



**Report to the Legislature**

**INDIVIDUAL AND FAMILY SERVICES PROGRAM**

Chapter 522, Laws of 2007 Section 205 (1) (e)

November 1, 2008

Department of Social & Health Services  
Aging and Disability Services Administration  
Division of Developmental Disabilities  
P.O. Box 45310  
Olympia, WA 98504-5310  
(360) 725-3521  
Fax: (360) 407-0955

## EXECUTIVE SUMMARY

Chapter 522, Laws of 2007 Section 205 (1) (e) requires the Department of Social and Health Services, Division of Developmental Disabilities (DDD) to submit a status report to the appropriate policy and fiscal committees of the Legislature on the Individual and Family Services (IFS) Program for people with developmental disabilities which shall include the following information: the number of applicants for funding; the total number of awards; the number and amount of both annual and one-time awards, broken down by household income levels; and the purpose of the awards. The reports are due by January 1, 2008 and November 1, 2008.

## BACKGROUND

The overall intent of the Individual and Family Services Program is to keep families intact by providing them with assistance in caring for their family member with developmental disabilities. Historically, the services provided by family support included respite care, therapies, adaptive equipment and related costs, training, supports and counseling, medical, dental, and nursing services, which are not covered by Medicaid or private insurance.

Prior to the 2007-09 Biennium, DDD had been operating three family support programs, Traditional Family Support, Family Support Opportunity, and the Family Support Pilot.

- **Traditional Family Support** was the original program offering family support services to reduce or eliminate the need for out-of-home residential placement of their family member with developmental disabilities when it is in the best interest of the person to continue living with his/her family. The characteristics of this program include an annual award amount based on four service need levels without regard to income. The Traditional Family Support Program served 254 individuals in FY05.
- **Family Support Opportunity** was started in June 1996 in an effort to provide more resources to a greater number of families. This program provided a standard funding amount to each family of \$1,500 without regard to income. The intent of this program was to provide various services to as many families as possible to help support the family unit. The Family Support Opportunity Program served 621 individuals in FY05.

- **The Family Support Pilot** was a proviso program funded by the Legislature for FY 2006 (\$900,000) and FY 2007 (\$1,600,000). The intent of the pilot was to provide resources to families not being served by other DDD funded sources. The annual award amounts ranged from \$1,000 to \$4,000 based on income. The Family Support Pilot Program served 341 individuals through September 2006.

In November 2006, the Division and stakeholder representatives submitted a report to the Legislature requesting a new, combined family support program. This report presented findings and recommendations with regard to moving the program to a more consolidated service model.

In April 2007, the Washington State Legislature passed Second Substitute Senate Bill 5467 which instructed the Division to create the new Individual and Family Services (IFS) Program. The Division was authorized to hire 4.0 FTEs in FY08 and an additional 4.3 FTEs in FY09 to provide assessments and case management services for the new clients to be added to the program.

Budget notes from the 2007-09 Biennium included the direction that “State funding in the amount of \$4.9 million is provided for family caregiver support and respite for an additional 1,300 clients (a 30 percent increase) to receive services by the end of FY09.” The phase-in schedule called for new individuals to be added to the program starting in October of 2007.

The 2008 Supplemental Budget slowed the phase-in and reduced the total number of people to be added to the Individual and Family Services Program from 1,300 to 1,254. Due to the worsening fiscal outlook for FY09, we may see a reduction to the number of individuals added to the program.

The IFS Program supports the mission of the Division of Developmental Disabilities:

*The mission of the Division of Developmental Disabilities (DDD) is to endeavor to make a positive difference in the lives of people eligible for services, through offering quality supports and services that are:*

*Individual/family driven; stable and flexible; satisfying to the person and their family; and able to meet individual needs. Supports and services shall be offered in ways that ensure people have the necessary information to make decisions about their options and provide optimum opportunities for success.*

Given this mission, the purpose of the IFS Program is to provide a low-cost, high-impact way for the state to partner with and invest in the well-being of families. This program allows families to have an intermittent break from their caregiving duties and helps defray some of the costs associated with supporting a family member with a developmental disability living in the home.

The intent of the IFS Program is to provide families with a more flexible menu of the supports necessary to keep eligible individuals with a developmental disability at home with parents or relatives.

The IFS Program allows participants to use their allocation to pay for any of the following services related to and resulting from their disability and identified and agreed to in the DDD Assessment Individual Support Plan (ISP):

- Respite Care
- Therapies
- Architectural and vehicular modifications
- Equipment and supplies
- Specialized nutrition and clothing
- Excess medical costs not covered by another source
- Co-pays for medical and therapeutic services
- Transportation
- Training
- Counseling
- Behavior management
- Parent/Sibling education
- Recreational opportunities

### **REQUEST LIST ELIGIBILITY CRITERIA**

To be placed on the individual and family services request list, an individual must:

- Live with a relative
- Not receive services under DDD waivers

### **PRIORITIZATION PROCESS**

DDD does not have the resources to administer assessments to all potential clients immediately. The Division, therefore, established a process to prioritize the eligible clients.

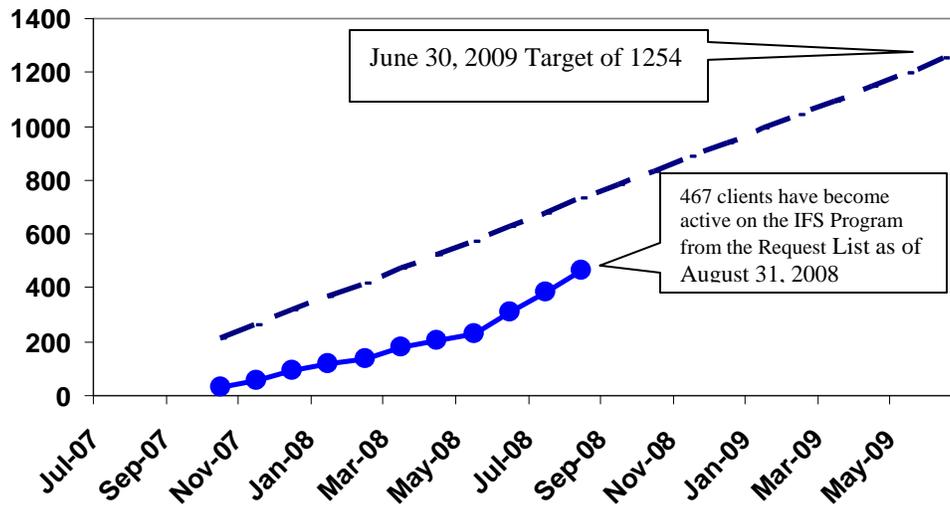
Individuals from the request list will receive screening in the following order:

1. Individuals on the IFS request list who have demonstrated a need by requesting the services listed below during the 2005-07 Biennium, i.e., between July 1, 2005 and June 30, 2007:
  - a. RHC Respite
  - b. Emergency Services
  - c. Residential Placement
2. Individuals who are on the IFS request list and within either of the two following groups:
  - a. Those who have a documented level of need based on the mini-assessments given.
  - b. Those that have been waiting the longest.

#### **CLIENTS ADDED FROM IFS REQUEST LIST**

Each of the six statewide DDD regions were provided an updated list of names taken chronologically from the IFS request list. These clients are currently being offered the IFS Program services. This includes administering the DDD Assessment in the client home and discussing, arranging, and managing the IFS Program services for these families. A total of 320 clients were added to the IFS Program from the request list from October 1, 2007 through June 30, 2008. Between July 1, 2008 and August 31, 2008, an additional 147 clients were added to the IFS Program. DDD has increased the rate at which people are being added to the program and we are projecting that we will reach our June target of 1,254.

### Clients Added To The IFS Program From The Request List



### CLIENTS TRANSITIONED FROM TFS, FSO, AND FSP

Between July, 1 2007 and June 30, 2008, there were 1,356 clients transitioned from TFS, FSO, and FSP, and an additional 62 clients were transitioned between July 1, 2008 and August 31, 2008.

	To Transition	7/1/07 - 6/30/08	7/1/08 - 8/31/08	SSP In Lieu of FS	No Longer Eligible	Yet to be transitioned
<b>FSO</b>	1904	595	41	629	417	222
<b>FSP</b>	644	524	20	0	25	75
<b>TFS</b>	670	237	1	280	115	37
<b>Total</b>	<b>3218</b>	<b>1356</b>	<b>62</b>	<b>909</b>	<b>557</b>	<b>334</b>

### NEED-BASED ALLOCATIONS

To receive funding in the IFS Program a DDD assessment must be administered to determine the person's need. Once the need has been established the funding amount will be based on the person's level of need. There are four allocation levels:

- Level 1 = \$2000
- Level 2 = \$3000
- Level 3 = \$4000
- Level 4 = \$6000

## **EMERGENCY SERVICES AND ONE-TIME AWARDS**

Families who are on the Individual and Family Services Request List may be eligible to receive one-time awards and emergency services if they experience a short-term crisis. These families may receive both emergency services and one-time awards.

Families who are on the IFS Program are not eligible for emergency services or one-time awards.

Emergency Services allow participants to pay for any of the following services:

- Respite Care – provide short term intermittent relief to you and your caregiver during a time of crisis.
- Nursing Services - may be used when a child requires nursing tasks when a family member is not available.
- Behavior Management – may be used to decrease behaviors that compromise the client's ability to remain in the family's home.

One Time Awards allow participants to pay for any of the following services:

- Architectural/Vehicular Modifications – these are physical adaptations to a client's home or vehicle to ensure their health, welfare, and safety. Some examples of items that have been provided are installation of wheelchair ramps and grab bars, widening of doorways for a person with a wheelchair and bathroom modifications.
- Equipment and Supplies – are designed to assist a client to increase or maintain their abilities to perform the activities of daily living; or perceive control or communicate with the environment in which they live. Some examples of items that have been provided are Hoyer lifts and track system, tracking bracelets, and a chest percussor.

**EMERGENCY AND ONE-TIME AWARD EXPENDITURES FOR FISCAL  
YEARS 2008 AND 2009**

<b>FISCAL YEAR</b>	<b>AWARD TYPE</b>	<b>SUM OF AWARD AMOUNT</b>
<b>FY08</b>	Emergency	\$307,882.00
<b>FY08</b>	One Time	\$402,85.00
<b>FY09</b>	Emergency	\$40,608.00
<b>FY09</b>	One Time	\$430.00

Data Source: SSRS AdHoc  
November 4, 2008 Jim Hall

**EMERGENCY AWARDS  
JULY 1, 2007 – AUGUST 31, 2008**

	<b>\$1 to \$1000</b>	<b>\$1001 to \$2000</b>	<b>\$2001 to \$3000</b>	<b>\$3001 to \$4000</b>	<b>\$4001 to \$5000</b>	<b>\$5001 to \$6000</b>	<b>\$6001 or More</b>	<b>TOTAL</b>
<b>Behavior Management</b>	16	25	3	1	0	0	0	<b>45</b>
<b>Respite Care</b>	22	29	15	8	2	3	7	<b>86</b>
<b>Nursing Services</b>	0	0	1	1	0	0	1	<b>3</b>
<b>TOTAL</b>	<b>38</b>	<b>54</b>	<b>19</b>	<b>10</b>	<b>2</b>	<b>3</b>	<b>8</b>	<b>134</b>

Data Source: SSRS Report #0029  
September 25, 2008

Between July 1, 2007 and August 31, 2008, the Division has authorized 134 emergency awards; 45 allocations were used toward behavior management, 86 allocations were used to access respite, and 3 allocations were used toward nursing services.

**EMERGENCY AWARD RECIPIENT'S REPORTED INCOME  
JULY 1, 2007 – AUGUST 31, 2008**

<b>Income Not Reported</b>	<b>\$0 to \$1000</b>	<b>\$1600 to \$8766</b>	<b>\$11,000 to \$28,000</b>	<b>\$30,000 to \$56,000</b>	<b>\$60,000 to \$75,000</b>	<b>\$95,000 to \$120,000</b>	<b>Total</b>
67	2	21	19	11	4	10	134

**ONE-TIME AWARDS  
JULY 1, 2007 – AUGUST 31, 2008**

	<b>\$1 to \$1000</b>	<b>\$1001 to \$2000</b>	<b>\$2001 to \$3000</b>	<b>\$3001 to \$4000</b>	<b>\$4001 to \$5000</b>	<b>\$5001 to \$6000</b>	<b>TOTAL</b>
<b>Architectural and Vehicular Modifications</b>	2	1	0	0	1	0	<b>4</b>
<b>Equipment and Supplies</b>	6	1	0	0	0	4	<b>11</b>
<b>TOTAL</b>	<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>15</b>

Data Source: SSRS Report #0029  
September 25, 2008

Between July 1, 2007 and August 31, 2008, the Department has authorized 15 one-time awards; 4 allocations were used toward architectural and vehicular modifications and 11 allocations were used to purchase equipment and supplies.

**ONE-TIME AWARD RECIPIENT'S REPORTED INCOME  
JULY 1, 2007 - AUGUST 31, 2008**

<b>Income Not Reported</b>	<b>\$0</b>	<b>\$5,964 to \$7,883</b>	<b>\$36,000</b>	<b>\$50,000</b>	<b>\$70,000</b>	<b>\$100,000</b>	<b>Total</b>
5	1	5	1	1	1	1	15

**IFS PROGRAM REQUEST LIST**

The Legislature has provided funding to offer 1,254 new clients the opportunity to participate in the IFS Program during this biennium (July 2007-June 2009) at an average amount of \$3,000 per individual.

In the state of Washington, as of August 31, 2008, there are 8,949 clients who are on the IFS Program request list. The names of these potential clients reside on a database maintained by DDD. Once the client is determined to be eligible for DDD services, the case manager will contact the family to schedule the in-home DDD assessment. Depending upon the level of need established by the DDD assessment, the client may qualify for one of the four levels of IFS funding, from \$2,000 to \$6,000 per year.

**INDIVIDUAL'S FROM THE REQUEST LIST NOW ACTIVE ON THE IFS  
PROGRAM  
JULY 1, 2007 – AUGUST 31, 2008**

	<b>REG. 1</b>	<b>REG. 2</b>	<b>REG. 3</b>	<b>REG. 4</b>	<b>REG. 5</b>	<b>REG. 6</b>	<b>TOTAL</b>
<b>Individual and Family Services Request List</b>	52	72	78	178	41	46	<b>467</b>

Data Source: CMIS Query  
August 31, 2008

As of August 31, 2008, a total of 467 clients from the request list have become active on the IFS Program, based on eligibility and assessed level of need.

**INCOME**

The Division of Developmental Disabilities is required to request family income for families of children who are 17 years of age or younger and are receiving state-only funded services. Clients who are 18 years or older are asked to report only their income. The amount of services a client receives is solely based on the individuals assessed need. Income will not affect a person's level of service.

An individual's access to DDD paid services is not affected when families or adult individuals decline to provide DDD with income information. As of August 31, 2008, 1,837 participants have voluntarily reported their income.

**AWARD LEVELS AND REPORTED ANNUAL INCOME  
JULY 1, 2007 – AUGUST 31, 2008**

<b>REPORTED INCOME</b>	<b>Level 1 \$2000</b>	<b>Level 2 \$3000</b>	<b>Level 3 \$4000</b>	<b>Level 4 \$6000</b>	<b>TOTAL</b>
<b>\$0 – 5,000</b>	140	210	188	70	<b>608</b>
<b>\$5001 - 10,000</b>	76	77	65	27	<b>245</b>
<b>\$10,001 - 30,000</b>	92	92	92	25	<b>301</b>
<b>\$30,001 - 90,000</b>	117	186	245	54	<b>602</b>
<b>\$90,001 - 120,000</b>	7	21	23	7	<b>58</b>
<b>\$120,001 - 150,000</b>	1	1	4	2	<b>8</b>
<b>\$150,001 - 180,000</b>	0	2	1	0	<b>3</b>
<b>\$180,001 - 210,001</b>	3	0	1	1	<b>5</b>
<b>\$210,001 - 240,000</b>	0	0	1	0	<b>1</b>

<b>REPORTED INCOME</b>	<b>Level 1 \$2000</b>	<b>Level 2 \$3000</b>	<b>Level 3 \$4000</b>	<b>Level 4 \$6000</b>	<b>TOTAL</b>
<b>\$240,001 - 300,000</b>	0	3	2	0	<b>5</b>
<b>\$300,001 - 350,000</b>	0	0	1	0	<b>1</b>
<b>TOTAL</b>	<b>436</b>	<b>592</b>	<b>623</b>	<b>186</b>	<b>1837</b>

Data Source: CMIS Query  
August 31, 2008

### Funding Percent by Service Type

