

## Quick Guide to OPWDD Eligibility & Services

- 1) Complete OPWDD's **Transmittal Form** and **Application Packet**, including:
  - a. **Psychologist/ Pediatric Neurologist/ Neuropsychologist** perform:
    - i. Psychological testing from within past 3 years
    - ii. Adaptive testing from within past 3 years
    - iii. *If a psychiatric disorder or challenging behavior are also present, a statement about the extent that it interferes with adaptive functioning separate from the impact of the suspected developmental disability is needed (obtained from a Psychologist or Psychiatrist)*
  - b. **Developmental Pediatrician** (try to schedule with 2, it is a long wait and you may not like the first one):
    - i. Medical/Specialty Comprehensive report documenting developmental history symptom course over time, and impact on adaptive functioning (*for diagnoses other than Autism*)
    - ii. **For Autism**, a comprehensive specialty report including review of developmental history, educational, psychological, psychiatric and medical areas; developmental history of the autistic symptoms, course over the person's life, and the current presence, extent and severity of autism symptoms (namely communication and social difficulties, restricted interests or repetitive behaviors); AND a structured assessment via an interview of family members, and observation of the individual.
  - c. **School psychologist/social worker:**
    - i. Social History from within the past 1 year.
  - d. **School Administration:**
    - i. Current IEP
  - e. **Primary Care Physician:**
    - i. Annual Physical
- 2) The application and supporting documents should be submitted to: [RO5Eligibility@opwdd.ny.gov](mailto:RO5Eligibility@opwdd.ny.gov)
  - a. If you can't send it through email, mail everything to:  
LI-DDRO 415-A Oser Avenue, Hauppauge, NY 11788 Attn: Eligibility
- 3) It is required and helpful that you register for the Front Door Information Session so you can learn more about OPWDD and the services they provide to eligible individuals. Please register for a WebEx Info session to learn about OPWDD services and the Front Door process. Here is a link to upcoming sessions: <https://opwdd.ny.gov/get-started/information-sessions>

- 4) Receive letter of Eligibility or Denial (denial can go on to 2 nd or 3rd Step Review, if appealed)
- 5) If eligible, set up Front Door Assessment--call 631-434-6000
- 6) Complete Front Door process and begin accessing Family Support Services by contacting agencies listed in the Grant Book (available at [www.lifssac.com](http://www.lifssac.com)) or by working with NonMedicaid Service Coordinator
- 7) If child (under 18) is recommended for Medicaid waiver, work with Care Manager at Care Coordination Organization (CCO), or with Non-Medicaid Service Coordinator to apply for Medicaid waiver. Those over 18 can apply for Medicaid and enroll in CCO.
- 8) After getting Medicaid approval, work with Care Manager to apply for Home and Community Based Services (HCBS) waiver.
- 9) If pursuing Self Direction, Care Manager submits for approval from OPWDD, and then family works with broker to develop budget and plan for program launch.
- 10) Meet regularly with Care Manager and circle of support to refine goals and services