

All About Waiting Lists



Commonly Asked Questions about Waiting Lists,
How They Work,
and
What To Do If You Need To Be On One

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Developmental Disabilities

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What are waiting lists?

A waiting list is the County Board's* way of keeping track of all the people asking for a service. A waiting list is created when County Boards don't have the resources to provide the service to everyone who asks.

How many waiting lists are there?

County boards will have a waiting list for each Home and Community Based Services (HCBS) waiver. As a result, the Board will have a waiting list for the Individual Options (IO) waiver, a waiting list for the Level One waiver, and a waiting list for any new waiver.

A County Board also may have other waiting lists for different services (like Adult Services or Family Support Services), so it is important to check with your County Board to find out what other waiting lists they may have.

How do I get on a waiting list?

Contact your local County Board and explain the kinds of services you are looking for. Ask the County Board to explain the different options that may meet your needs. The kinds of options you might want are: Adult Services; an IO waiver; a Level One waiver; Supported Living services, and Transportation.

If you are interested in any of those options, ask your County Board to add your name to the waiting list if the service is not currently available. It is important to explain what your needs are and include any specifics. Examples could be whether you want to live with men or women, or, if you want to live on a specific side of town, etc. It may be possible for the County Board to meet some of your needs immediately.

You also can visit your local Job and Family Services office, and ask to fill out a 02399 Home and Community-Based Services waiver referral form to get on their waiting list. Your local Job and Family Services office also may ask you to fill out an application for Medicaid at the same time.

What Does 'Current Need' Mean?

In order to be placed on a waiting list, you must have a 'current need' for the service. 'Current need' means that you would use the service within 12 months if it were offered to you.

** 'County Boards' refers to the County Boards of Developmental Disabilities in each of the 88 counties in Ohio.*

Once I'm on the list, how will I know where I am on it?

Each year, the County Board will contact you with this information and ask if you want to stay on the list. Often this occurs at your annual Individual Service Plan (ISP) meeting (ISP).

What happens while I wait?

Initially and annually the County Board also will let you know about the different options/services that are available and that may meet your needs. The County Board may call these options 'alternative services.' Alternative services are various programs, services and supports that exist as part of the developmental disabilities system, or may exist in other systems, including your local community.

It's important to note that the County Board will depend on your cooperation from this point forward. The Ohio Department of Developmental Disabilities (DODD) requires the County Board to adhere to certain regulations while administering their waiting list. Address changes, and other changes in service needs should be communicated to the County Board on a regular basis. If the County Board makes numerous attempts and is unable to locate or communicate with you, your name may be removed from the waiting list.

What is the County Board 'required' to do while I'm waiting?

As noted above, the County Board is required initially and annually to do the following:

- Let you know where you are (place, rank, or position) on each list;
- Let you know the 'alternative services' available;
- Assess and re-assess if you are on the correct list.

Your County Board will determine how to meet these requirements. It is important to ask about who will be communicating with you, and the method of communication to be used. If you have specific communication needs (Braille etc.) please make your County Board aware of those needs.

Now that I'm on a waiting list for a waiver, when will I get my waiver services?

For HCBS waivers, the law requires a County Board to follow this order:

- Emergencies;
- Priorities;
- Everyone else (who isn't an emergency/priority) based on date of request.



Could I be an emergency?

County Boards must follow the definition of ‘emergency’ that is in the law. This definition, in part, states; ‘an emergency is any situation that creates for an individual with developmental disabilities a risk of substantial self-harm or substantial harm to others if action isn’t taken within 30 days. Examples of situations that may create substantial harm could be:

- Loss of residence;
- Loss of caretaker;
- Abuse, neglect, or exploitation.

**It’s important to note that each individual situation is different. If you think you/your family member is an emergency, contact your County Board and let the County Board know your specific situation.

What does ‘priority’ mean?

‘Priority’ also is defined in Ohio law. To be considered a ‘priority,’ a person must meet certain criteria in one of the priority categories. Your County Board will ask you questions to determine whether or not you meet the criteria for any of the categories. If you want further information about these priority categories and the different requirements for each, contact your local County Board.

My name is on the IO waiver waiting list, but I’m moving to a different county. Do I need to start all over again?

No. The IO waiver is a statewide waiver. You take the date of your original request with you to the new county. They will use that date to add you to their waiting list. You may want to ask your current County Board to send any documentation of this date to the new County Board, or to give you a copy of this documentation. You also may want to ask the County Board from which you are moving to send any information that supports you as being in a priority category.

You can be on the waiting list in more than one county, but it is important to remember a few things: First, you must have a ‘current need.’ Next, it may be difficult to maintain regular communication with each of the County Boards. Finally, having numerous County Boards contacting you at different times and by various means during the year may be disruptive to your own life.

What if I want my name removed from the waiting list?

Contact your County Board and ask them to remove your name from the list. Your county will do this, and also will offer you Due Process Rights to appeal the removal of your name.

I need more information. How do I get it?

Contact your County Board .

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