

HOW TO PREPARE FOR A DDA/HCS ASSESSMENT:

Here are tips for getting ready for an assessment with the Developmental Disabilities Administration (DDA), which is managed by the Washington State Department of Social and Health Services (DSHS). Be sure to send information to the DDA case manager ahead of time and keep a copy. If you save the assessment electronically in Word/Google Documents, it can be easily reviewed and updated any time.

Review

- Take notes on last year's assessment and email a list of your concerns to the DDA case manager. This provides the case manager time to prepare answers and check with a supervisor or central office staff if further information is needed to answer questions.

Notification

- If the individual receiving DDA support is working or is looking for work, invite a job coach to the meeting. Provide details about the meeting day, time, and location, with plenty of time for planning.
- Notify personal care providers about the meeting so they can share information with the case manager about supports being provided.

Documentation

- Include the full name, address, and phone number of the individual with a disability
- Other Contacts: name, phone, address, and email
 - o Close family members, friends, siblings, grandparents.
 - o Medicaid Personal Care provider.
 - o Employment Vendor
 - o Medical doctors and specialists
 - o Dentist
- List of all medications
 - o Name, dose, reason: include vitamins and over-the-counter medicines
 - o For prescriptions, include the name of the doctor or other prescriber
- List all diagnoses
 - For example: autism, cerebral palsy, paraplegia, specific cardiac problems, hydrocephalus, Oppositional Defiant Disorder (ODD), depression, seizure disorder
 - A primary doctor at the annual checkup can describe diagnoses in a clinic note, required by some DDA case managers
 - Record the dates of the most recent doctor and dentist appointments
 - Include emergency room and hospital visits with or without an overnight

- Therapies

- o Describe the kind of therapy, frequency of sessions and full contact information for each therapist.

- The assessment will review what happened over the past seven days, so a journal, whiteboard or note file on a phone can help track events for the week prior to the assessment. The case manager will want to know everything caregivers do for or with the individual with the disability.

- o Note with detail each time you provide verbal prompting, physical guidance, weight-bearing assistance, monitoring for safety, etc. Include things like tying shoes and zipping jackets or advising about the weather and what to wear.

- o Think of everything for an accurate CARE Assessment that details what care was provided to the individual throughout the time period being reviewed.

SCORING FACTORS

Your scores depend on two major factors:

1. What kind of help you received in the 7 days before your assessment.

a) Supervision means your caregiver helped you without touching you.

b) Non-weight-bearing help means your caregiver touched you, but did not lift or support you.

c) Weight-bearing help means you leaned on your caregiver or your caregiver lifted or supported you or a part of your body.

2. How many times you received that help in the 7 days before your assessment.

a) We only count help you received at least 3 times in the 7 days before the assessment.

b) If you received help only 1 or 2 times, it doesn't count.

You may have received help with some, but not all, parts of the task. For example, putting on shoes and socks is part of Dressing. We looked at how much help you received with the whole task and how much help you received with parts of the task.

We look at how you did your tasks: Using equipment (like a walker, cane or wheelchair); and

After your caregiver set you up to do the task (such as bringing you your walker, food to eat, or toothbrush to brush your teeth).

Total Dependence (scores as 4): Your caregiver performed the whole task for you every time you needed it and the task occurred at least 3 times in the 7 days before your assessment. You were not able to do any part of this task during the entire 7 days before your assessment.

Extensive Assistance (scores as 3): Your caregiver completely performed a part of the task for you 3 or more times in the 7 days before your assessment; or

Your caregiver provided weight-bearing assistance during the task 3 or more times during the 7 days before your assessment.

Limited Assistance (scores as 2): Your caregiver helped you complete the task or parts of the task and you actively participated. The assistance was not weight-bearing (as described above). Your caregiver helped you this way 3 or more times in the 7 days before your assessment.

Supervision Assistance (scores as 1): Your caregiver reminded you, talked you through the task or parts of the task, or stood nearby to monitor 3 or more times in the 7 days before your assessment. You did the task without hands-on assistance.

Questions to ask yourself:

- o imagine the family has “Gone to Paris” and the LO is put in with someone else?
- o Don’t answer no to questions because then there is no follow up question
- o If you use any part of your body it’s a partial physical assist, whole body is a full physical assist
- o This is not the time to brag about your children
- o Remember that a lot has become muscle memory, need to think about the processes they’ve put in place
- o Take a task and think mindfully about the parts, could the Loved One do it independently
- o Not trying to trick the system, but get hours needed to support the Loved One
- o Especially with behavior issues, think about your worst day
- o If family lost hours, compare previous and current assessment and identify errors
- o Can they do it, on their own, every time? If it doesn’t get done, will my family member be safe. If they can’t they need hours
- o LO doesn’t need to sit through the assessment, can be introduced and then excused to another room.