



## Process to Obtain Developmental Disabilities Program Management (DDPM) and DD Services

### Step 1:

Contact your local Human Service Center: <https://www.hhs.nd.gov/regional-human-service-centers>

Your inquiry will be provided to the DD Unit and they will arrange for an in-person meeting to gather information.

### Step 2:

During the intake meeting, the following will be addressed:

- Information about you and your needs.
- Explanation of the eligibility criteria/process for both DDPM and DD services, Medicaid eligibility, role of the DDPM, and overview of DD services.
- Complete an application, releases of information, and other necessary paperwork.
- Assist in obtaining or completing any necessary evaluations or information such as adaptive functioning, psychological testing, school records, speech, etc.
- Complete a screening assessment identifying current levels of functioning to determine level of care:
  - If eligible, this assessment must be completed each year, if you wish to continue to receive services.

### Step 3:

After all the necessary information is obtained, the Human Service Center will determine if you are eligible for DDPM and/or DD services using the information collected and screening assessment. A notice will be sent to you to let you know the results of the eligibility determination. If you are determined not eligible, you can request an appeal to have the decision reviewed.

- Eligibility for DDPM and DD services are 2 separate processes, and you may be eligible for only DDPM or both DDPM and DD services. (see page 2)
- Eligibility may take up to 45 days, or longer if all the information is not available.
- **What is a DDPM?**  
The DDPM is an employee of the State of North Dakota Department of Human Services located at one of the eight regional human service centers. The DDPM will help you locate, coordinate, provide information, and monitor supports and services with you, including natural and community supports.

### Step 4:

If you are determined eligible for DDPM and/or DD services, you will choose among available DD services, will be referred to available DD providers of your choice, and can meet with any providers. Once an available provider(s) accepts your referral, you will choose the provider(s) to provide the service(s).

- Self-directed services are available and may be an option depending on your service needs.

### Step 5:

The provider and the DDPM will help you identify family and/or other individuals who are important to you to be part of the planning team. You and your planning team will work together to evaluate your needs, goals, and develop a person-centered service plan (PCSP). The DDPM will review your plan to make sure it meets your needs.

- The PCSP must be updated each year or as needs change. You may request an update to your plan anytime by contacting your DDPM or provider.

## Eligibility Determination Process for DDPM and DD Services

In order to be eligible for supports and services from the ND Department of Human Services Developmental Disabilities Section (DD Section) a person must:

- Be a resident of ND and meet Medicaid U.S. citizenship and alienage *(For those birth-age 2, the Medicaid U.S. citizenship and alienage requirement is waived due to IDEA and OSEP Regulations)*
- Be eligible for ND Medicaid - Determined by the Human Service Zone office  
<https://www.hhs.nd.gov/human-service/zones>
- Meet the criteria defined in law per North Dakota Administrative Code (NDAC) 75-04-06  
<https://www.legis.nd.gov/information/acdata/pdf/75-04-06.pdf>
- Meet the Intermediate Care Facility for Individuals with Intellectual Disability (ICF/IID) level of care

