

Allocation Glossary

Intake & Eligibility Bureau: The DDSD Intake and Eligibility Bureau takes applications for the DD Waiver over the phone or in person and based on documentation provided, determine if the registrant matches the definition for a developmental disability.

Third Party Assessor (TPA): The TPA determines medical eligibility for participants on the DD Waiver and Mi Via Self-Directed Waiver. They also approve the Service and Support Plan (SSP) and budget for participants on the Mi Via Self-Directed Waiver.

Income Support Division: The Income Support Division determines if an individual is financially eligible to receive services through the DD Waiver or Mi Via Self-Directed Waiver. They will tell you what forms and documents you need to get to them to determine if the individual is financially eligible.

DDW Case Manager: DDW Case Managers assist participants in gaining access to needed Developmental Disabilities Waiver (DDW) and State Plan services. Case Managers link the individual to needed medical, social, educational, and other services.

Mi Via Consultant: Mi Via Consultants provide consultant and support guide services to assist in arranging for, directing and managing Mi Via Self-Directed Waiver services and supports as well as developing, implementing, and monitoring the Service and Support Plan (SSP) and annual authorized budget.

Financial Eligibility: The process of completing the Medicaid Application Form for Developmental Disabilities Waiver (DDW). The Income Support Division will review the completed Medicaid Application Form submitted and they will tell you what forms and documents are needed to determine if the individual is financially eligible.

Medical Eligibility: If you selected DD Waiver, the DDW Case Manager will guide you through the process of completing and compiling assessments for medical eligibility. Typically the DDW Case Manager will complete an assessment, your doctor will complete and sign a Level of Care (LOC) abstract and a copy of your history and physical will be sent to the Third Party Assessor (TPA). The TPA will review the information and make the determination based on the information packet submitted. If you selected Mi Via Self-Directed Waiver, you will receive blank copies of the Level of Care (LOC) abstract and a copy of the history and physical to take to your medical provider. Once the documents are completed, they must be submitted to the Third Party Assessor. Your Mi Via Consultant can provide guidance on self-direction for medical eligibility.

Outside Reviewer: an agency contracted with the Developmental Disabilities Supports Division to provide clinical review of requested services through the DD Waiver. The DDW Case Manager may submit additional information relating to support needs and the Outside Reviewer will make a written, clinical determination as to whether or not the requested supports are needed. The Outside Reviewer also recommends if the requested annual budget should be approved.