

NYS Office for People with Developmental Disabilities
Developmental Disabilities Registration/Movement Supplement Form
(DDP1 Supplement)

CHOICES Users' Guide

This guide is designed to familiarize users with the Developmental Disabilities Profile Supplement (DDP1 Supplement) form.

The DDP1 Supplement form has been created to supply critical information for processing service requests.

It is to be used in two types of service requests. First, it should be used in conjunction with the DDP1 when requesting a *new service* for an established individual.

And second, when requesting a *change in service amounts to an existing service*. When requesting, a change in service amounts (units), either, an Increase or a Decrease, the DDP1 Supplement is the only required form.

When to Complete a DDP1 Supplement Form

The DDP1 Supplement must be used for the following types of services:

Day Habilitation, Community Habilitation, Community Pre-Voc, Free Standing Respite, Hourly Respite, SEMP and Pathways to Employment.

- 1) When *requesting a new service*, for an Individual in one of the listed services, the DDP1 Supplement must be attached (linked) to the DDP1 requesting that new service.
- 2) Whenever an individual is *requesting a change to an existing service (units)* for any of the listed services, the DDP1 Supplement is the only form that must be submitted.

The DDP1 Supplement form should be completed by a staff member who has the authority to indicate or has obtained the correct information as to whether the individual can be served using *existing units* or *new units (funding)* will be required for this particular request.

How to Submit Information Agencies with Access to CHOICES

Instructions to complete the form and submit.

For the **Purpose** of *Requesting a new service*, the DDP1 Supplement should be completed prior to completing the DDP1. The DDP1 Supplement will need to be linked (attached) to the DDP1.

1. Open the Individual's record, click on the *DDP1 Supplement* section, once at the DDP1 Supplement section, on the ribbon, click, "Add New..."
The DDP1 Supplement will display with the Individual's demographic information.
The first field to complete will be Purpose: select
➤ **Requesting a new service**
2. Fill in all the required fields.
 - a. HCBS Waiver Enrolled – ensure the Individual is currently enrolled in the HCBS Waiver
 - b. Is the Individual Medicaid Eligible – ensure the Individual's Medicaid is current and correct coverage type.
 - c. Agency/Program Information Section, make appropriate selections for
 - i. Service Type
 - ii. TABS Program Code (the value within the DDSO field will automatically complete per the selected Program Code)
 - iii. Projected State Date - for the purpose of *Requesting a New Service*, this date will need to match the date on the DDP1 (add to program date) that the Supplement will be linked to.
 - iv. Total Annual Units being Requested - Even if this service is beginning during the year, this is fine. Still enter what any one full year of service units, should be for the service you are requesting for the Individual. The online form, **Help**, has a unit's conversion chart.
 - v. Are new units required? Can the individual be served using *existing units* or will *new units (funding)* will be required for this particular request?
 - d. Submission Information
 - i. This section will auto complete depending on the user's role, or you can select the appropriate staff member that will submit the form (purpose of change only)
 - ii. Type in your title
3. There is a **Notes** section in the left column of the form, if needed to write a comment.
4. For the purpose of *Requesting a new service request*, the form must be "Saved", then closed.
5. Once the Supplement has been saved, open and complete the DDP1. The DDP1 has been modified to include a new section, *DDP1 Supplement* (see graphics below). The DDP1 Supplement field will be blank until the user clicks on the Lookup icon (on the right) to select the correct saved Supplement to link to the DDP1. Once the Supplement is displayed on the DDP1, submit as usual.

Agency / Program Information

Agency Name * BROOKLYN DEVELOPMENTAL CENTER

Add TABS Program Code * SO SEMP (0235) #1 -- 02350770

Remove/Add Date * 3/20/2015

Current TABS Program Code

DDP1 Supplement

Select an existing DDP1 Supplement for any of the following service types: Day Habilitation, Community Habilitation, Community Pre-Voc, Free Standing Respite, Hourly Respite, Supported Employment and Pathways to Employment.

DDP1 Supplement

Disabilities (Check All That Apply)

Developmental Delay No Yes

Mental Retardation No Yes

Click to select a value for DDP1 Supplement

Remove/Add Date * 3/20/2015

Current TABS Program Code

DDP1 Supplement

Select an existing DDP1 Supplement for any of the following service types: Day Habilitation, Community Habilitation, Community Pre-Voc, Free Standing Respite, Hourly Respite, Supported Employment and Pathways to Employment.

DDP1 Supplement DDP1 Supplement for ADAMS,ALEDCS

Disabilities (Check All That Apply)

For the Purpose of Requesting an Increase (or Decrease) to an Existing Service, the DDP1 Supplement is the only form needed and must be submitted to the DDRO for processing.

1. Open the Individual's record, click on the *DDP1 Supplement* section, click, *Add New...*
 The DDP1 Supplement will display with the Individual's demographic information.
 The first field to complete will be Purpose: select one
 - Requesting an **Increase** to an Existing Service
 - Requesting a **Decrease** to an Existing Service
2. Fill in all the required fields.
 - a. HCBS Waiver Enrolled – ensure the Individual is currently enrolled in the HCBS Waiver
 - b. Is the Individual Medicaid Eligible – ensure the Individual's Medicaid is current and correct coverage type.
 - c. Agency/Program Information Section, make appropriate selections for
 - i. Service Type
 - ii. TABS Program Code (the value within the DDSO field will automatically complete per the Program Code)
 - iii. Projected State Date - for the purpose of Requesting either an Increase or Decrease units, this date can be a future date, but not beyond 30 days from current date.
 - iv. Total Annual Units being Requested - Even if this service is beginning during the year, this is fine. Still enter what any one full year of service units, should be for the service you are requesting for the Individual. The online form, **Help**, has a unit's conversion chart.
 - v. Are new units required? Can the individual be served using *existing units* or will *new units (funding)* will be required for this particular request?
 - d. Submission Information
 - i. This section will auto complete depending on the user's role, or you can select the appropriate staff member that will submit the form (purpose of change only)
 - ii. Type in your title
3. There is a Notes section in the left column, if necessary to write a comment.
4. For the purpose of *Requesting a change in units*, the form will need to be “Submitted.” Therefore, once the form is completed, under the Form Actions tab, click the “Submit” button.

The individual's record will show the current form status for either Purpose.

Individual: ADAMS,ALEXIS - Microsoft Dynamics CRM - Windows Internet Explorer provided by New York State OPWDD							
OPWDD - CHOICES							
List Tools							
DDP1s - DDP1 Supplements							
Information							
Individual: ADAMS,ALEXIS							
DDP1s - DDP1 Supplements DDP1s - DDP1 Supplement Associated View							
Name	Created By	Agency	TABS Program C...	Purpose	Status Reason	Date Processed	Created On
<input type="checkbox"/> DDP1 Supplement for ADAMS,ALEXIS	TestBRK69 TestB...	BROOKLYN DEV...	SO SEMP (0235)...	Requesting an Increase to an Existing Service	Submitted	3/20/2015 4:24 PM	
<input type="checkbox"/> DDP1 Supplement for ADAMS,ALEXIS	TestBRK69 TestB...	BROOKLYN DEV...	SO SEMP (0235)...	Requesting a New Service	Saved	3/20/2015 4:12 PM	

Processing of Requests:

- For the purpose of a *change in an existing service*, CHOICES will send an auto-generated email once the DDP1 Supplement has been processed by the DDRO.
- For the purpose of a *new service request*, there is no separate processing, since the information is related to the DDP1 request it is linked to.