present psychiatrist if the individual has a mental health condition.
 4. Any previous psychological testing completed either by schools or provider organizations.
- Ensure that the individual applying for services is Medicaid eligible and receiving disability benefits. This is done through your local DHS office (formerly Public Aid office).
- Assist in answering the CISA representative's questions when they are completing an ICAP assessment.
- Once the PAS screen is complete you will be responsible for touring residential/vocational placement options in the area you choose. Information on sites and providers can be provided by CISA. You then tell your CISA representative what placement options you are interested in.

Residential/Vocational Placement Considerations:

- The State of Illinois offers **no immediate placement** options for the developmentally disabled.
- Please be aware that the PAS screening process is lengthy and take a month or more to complete.
- Based on the PUNS, DHS-DD funds around 40 Medicaid Waiver placements per month from the PUNS database for the entire State of Illinois, not just the local area.
- Prioritization of Unmet Needs (PUNS): The PUNS form is filled out by families/individuals to designate what services they will need in the five years and so that the legislature can financially plan. It does not guarantee that those services will be available when the need does arise or promise funding.

*Service options that may be available**

Adult Residential Service Options that are not Medicaid Waiver and can be funded quickly:

- Intermediate Care Facility for the Developmentally Disabled (ICF/DD):** Group home settings with 24-hour staff, seven days a week. Residential setting for 16-100 individuals.
- Respite Services:** A service allowing for the care providers to take a break. The family has 15-20 hours per month to utilize in the family home or provider care center. Depending on where the individual resides this can be either done within the family home or at a care center. The family needs to contact the respite care provider to be determined eligible for services.

Home and Community Based Waiver Programs (Individual must be chosen off of the PUNS for funding)

- Community Integrated Living Arrangement (CILA):** Group home settings in the community with staff providing 24-hour care, seven days a week. Generally houses four to eight individuals.
- Adult Foster Care:** Residential setting where an individual seeking services resides with an individual who has passed DHS-DD's training for being a host family. Generally houses two individuals.
- Community Living Facilities (CLF):** Residential setting where individuals have their own bedroom/bathroom and a communal kitchen/eating area. Staff is available 24 hours a day.
- Intermittent Community Integrated Living Arrangements (Intermittent CILA):** An individual resides in their own apartment and a provider agency assists them on a weekly basis, 15 hours per week.
- Home Based Support and Services (HBSS):** Support services are provided to an individual within their own family home.

Children's Service Options:

- Children's Home Based Waiver Services:** Respite provided within a family home or at a designated location. Services are designed for a provider agency to provide trained staff as personal assistants to assist the individual.
- Children's Residential Services:** Residential group homes for children with 24-hour supervision. Children attend the local school's special education systems.
- Child Care Institutions:** Residential group homes for children with 24-hour supervision that also have a school on campus for the children to attend rather than being integrated into the local special education system.

Adult Vocational Service Options:

- Sheltered Workshop (Developmental Training/Regular Work):** A vocational workshop setting where individuals learn vocational, social and community skills with staff supervision and assistance.
- Supported Employment Services:** Vocational placement training provided by a provider agency to an individual within a regular work setting, such as a grocery store, hotel, or restaurant.
- Senior Adult Day Services:** Generally held within a sheltered workshop, but rather than focusing on learning vocational skills the individuals spend their day on recreation and leisure activities.

Grievance Procedure:

- CISA recognizes that there may be disagreements or confusions about our policies and procedures. If a problem arises you are encouraged to discuss it with the people involved. If you still have a problem or disagree with the decision made, you may discuss the situation with the associate director either verbally or in writing. The associate has five business days to get back with you with his/her decision.

Rights of Person Served:

- You will not be deprived of any civil, legal, or human rights solely because of your disability.
- You have the right to receive services regardless of age, sex, race, ethnic background, handicap, religion, national origin, sexual orientation, and financial or marital status.
- You have the right to terminate services at any time and you shall not be denied, suspended or terminated from service or have services reduced for exercising any of your rights.

*Not all services are available in every county of the state.

- Your records will be maintained in a secure manner. No unauthorized person(s) will have access to your file and information about you will only be released to outside agencies with your verbal or written consent to do so.
- You have the right to review your file.
- You have the right to request changes to your services.
- If you disagree with any decision made regarding your services, you have the right to appeal.
- All persons will be treated with dignity and respect in accordance with ethical practices.