

DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
家庭与社区服务安置另选计划登记数据库更新表格
HCBS Waiver Enrollment Database Update

接受服务者姓名与地址

接受服务者代表之姓名与地址

您请求加入_____另选安置计划之申请未获批准，而且曾于_____被输入 DDA 家庭与社区服务(HCBS)另选安置计划全州数据库。

当时曾确认您需要智障者中级看护设施(ICF/ID)级别的看护服务。

DDA 必须每年重新评估登记加入另选安置计划的请求。如您希望我们把您的信息继续留在数据库中，请选择一条能反映您目前状况的最准确陈述。请使用写有地址且邮资已付的随附回邮信封将此表格寄回。

本人愿意让我的名字继续留在另选安置计划登记数据库中。

本人的情形和（或）需求与去年相同。

本人的情形和需求已发生下列变化：

您必须于_____之前与 DDA 联系，或将此表格寄还本处。如果本处得不到您的答复，我们将从数据库中删除您的名字。

本人不愿意让我的名字继续留在另选安置计划登记申请数据库中。

如果您有疑问，请联系您的个案资源管理员，或者 Sub Cabe，电话号码是(360) 725-3430。

个案当事人签名

日期

法定监护人签名

日期

副本抄送：个案当事人档案

随附件：DDA HCBS 服务安置另选计划(HCBS)说明册

FREQUENTLY ASKED QUESTIONS

When is this form used?

This form is used to notify individuals they need to renew their waiver enrollment request..

Who will be sending this notice?

Headquarters will send this notice to the client and their NSA contact on the 10th month of their original enrollment to the database.

When will the individual's name be removed from the database if they do not respond to the letter?

The individual's name will be removed on the last day of the 12th month from the date of placement on the database.

What if their notice goes out late?

Notices sent out late will provide the individual with the same time frame for response as those letters sent out at 10 months.

How can the individual notify DDA of their desire to remain on the waiver enrollment database?

The letter will include a return envelope. The individual can sign and date this letter and return it directly to Headquarters. The individual may also contact their Case Resource Manager directly.

What if they telephone in their request to renew their waiver enrollment request?

The Case Resource Manager will submit an e-mail to the Waiver Program Manager confirming the client and/or their legal representative made a verbal request to renew their placement on the waiver enrollment database.

What if the situation has changed?

Headquarters will notify CRM. The CRM must follow-up by telephone or in person and assess the change in circumstance or condition.

- The contacts and information will be entered into an SER.
- A new waiver enrollment request, DSHS 15-282, must be completed. Completing a Waiver Enrollment Request form requires re-determining priority population and completing a Current Support Assessment.

How will I know if my client has been removed from the database?

Headquarters will notify you when a client name is removed from the database.

What if I contact my family after they have been removed from the database and they wish to be placed back on?

Submit the Waiver Enrollment Request form, DSHS 15-282. Completing a Waiver Enrollment Request form requires re-determining priority population and completing a Current Support Assessment. Their original referral date will be reinstated if the request is submitted within 30 days from the date of removal from the database.