

South Dakota Division of Developmental Disabilities Resource & Planning Guide



A Guide to Developmental Disability Programs



South Dakota Department of Human Services

April 2020



Hillsview Properties Plaza, East Highway 34
c/o 500 East Capitol
Pierre, South Dakota 57501-5070
Phone: (605) 773-3438
Toll Free: 800-265-9684
FAX: (605) 773-7562 TTY: (605) 773-5990
Email us at: infodd@state.sd.us
www.state.sd.us/state/dhs

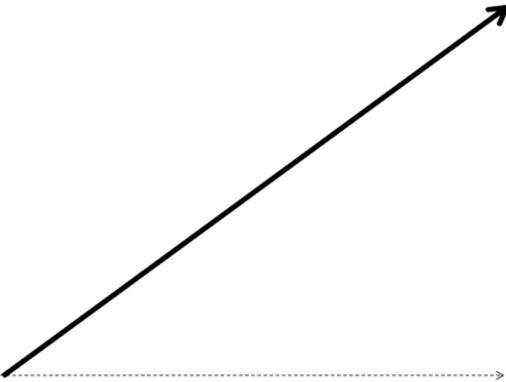
The purpose of the Division of Developmental Disabilities Resource & Planning Guide is to provide uniform direction for family members, caregivers and advocates of individuals with an intellectual or developmental disability to plan and prepare for the attainment of the person’s Good Life. This guide references concepts and tools developed by the University of Missouri-Kansas City through the National Community of Practice for Supporting Families of Individuals with Intellectual/Developmental Disabilities. Charting the LifeCourse is frequently mentioned throughout this guide and is designed to assist the person in creating a vision for the future. Please visit the Division of Developmental Disabilities website at <https://dhs.sd.gov/developmentaldisabilities/lifespan.aspx> for more information and to stay current on trends related to South Dakota’s Community of Practice efforts.

The Division of Developmental Disabilities (DDD) Resource & Planning Guide is intended to complement the policies and procedures of DDD programs, not to supplant them. Throughout this guide, you will learn about DDD programs which provide services and supports to help the person live, work and participate in community activities. Each program description contains details about eligibility requirements and who to contact for information. We want this guide to be a valuable resource to you and provide the information you need to make informed decisions while equipping you with the basic knowledge you need to match tailored services and supports to meet the person’s needs.

The DDD would like your input as to how the guide can be improved to better capture the information you need to make informed decisions about the person’s care. If you feel additional information can be included within the guide, please contact the Division of Developmental Disabilities. Thank you for your advocacy in supporting South Dakotans with intellectual and developmental disabilities.

CHARTING the LifeCourse

What actions will help the person on their trajectory toward their good life vision?



VISION for a GOOD LIFE

What I DON'T Want



What barriers exist or what actions could put the person on the path to what they don't want?

Developed by the UMKC Institute for Human Development, UCEDD. More materials at lifecoursetools.com

May 2016

The services and supports outlined in this guide are based on the belief that all people have the right to **live, love, work, play and pursue their life aspirations** in their community. Supporting all individuals with developmental disabilities and their families to have a good life is a key component to building **strong communities in South Dakota**. Through all stages of life, it is important to consider what information is needed, how to find or develop supports, and discover what it takes to **live the life the person wants to live**.

What does the person envision when they think about a “**good life**” for the future? Whether the future is next month, next year, or 10 years from now, the decisions made today and tomorrow either lead the person closer to or further from that vision. Focus on the current situation and what is needed now to build an inclusive, productive life in the future.

Think about the experiences that have led the person closer to their “good life” as well as the things that have happened that have **taken them off track**. What would it take to get to their vision? What do they want to avoid? Having an idea of their vision makes it easier to advocate for what they want—or don’t want.

Supports are defined as **resources and strategies** that aim to promote the development, education, interests, and personal well-being of a person and that enhances individual and family functioning. The resources found in this guide are considered **eligibility specific** and are just one area of supports to explore to help reach their good life.

Ideally, supports are a combination and partnership of **personal strengths & assets**, **relationship-based supports**, **technologies**, **community resources**, and **eligibility specific supports**. The following pages include an overview of the various funding sources, programs, and specific services offered by the South Dakota Division of Developmental Disabilities.



Contents:

Contents	5-6
Mission	7
What is an Intellectual or Developmental Disability?	8
<i>How is an Intellectual or Developmental Disability Determined?</i>	9
Strengthening Families Program	10
(Formerly known as Statewide Family Support)	
<i>Who is eligible?</i>	10
<i>Who do I contact?</i>	10
<i>Frequently asked questions</i>	11
Respite Care Program	12
<i>Who is eligible?</i>	12
<i>Who do I contact?</i>	12
<i>Frequently asked questions</i>	13
Community Training Services (CTS) Program	14
<i>CTS Providers</i>	15
<i>Who is eligible?</i>	15
<i>Who do I contact?</i>	15
<i>Frequently asked questions</i>	16
Home and Community-Based Services Waiver Programs	17
<i>What is a waiver program?</i>	17
<i>Family Support 360 Waiver Program</i>	18
<i>Why Choose Family Supports?</i>	19
<i>Family Support 360 Services</i>	19-20
<i>Family Support 360 Providers</i>	20
<i>Family Support 360 Who is eligible?</i>	21
<i>Family Support 360 Who do I contact?</i>	21
<i>Family Support 360 Frequently Asked Questions</i>	22
<i>CHOICES Waiver Program</i>	23
<i>CHOICES Waiver Objectives & Goals</i>	23
<i>CHOICES Waiver Services</i>	24-25
<i>CHOICES Who is eligible?</i>	26
<i>CHOICES Who do I contact?</i>	26
<i>CHOICES Case Management Providers</i>	26
<i>CHOICES Community Support Provider Map</i>	27
<i>CHOICES Frequently Asked Questions</i>	28

Contents:

Community Services Spotlight	29
<i>CHOICES Employment Services</i>	29
<i>CHOICES Shared Living Services</i>	30
<i>Host Home</i>	30
<i>Companion Home</i>	30
<i>Supports Through the Use of Technology</i>	31
<i>Remote Monitoring</i>	31
<i>Individual Assistive Technology</i>	31
<i>Apps</i>	31
Other Services	32
<i>Other Services Who is Eligible?</i>	32
<i>Other Services Who Do I Contact?</i>	32
<i>Other Services Frequently Asked Questions</i>	33
Know Your Rights	34
Acronyms List	35-40



OUR

MISSION at the Division of Developmental Disabilities is to ensure that people with developmental disabilities have equal opportunities and receive the services and supports they need to live and work in South Dakota communities.



Our principles:

1. We will support people to participate in the life of their community.
2. We will honor the importance of relationships with family and friends.
3. We will ensure that quality services are available and accessible.
4. We will work with providers to enhance services while respecting the dignity of risk and the importance of health and safety.
5. We will respect and value cultural diversity.
6. We will be good stewards of public funds.

What is an Intellectual or Developmental Disability?

An Intellectual Disability begins between birth and early adulthood (age 18) and includes limitations in cognitive functioning and life skills. These limitations can cause a child to develop and learn more slowly or differently than a typically developing child.

A Developmental Disability are a group of conditions that are due to mental or physical impairments that begin before age 22.

Defined in South Dakota State Law (SDCL) 27B-1-18

A Developmental Disability is any severe, chronic disability of a person that:

- (1) Is attributable to a mental or physical impairment or combination of mental and physical impairments
- (2) Is manifested before the person attains age 22
- (3) Is likely to continue indefinitely
- (4) Results in substantial functional limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency.
- (5) Reflects the person's need for an array of generic services, met through a system of individualized planning and supports over an extended time, including those of a life-long duration.



How is an Intellectual or Developmental Disability Determined?

An individual has an intellectual or developmental disability if:

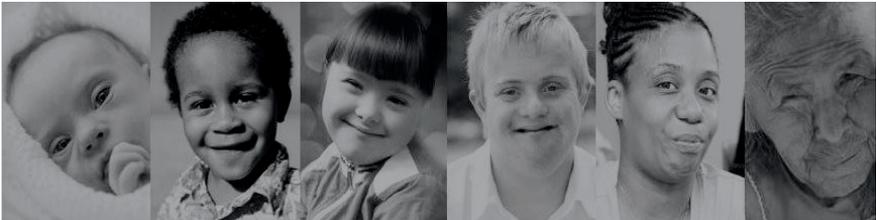
- (1) The individual has a severe, chronic disability attributable to intellectual disability, cerebral palsy, epilepsy, head injury, brain disease, or autism or any other condition, other than mental illness, closely related to intellectual disability and requires treatment or services similar to those required for individuals with intellectual disabilities. To be closely related to intellectual disability, a condition must cause impairment of general intellectual functioning or adaptive behavior similar to that of intellectual disability;
- (2) The disability manifested itself before the individual reached age 22; and
- (3) The disability is likely to continue indefinitely.

IMPORTANT NOTE!

Documentation that includes a diagnosed intellectual or developmental disability must be signed by a physician or psychologist .

**96% Say Services & Supports Help
Achieve A Good Life!**

According to a 2017-18 National Core Indicators survey*, 96% of survey respondents who have a family member receiving services reported their services and supports help their family member to live a Good Life.



*Family/Guardian Survey State Results 2017-18 https://www.nationalcoreindicators.org/upload/state-reports/SD_FGS_2017.pdf

Strengthening Families Program (formerly Statewide Family Support Program)

The Strengthening Families Program offers services and supports to meet the needs of families who have a child or adult with a developmental disability. Through this program, eligible families can receive repayment for the purchase of eligible goods and services. Without this repayment, families are left to cover costs on their own, placing undue hardship on families.



Eligible Services and Supports may include:

- Incontinence Supplies
- Medications
- Nutritional Supplements
- Recreational Opportunities
- Adaptive Equipment
- Housing Modifications
- Travel Expenses for Medical Care
- Vehicle Modifications

Who is eligible?

- Person with a diagnosed Developmental Disability (see pages 7-8 of this Guide) or requires prolonged assistance as determined by the Department of Education for ages birth to 3 (ARSD 24:05:24.01:15)
- If under 18 years of age, the individual must be living in a home with a parent or guardian

Who do I contact?

Department of Human Services
Division of Developmental Disabilities
Strengthening Families Program Specialist
(605) 773-3438 or 1-800-265-9684
FSStatewideProgram@state.sd.us

Strengthening Families Program Frequently Asked Questions:

What is the difference between Strengthening Families Program and local Family Support 360?

Strengthening Families is a program designed to help families with individualized needs to utilize limited funding and does not offer service coordination. This program provides repayments to families for eligible purchases. The Strengthening Families program is designed for individuals who may not be eligible for the Family Support 360 program or do not need more intensive services.

The local Family Support 360 program is a Medicaid waiver with additional eligibility requirements. Your Family Support Coordinator helps you access additional services like companion care, personal care, and supported employment. This program provides staff supports to help an eligible individual to achieve their goals.

Does the Strengthening Families Program provide services to adults?

Yes, this program can serve children and adults with an intellectual or developmental disability.

What documentation do I need to provide with my application?

Please submit current supporting documentation to include a copy of the most recent adaptive behavior testing completed and IQ testing, typically included in a psychological evaluation. If you have questions, please contact the Strengthening Families Program Specialist.

Am I assigned a case manager or service coordinator while on this program?

No, you are not assigned a case manager or service coordinator. The DDD Strengthening Families Program Specialist will serve as your point of contact to answer any questions you might have and assist you with accessing services and supports.

How do I receive authorization for funding for services and supports?

You can call the Strengthening Families Program Specialist or email at FSStatewideProgram@state.sd.us.

How do I get repaid for eligible purchases?

If your application is approved, you will receive an information packet from the DDD, you can submit receipts attached to the [Strengthening Families Reimbursement Form](#) found on The Division of Developmental Disabilities website. Send the form with attached receipts:

- via email to FSStatewideProgram@state.sd.us
- fax at (605) 773-7562, or
- via mail to 3800 E Hwy 34 c/o 500 E Capitol Ave., Pierre, SD 57501

Respite Care Program

Respite is planned or emergency care provided to a child or adult with a disability (or other conditions) in order to provide temporary relief to, or a short break for, family caregivers who are caring for that child or adult. Respite care providers, chosen by the family, care for children or adults with disabilities or other conditions while families run errands, take a class, go to a movie or go on a vacation. These breaks allow families time to tend to the needs of their other family members, spouses and themselves.

Who is eligible?

- A child or an adult who has a development disability
- A child 3 years of age or younger with a developmental delay
- A child diagnosed with a serious emotional disturbance
- An adult with a severe and persistent mental illness
- A child with a chronic medical condition
- A child who is a member of a post-adoptive family
- A child or an adult with a traumatic brain injury

Who do I contact?

Department of Human Services
Division of Developmental Disabilities
Respite Care Program Specialist
(605) 773-3438 or 1 (800) 265-9684
infoDD@state.sd



Respite Care Program Frequently Asked Questions:

How do I apply?

Please complete the Respite Care Program application found here <https://dhs.sd.gov/developmentaldisabilities/respitecare.aspx> return to the Respite Care Program Specialist via fax at (605) 773-7562, via email to infoDD@state.sd.us or via mail to 3800 E Hwy 34 c/o 500 E Capitol Pierre, SD 57501.

What documentation do I need to provide with my Respite Care application?

Please submit one of the following:

- Recent adaptive behavior testing completed and IQ testing,
- Birth to 3 Individualized Family Service Plan
- Documentation of a chronic medical condition containing the diagnosis and name of the physician or therapist issuing the diagnosis.

Once I am approved, how do I access Respite Care services?

Once approved, you will receive a packet in the mail containing a letter with your authorized amount and authorization account number, the guide to respite care, a liability form, a Form W-9 for respite provider staff, and request for payment forms. Please follow the steps in the approval letter to fill out and submit the Form W-9, liability form, and request for payment form.

Can I access the Respite Care program and other DDD services?

You can access the Respite Care Program in conjunction with the Strengthening Families Program. The Respite Care Program can also be accessed by CHOICES Waiver Program participants who do not receive residential supports. The Respite Care Program cannot be accessed by individuals who are served on the Family Support 360 Waiver Program, as respite is an available service through the program.

How does the payment process work for respite care providers?

Submit the request for payment after the respite care service has been provided. Repayments may take up to a month to be processed and delivered.

Community Training Services Program

Community Training Services (CTS) are provided to a person who needs minimal supports to live and work in their communities. Services include career exploration, community living training, and expanded follow-along services as described below.

- **Career Exploration** – Services that teach work skills and prepare the person for employment. Career exploration can be provided in a variety of settings.
- **Community Living Training** – Services that provide and teach self-advocacy, self-care, financial management, safety and emergency procedures, accessing community resources, and decision-making skills.
- **Expanded Follow-Along** – Services that provide the following:
 - Social skills development
 - Assessment of the person’s abilities and needs to match him/her with needed services and supports.
 - Telephone and/or personal contact with or on behalf of the person to various community services and resources



Community Training Services (CTS) Providers

- Ability Building Services, Inc. — Yankton (605) 665-2518
- ADVANCE — Brookings (605) 692-7852
- Aspire — Aberdeen (605) 229-0263
- Black Hills Special Services Cooperative — Sturgis (605) 347-4467
- Black Hills Works — Rapid City (605) 343-4550
- Community Connections, Inc. — Winner (605) 842-1708
- Dakota Milestones — Chamberlain (605) 734-5542
- Huron Area Center for Independence — Huron (605) 352-5698
- LifeQuest — Mitchell (605) 996-2032
- LifeScape — Sioux Falls (605) 444-9500
- New Horizons — Watertown (605) 886-0123
- Northern Hills Training Center — Spearfish (605) 642-2785
- Southeastern Direction For Life — Sioux Falls (605) 336-0510
- Valiant Living — Madison (605) 256-6628
- Vista Care — Pierre (605) 224-4501

Who is eligible?

- A person must have a developmental disability (SDCL 27B-1-18)
- A person must be at least 16 years of age or if 21 years of age or younger, may not be eligible for special education services
- A person must have 3 or more functional limitations determined by an ICAP assessment
- A person must be recipient of or eligible for Supplemental Security Income or the individual's income falls below 115 percent of the state median income

Who do I contact?

A CTS Provider in your area (see list above) or
Department of Human Services, Division of Developmental Disabilities
(605)773-3438 or 1(800)265-9684

CTS Program Frequently Asked Questions:

What are the main differences between the CTS Program and other DD programs?

The CTS Program is designed for people who may not meet the eligibility requirements of other DD programs but due to a physical or mental disability, are in need of services and supports to be independent in their own home and members of their community.

Will I have a case manager to help me?

Through the CTS Program, the person will choose a case manager ([see page 26 of this Guide](#)) who will help to make an individualized services plan which will identify the services and supports needed to support the person's Good Life.

Are employment supports included in the CTS Program?

Yes, through Career Exploration or Expanded Follow Along services.

95% Chose Their Paid Community Job!

According to a 2016-17 National Core Indicators survey*, 95% of survey respondents receiving services reported to have a job in the community they chose or had input in choosing



*National Core Indicators. Chart Generator 2016-17. National Association of State Directors of Developmental Disabilities Services and Human Services Research Institute. Retrieved on 03/02/2020 from the National Core Indicators Website: <http://www.nationalcoreindicators.org/charts/>

Home & Community–Based Services Waiver Programs

What is a Waiver Program?

A waiver program is a way to deliver Medicaid services to a person with an intellectual or developmental disability. The federal government approves waiver programs which help reduce costs, promote community involvement and improve care. Waiver programs allow states to provide services to people who wouldn't otherwise be covered by Medicaid. For example, residential services for a person who would otherwise have to receive their services from an institution.

Waiver programs allow the Division of Developmental Disabilities to specifically support individuals with an intellectual or developmental disability in their community. Since waiver participants are also Medicaid participants, they are entitled to receive Medicaid State Insurance Plan benefits.

There are two waiver programs in South Dakota which provides services to people who have an intellectual or a developmental disability:

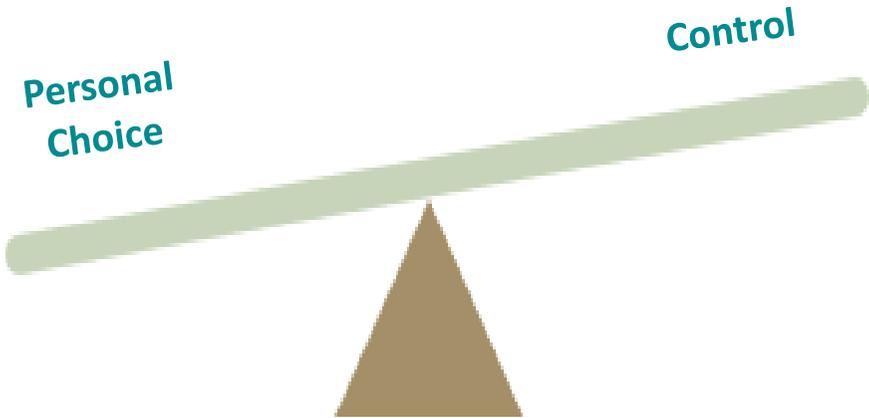
- Family Support 360 Waiver Program
- CHOICES Waiver Program



Family Support 360 Waiver Program

The Family Support 360 (FS 360) Waiver Program provides a person and their family with flexible services and supports, customized to the unique needs of the person and their family.

The FS 360 Program is **self-directed** which means the person and their family to control how their services are provided and how their state funding is spent with help from their Family Support Service Coordinator.



The Family Support Service Coordinator will help find natural supports (supports delivered by people who are not being paid) such as extended family members, friends, neighbors, church congregations, etc. FS 360 will also assist the person and their family to find services that will help them to keep their family together and supported in their home and community.

Each individual receiving FS 360 services selects a Family Support Service Coordinator who will help the person and their family make an individualized services plan and will advocate for the person.

Why choose Family Supports?

Family Support is intended to maintain and strengthen the family's ability to provide care at home. Families receiving family support services often comment that it allows them to "just be a family." Family Support also provides assistance to individuals living on their own.

Family Support provides an individualized budget for families and the person to purchase their services and supports and is designed to meet the varied and changing needs of each person and family.

Each individual receiving services from FS 360 chooses a Family Support Service Coordinator who will support the person and their family to identify and access services to meet their identified needs.

FS 360 Services

- **Service Coordination** assists the person to access needed services and identify natural supports; as well as advocating for the person.
- **Companion Services** are non-medical services delivered in home or community settings that include socialization, appropriate community engagement, and independent living skill development. A companion care provider may prompt or coach the person through steps to complete a task.
- **Specialized Medical Adaptive Equipment and Supplies** may include devices, controls, or appliances, which enable the person to increase their abilities to perform activities of daily living, or to perceive, control, or communicate with the environment in which they live.
- **Respite Care** is short term relief for primary care givers.
- **Environmental Accessibility Adaptive Equipment** are physical adaptations to the home, necessary to ensure the health, welfare, and safety of the person, or enable better independence at home.
- **Vehicle Modifications** are alterations to a person's primary means of transportation (automobile) to accommodate the person's needs and help improve community access for the person.

- **Supported Employment** services consist of ongoing supports that enable integrated employment at or above minimum wage.
- **Personal Care Services** provide a range of assistance to enable the person to accomplish tasks of activities of daily living such as eating, bathing, and personal hygiene.
- **Nutritional Supplements** are products prescribed by a doctor that are used to supplement the person’s dietary needs.
- **Other Available Services** to maintain and strengthen a family’s ability to provide care at home. A Family Support Service Coordinator can assist in identifying these services.

Family Support 360 Providers

Providers	City	State Coverage Area	Phone
Benchmark	Spearfish	Statewide	605.644.7370
Black Hills Special Services Cooperative	Sturgis	Western & Central	605.347.4467
Dakota Milestones	Chamberlain	Central & Southeast	605.734.5542
Huron Area Center for Independence	Huron	Northeast	605.352.5698
LifeScape	Sioux Falls	Southeast	605.444.9500
LifeQuest	Mitchell	Southeast & Northeast	605.996.2032
SESDAC, Inc	Vermillion	Southeast	605.624.4419
Volunteers of America	Sioux Falls	Southeast	605.334.1414

For a list of Family Support 360 Program coverage areas contact the Division of Developmental Disabilities at 605-773-3438 or 1-800-265-9684 or visit dhs.sd.gov/developmental-disabilities/familysupport360.aspx

Who is eligible?

- Eligibility for Family Support 360 is described within Administrative Rules of South Dakota **67:54:09:12**:
 - Must be receiving SSI or be aged, blind, or disabled and have income less than 300 percent of the SSI standard benefit amount
 - Must have a developmental disability or, if the individual is age birth through two years of age, documentation from the Department of Education that indicates the child has been identified as needing prolonged assistance
 - For individuals age four and above, substantial deficits as exhibited by completion of an Inventory for Client and Agency Planning (ICAP)
 - An Individualized Services Plan (ISP) has been prepared by the Family Support Service Coordinator
- **Individuals receiving FS 360 services are required to access one waiver service a month to remain eligible (see list of services on pages 19-20)**

Who do I contact?

The first step to accessing Family Support 360 services is to contact a Family Support 360 provider in your area and let them know you are interested in Family Support 360. A listing of all the Family Support 360 providers and their coverage area can be found on **page 20**.

100% Have Support to See Their Friends!

According to a 2016-17 National Core Indicators survey*, 100% of survey respondents receiving services reported they have friends and the support needed to see their friends when they want to.



*National Core Indicators. Chart Generator 2016-17. National Association of State Directors of Developmental Disabilities Services and Human Services Research Institute. Retrieved on 03/02/2020 from the National Core Indicators Website: <http://www.nationalcoreindicators.org/charts/>

Family Support 360 Frequently Asked Questions:

Can the person access this waiver program and another waiver program at the same time?

No, you can only receive services from one waiver program at a time.

Can the person switch from the Family Support 360 waiver program to another waiver program?

Yes, it is possible to switch to a different waiver program if the person is determined to be eligible.

Can a family member become a paid caregiver to provide services?

Family Support 360 is a self-directed waiver, allowing families and the person to hire and train their own staff. Family members can provide services to individuals if they meet the requirements to be a qualified provider. Parents of minor children or legally responsible adults cannot be paid to provide services. Qualified providers must meet the minimum age requirements for the service and pass a criminal background check.

Who can I invite to the ISP (Individualized Services Plan) or IEP (Individualized Education Program) meetings?

The person and/or their legal representative can invite whomever they would like to the ISP or IEP meetings. Your Family Support Service Coordinator can attend the IEP meeting to help identify school supports.

What is the role of the Community Support Provider in providing Family Support Services?

The Community Support Provider (CSP) employs the Family Support Service Coordinator and the staff you choose to hire. The CSP also provides administrative support.

What can I expect from my Family Support Coordinator?

The Family Support Service Coordinator will help the person choose services provided by both paid staff and natural supports so the person can achieve their vision of a good life. The Family Support Service Coordinator will also help the person self-direct their services and supports, including assisting with training and hiring support staff.



Birth --- Early child --- School --- Transition ----- Adulthood ----- Aging

Community
Hope
Opportunity
Independence
Careers
Empowerment
Success



CHOICES Waiver Program

Community, Hope, Opportunity, Independence, Careers, Empowerment, Success (CHOICES) Waiver Program is designed to provide services and supports to people with intellectual and/or developmental disabilities who would otherwise need institutional care.

CHOICES Program Objectives:

- Deliver services meeting the highest standards of quality and national best practices.
- Ensure health and safety through a comprehensive system of safeguards.
- Offer an alternative to institutionalization by providing community services and supports.
- Promote inclusion and individuality by enhancing existing natural supports.
- Encourage individuals and families to exercise their rights and share responsibility for provision of their services and supports.
- Offer a platform for a person-centered system based on individual needs and preferences.

CHOICES Program Goals

1. Assist the person to lead healthy, independent and productive lives to the fullest extent possible.
2. Help the person fully exercise their rights as citizens of the State of South Dakota.
3. Promote family integrity.

CHOICES Program Services:

- **Case Management** services includes the development of a person-centered individualized services plan (ISP) that identifies needed services and supports (regardless of funding source) to ensure the person's health, safety and independence. ****Case Management services cannot be delivered by the same provider of other CHOICES services (see Case Management provider list on page 26).***
- **Residential Habilitation** provides supports with completing activities of daily living such as cooking, cleaning, and accessing community activities. Residential services are intended to provide opportunities to live as independently as possible, in consideration of health and safety. Supports can range from around the clock support to intermittent supports throughout the day. Shared Living is also offered a residential service through the CHOICES Program. Shared Living is an arrangement of services provided in the private home shared by both the person and their primary caregiver.
- **Supported Employment (SE)** services are delivered to a person who has a goal to obtain competitive, integrated employment specified within their ISP. **Individual Supported Employment** seeks to support the individual's goal to obtain a job within the general workforce and compensation at or above minimum wage. **Group Supported Employment** seeks to support a group of 2 to 8 individuals working together in an integrated job within the general workforce.
- **Career Exploration (Prevocational) Services** are designed to assist the person to identify and develop skills that prepare them for integrated, competitive jobs. These services are limited in duration.
- **Day Habilitation** services are intended to assist the person to gain opportunities for meaningful life experiences, including building positive social relationships, supporting greater independence, and acquiring and maintaining skills that promote the person's goal attainment. A person receiving this service may not be paid a wage for activities in which they participate. Day services may be provided in integrated, community-based settings.

- **Nursing** services are provided by a registered nurse, or licensed practical or vocational nurse under the supervision of a registered nurse, licensed to practice in South Dakota. Services include screenings and assessments, diagnosis, treatment, training for staff who provide services to the person, scheduling medical appointments, monitoring medical care and related services, providing health and preventative education, policy and procedure development, and review or response to medical ailments and emergencies.
- **Medical Equipment and Drugs** are devices, controls or appliances which enable the person to increase or maintain their ability to perform activities of daily living, or to perceive, control, or communicate with the environment in which they live.
- **Other Medically Related Services – Speech, Hearing & Language** involves implementation of direct therapies, treatment and services authorized by physicians, psychiatrists, physician assistants, licensed speech, physical and occupational therapists, pharmacists, optometrists, dentists and dental hygienists, audiologists, podiatrists, chiropractors, and dietitians. Services are provided in an outpatient setting under the supervision of a registered nurse or licensed practical nurse and will ensure the optimal functioning of the person.

87% Decides Their Daily Schedule!

According to a 2016-17 National Core Indicators survey*, 87% of survey respondents receiving services reported they choose or help decide their daily schedule.

Today is: _____

Quote: _____

Must Do _____

Today's Schedule

6am _____

7am _____

8am _____

9am _____

Home _____

*National Core Indicators. Chart Generator 2016-17. National Association of State Directors of Developmental Disabilities Services and Human Services Research Institute. Retrieved on 03/02/2020 from the National Core Indicators Website: <http://www.nationalcoreindicators.org/charts/>

Who is eligible?

- Eligibility for CHOICES is described within Administrative Rules of South Dakota **67:54:04:04**:
 - Individual must receive TANF, SSI or a foster care maintenance payment –or– is aged, blind or disabled and has an income less than 300 percent of the SSI Standard Benefit
 - Individual must be developmentally disabled according to 67:54:04:05 (see page 9)
 - The individual shows substantial deficits as exhibited by completion of an Inventory for Client and Agency Planning (ICAP)
- An individual who has been denied social security or SSI disability benefits based on a disability is ineligible for CHOICES
- Individuals receiving CHOICES services are required to access one program service a month to remain eligible (see list of services on pages 24-25)

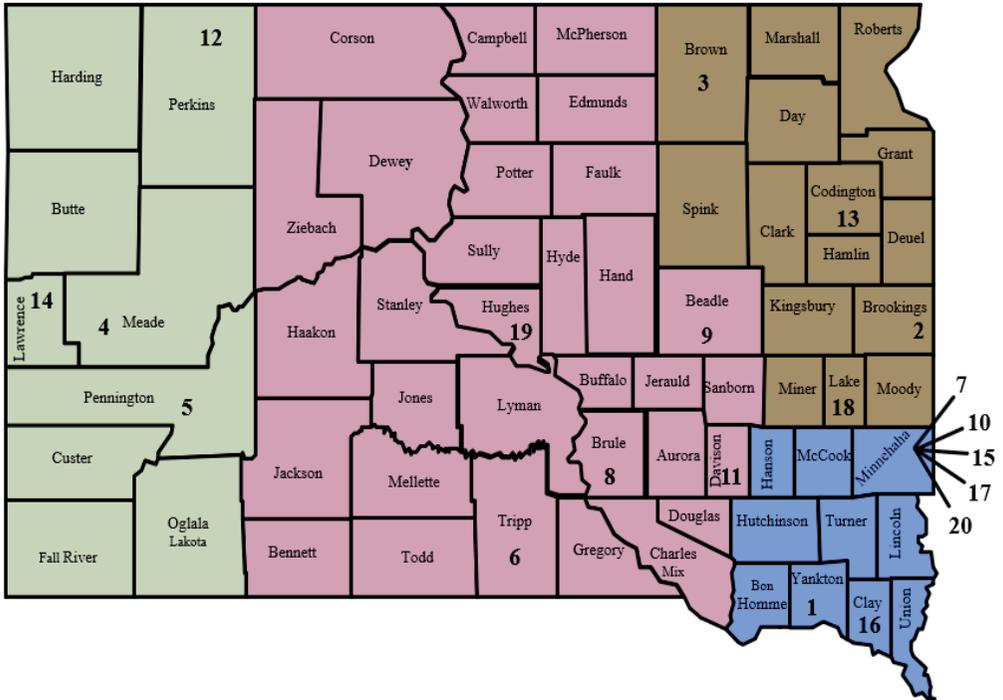
Who do I contact?

The first step to accessing CHOICES services is to contact a Case Management provider. Below is a listing of all the CHOICES Case Management providers and their coverage area.

Case Management Providers

Resources for Human Development Area: Statewide Ph: 605.220.8734 rhd.org/southdakota	New Horizons Area: North East South Dakota Ph: 800.444.3989 humanserviceagency.org
Benchmark Human Services Area: Statewide Ph: 605.644.7370; 866.417.9203 benchmarkhs.com	LifeScape Area: South East South Dakota Ph: 605.444.9900; 800.584.9244 lifescapesd.org

CHOICES Community Support Provider Map



- | | | |
|-----|------------------------------------------|--------------|
| 1. | Ability Building Services, Inc. | 605.665.2518 |
| 2. | ADVANCE | 605.692.7852 |
| 3. | ASPIRE | 605.229.0263 |
| 4. | Black Hills Special Services Cooperative | 605.423.4444 |
| 5. | Black Hills Works | 605.343.4550 |
| 6. | Community Connections, Inc. | 605.842.1708 |
| 7. | DakotAbilities | 605.334.4220 |
| 8. | Dakota Milestones | 605.734.5542 |
| 9. | Huron Area Center for Independence | 605.352.1005 |
| 10. | LifeScope | 605.336.7100 |
| 11. | LifeQuest | 605.996.2032 |
| 12. | LIVE | 605.374.3742 |
| 13. | New Horizons | 605.884.3500 |
| 14. | Northern Hills Training Center | 605.642.2785 |
| 15. | RHD-Shared Living | 605.371.6490 |
| 16. | SESDAC, Inc. | 605.624.4419 |
| 17. | Southeastern Directions for Life | 605.336.0510 |
| 18. | Valiant Living | 605.256.6628 |
| 19. | Vista Care | 605.224.4501 |
| 20. | Volunteers of America | 605.367.4293 |

CHOICES Frequently Asked Questions

What do I need to have ready to apply for CHOICES services?

A person who is interested in applying for CHOICES services can contact a case management provider and should have a current psychological evaluation that includes documentation of a diagnosed intellectual or developmental disability. If the person does not have a current psychological evaluation, a case manager can help you acquire one.

What can I expect from a case manager?

A CHOICES case manager will get to know the person and help them explore what services are available to meet their individualized needs. A case manager will also act as an advocate for the person to ensure the services and supports they are receiving are effective and person-centered (focused on the person's needs, goals and preferences).

How do I know if CHOICES is the best program for the person?

“Supporting Real Lives” <http://dhs.sd.gov/developmentaldisabilities/docs/LifeCourseGuide.pdf> is a tool designed to help the person by helping them think about questions to ask and how to begin creating a vision of the future. The resources and ideas in this booklet will help the person focus on their specific life stage and life domains, which is key to deciding whether CHOICES services will meet their needs. The “Tool for Developing a Vision”

http://dhs.sd.gov/developmentaldisabilities/docs/fillable_Tool_for_Developing_a_Vision-Individual.pdf is a worksheet helpful for the person. Family members can use the worksheet located at https://dhs.sd.gov/developmentaldisabilities/docs/fillable_tool_for_Developing_a_Vision-Family.pdf

Once you've established some expectations, it may be helpful to speak with a representative from the Division of Developmental Disabilities, or a CHOICES case management provider, who can help you decide which services best meet your needs.

Community Services Spotlight

CHOICES Employment Services

Supported Employment (SE) services are based on the belief that all individuals with intellectual and developmental disabilities can choose to work and those who are of working age should be provided the supports necessary not only to gain and maintain employment, but also to advance in their chosen fields and explore new employment options as their skills, interests, and needs evolve. The goal of supported employment services is for an individual to achieve sustained paid employment at or above minimum wage -- in an integrated, general workforce setting.

Individual Supported Employment supports the person to work in an integrated setting in the general workforce. The person is compensated at or above the minimum wage once employed. Individual Supported Employment includes several types of activities and supports that contribute to the overall success to gain and maintain their employment. Phases and activities often include:

- Discovery: development of an employment profile.
- Job Development: coordination between the job seeker and employer to identify and negotiate job responsibilities.
- Career Advancement: supports that result in the person learning job responsibilities, building relationships with supervisors and coworkers, and achieving professional growth as identified by the person.
- Long-Term Support and Job Coaching: supports to sustain long-term employment.

Group Supported Employment provides services and training activities in regular business, industry or community setting. The outcome of this service is sustained paid work experience to further career development and individual integrated community-based employment. Group Supported Employment services must meet the following criteria:

- At least two but no more than eight workers with disabilities.
- Must be provided in a manner that promotes integration into the workplace and interaction between individuals and people without disabilities in those workplaces.
- Group Supported Employment does not include services provided in a segregated environment.

To learn more about employment services, please visit <http://dhs.sd.gov/developmentaldisabilities/employmentresources.aspx>

Community Services Spotlight

CHOICES Shared Living Services

Shared Living is an arrangement of services provided in the shared private home of the person and their primary caregiver. Shared Living is built on a foundation of life sharing, developing natural supports, and being an active member of the community. The shared living provider shall provide services, including assistance, support and guidance in daily living, safety and security, community living, healthy lifestyle, social interactions, spirituality, citizenship and advocacy. There are two types of Shared Living Providers: Host Home & Companion.

Host Home

An arrangement of services provided to a person in the private home of a community member, friend, or family member. Host home providers are considered independent contractors.

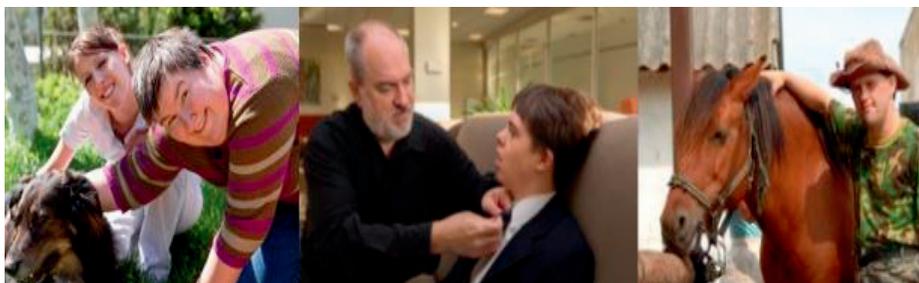
Companion Home

An employee of the Community Support Provider who lives in the home of the person and provides needed supports.

Shared Living Host Home and Companion Home providers are very diverse and can include college students, families, single people, couples, and empty nesters. The shared living provider can be anyone over the age of 18 who wants to share a life and provide supports to a person with an intellectual disability or developmental disability.

To learn more about Shared Living, please visit:

<http://dhs.sd.gov/developmentaldisabilities/sharedliving.aspx>



Community Services Spotlight

Supports Through the Use of Technology

Remote Monitoring

Remote monitoring, which provides supervision and supports to a person through carefully placed cameras and sensors, promotes independence and less reliance on paid staff.

Individual Assistive Technology

Individual assistive technology is the use of items such as iPads, Wayfinder, Amazon Alexa, Google Home, and other SMART home technology. These devices offer more independence as the devices can be programmed to remind the person to take medication, provide step by step instructions for completing activities of daily living, and make the home environment more accessible.

Apps

Apps are paid software for an individual to use in conjunction with a smart phone, iPad, computer, or other devices that assist a person with communication, promote independence, or provide other therapeutic benefits to the person.

To learn more about supports through the use of technology, contact a Family Support 360 provider (see page 20), a CHOICES Case Management Provider (see page 26), or the Division of Developmental Disabilities at 605-773-3438 or 1-800-265-9684.

97% Feel that Services & Supports Have Made a Positive Difference!

According to a 2017-18 National Core Indicators survey*, 97% of survey respondents who have a family member receiving services reported their services and supports made a positive difference in the life of their family member.

*Family/Guardian Survey State Results 2017-18 https://www.nationalcoreindicators.org/upload/state-reports/SD_FGS_2017.pdf

Other Services

Private Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID)

An ICF/IID is an “institution” (4 beds or more) for individuals with intellectual/developmental disabilities and must provide “active treatment.”

46:17:01:01(1). Active treatment defined. The implementation of a program of specialized and generic training, treatment, health services, and related services that lead to the acquisition of the behaviors necessary for the person supported to function with as much self-determination and independence as possible and to prevent regression or loss of current optimal functional status.

Since the implementation of federal ICF/IID regulations decades ago, there has been a major shift in thinking in the field of developmental disabilities. Emphasis is now on people living in their own homes, controlling their own lives and being an integral part of their home community.

Who is eligible?

- Eligibility for Private ICF/IID is described within Administrative Rules of South Dakota **67:54:03:02**:
 - The individual must be eligible for Medicaid
 - The individual must be developmentally disabled (see page 9)
 - The individual shows substantial deficits as exhibited by completion of an Inventory for Client and Agency Planning (ICAP)

Who do I contact?

Currently, there are two Private ICF/IID providers in South Dakota serving children up to the age of 21. LifeScape is located in Sioux Falls and Dakota Reach is in Plankinton.

LifeScape : (605) 444-9500
Dakota Reach: (605) 942-5437

Other Services Frequently Asked Questions

How do I apply to receive Private ICF/IID services?

The person's local school district (through your Individualized Education Program Team) can help determine if Private ICF/IID services are needed. All other community-based options must be fully exhausted prior to seeking Private ICF/IID services. A Division of Developmental Disabilities Program Specialist can help you identify a community-based support.

If admitted to a Private ICF/IID, will my child continue to receive an education?

Yes, your child will receive comparable education while receiving Private ICF/IID services.

What happens when my child turns 21?

Your child's support team will assist in a transition to a community placement with the services he/she needs to achieve their good life.



Know Your Rights

46:11:03:00. Participants rights. A participant (of services described in this Guide) has rights guaranteed under the constitution and laws of the United States and the state including:

- (1) To be free from abuse, neglect, and exploitation;
- (2) To have privacy, dignity, confidentiality, and humane care;
- (3) To be able to communicate in private;
- (4) To be able to communicate in the participant's primary language or primary mode of communication;
- (5) To be free from retaliation for making a complaint, voicing a grievance, recommending changes in policies, or exercising a legal right;
- (6) To be able to maintain contact with family and friends, unless contact has been legally restricted;
- (7) To be able to refuse or discontinue services;
- (8) To have access to, read, and challenge any information contained in the participant's record;
- (9) To have access to an advocate as defined in subdivision 46:11:01:02 (1) or an employee of the state's designated protection and advocacy system;
- (10) To be provided choice among waiver services and providers;
- (11) To be informed of the provider's grievance procedures pursuant to § 46:11:03:06; and
- (12) To have a written residential lease agreement that meets the requirements of applicable state law contained in SDCL chapter 43-22.

Written notice of the participant's rights shall be provided to the participant in an accessible format. If the participant is a minor under SDCL subdivision 29A-5-102(8) or a protected person under SDCL subdivision 29A-5-102(4) the notice shall also be provided to the participant's parent or guardian, respectively. The notice may be provided to the participant's advocate upon the request of the participant and parent or guardian, if applicable.

Providers

Acronym	Provider
ABS	Ability Building Services
ADVANCE	ADVANCE
Aspire	Aspire
BHSSC	Black Hills Special Services Cooperative
BHW	Black Hills Works
BMH	Benchmark Human Services
LS Children's	Children's Care Hospital & School (LifeScope)
CCI	Community Connections, Inc.
DA	DakotAbilities
DM	Dakota Milestones
VL	Valiant Living
HACFI	Huron Area Center for Independence
LIVE	LIVE Center, Inc
LS	LifeScope
LQ	LifeQuest
NH	New Horizons
NHTC	Northern Hills Training Center
Oahe	Oahe, Inc.
RHD	Resources for Human Development
SEDL	Southeastern Directions for Life
SESDAC	Southeast South Dakota Activities Center
VOA	Volunteers of America

Acronyms

ABAS-3	Adaptive Behavior Assessment System 3 rd edition
ABH	Avera Behavioral Health
ACL	Administration on Community Living
ADA	Americans with Disabilities Act
ADL	Activities of Daily Living
ADLS	Assistive Daily Living Services
ADRC	Aging and Disability Resource Center (Dakota at Home)
AGI	Adjusted Gross Income
ALF	Assisted Living Facility
ALJ	Administrative Law Judge
ANE	Abuse, Neglect and Exploitation
ARSD	Administrative Rules of South Dakota
ASD	Autism Spectrum Disorder
ASL	American Sign Language
AT	Assistive Technology
BA	Basic Assurances
BIA	Bureau of Indian Affairs
BIE	Bureau of Indian Education
BIP	Behavior Intervention Plan
BSC	Behavior Support Committee
BSP	Behavior Support Plan
BSS	Behavior Support Specialist
CD	Cognitive Disability
CIR	Critical Incident Report
CHOICES	Community, Hope, Opportunity, Independence, Careers, Empowerment, Success
CM	Case Manager/Case Management

CMHSP	Community Mental Health Service Program
CMS	Centers for Medicare & Medicaid Services
CPI	Crisis Prevention Institute
CQA	Certified Quality Analyst
CQI	Continuous Quality Improvement
CQL	Council on Quality and Leadership
CSA	Consumer Service Authorization
CSP	Community Support Providers
CTS	Community Training Services
DAC	Disabled Adult Child
DD	Developmental Disability
DDD	Division of Developmental Disability
DHS	Department of Human Services
DICT	Disability/Incapacity Consultation Team
DOC	Department of Corrections
DOE	Department of Education
DOH	Department of Health
DOJ	Department of Justice
DRS	Division of Rehabilitative Services
DSS	Department of Social Services
EA	Economic Assistance
ENF	Extraordinary Needs Funds
ERT	Eligibility Review Team
FAQ	Frequently Asked Questions
FFP	Federal Financial Participation
FMAP	Federal Medical Assistance Percentage
FFS	Fee for Service

FS	Family Support
FSC	Family Support Council
GAF Scale	Global Assessment of Function Scale
GF	General Fund
HCBS	Home & Community Based Services
HCFA	Health Care Financing Administration
HHA	Home Health Agency
HIPAA	Health Insurance Portability & Accountability Act
HMO	Health Maintenance Organization
HSC	Human Services Center - Yankton
HRC	Human Rights Committee
HUD	Housing and Urban Development
ICAP	Inventory of Client & Agency Planning
ICF	Intermediate Care Facility
ICF/IID	Intermediate Care Facilities for Individuals with Intellectual Disabilities
ID	Intellectual Disability
ID/DD	Intellectual Disability & Developmental Disabilities
IDEA	Individuals with Disabilities Act
IEP	Individual Educational Plan
IHS	Indian Health Service
IL	Independent Living
ILC	Independent Living Choices
ISP	Individual Support Plan
ITS	Intensive Treatment Services
JC	Juvenile Corrections
LOC	Level of Care
LOWO	Lakota Oyata Wakanyeja Owicakiyapi (OST Child Protection)
LEA	Local Education Agency

LTSS	Long Term Supports and Services
MAWD	Medicaid Assistance for Workers with Disabilities
MCO	Managed Care Organization
MFCU	Medicaid Management Information System
NAMI	National Alliance on Mental Illness
NCI	National Core Indicators
OCD	Obsessive Compulsive Disorder
OST	Oglala Sioux Tribe
OTC	Over the Counter Drug
ODD	Oppositional Defiant Disorder
PASRR	Preadmission Screening and Resident Review
PBSP	Positive Behavior Support Plan
PCP	Person Centered Planning
PCT	Person Centered Thinking
PDD	Pervasive Development Disorder
POA	Power of Attorney
PS	Program Specialist
QMHP	Qualified Mental Health Professional
QIDDP	Qualified Intellectual and Developmental Disabilities Professional
RCRW	Rapid City Regional Health West Unit
SBR	Service Based Rates
SBVI	Services for the Blind and Visually Impaired
SC	Service Coordinator
SCR	Significant Change Request
SDCL	South Dakota Codified Laws
SDDC	South Dakota Developmental Center (Redfield)
SDHDA	South Dakota Housing and Development Authority
SELN	State Employment Leadership Network

SNF	Skilled Nursing Facility
SP	Service Provider
SS	Social Security
SSA	Social Security Administration
SSI	Supplemental Security Income
SSDI	Supplemental Security Disability Income
SSP	State Supplemental Payment
SWFS	Statewide Family Supports
TA	Technical Assistance
TANF	Temporary Assistance for Needy Families
TSLP	Transition Services Liaison Project
VR	Vocational Rehabilitation
WIOA	Workforce Innovation and Opportunity Act
WRIL	Western Resources for Independent Living

The Department of Human Services does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of actual or perceived race, color, religion, national origin, sex, age, gender identity, sexual orientation or disability in admission or access to, or treatment or employment in its programs, activities, or services. For more information about this policy or to file a Discrimination Complaint you may contact: Discrimination Coordinator, Director of DHS Division of Legal Services, 3800 E. Hwy 34, c/o 500 E Capitol Ave, Pierre, SD 57501, 605.773.5990.

Español (Spanish) - ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1.800.305.9673 (TTY: 711).

Deutsch (German) - ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1.800.305.9673 (TTY: 711).

Published by the South Dakota Department of Human Services
500 copies published at an approximate cost of 19 cents per copy