



Home and Community Based Service Start Up

Step 1: Fill out our [interest form](#).

Step 2: Someone from your region will contact you and complete a screening call to determine desired services and to establish an intake meeting if appropriate.

What's an intake meeting? Intake meetings are completed for anyone who has not received in-person services within the last year. This meeting is to help us get to know your loved one and ensure that the programs you are interested in will best serve them. This meeting takes about an hour; we ask that you and your loved one attend and that you bring any contact information regarding your current funding source contact. *(The setting of your intake meeting will be determined based on desired services. i.e virtual or in-person services)*

What if I do not have a funding contact or source? Where do I start?

You might be eligible! No matter the age of your loved one, your journey will start at your local [Aging and Disability Resource Center](#). Learn more here: [ADRC](#)

Funding options:

CLTS (Under 18): [Children's Long-Term Support](#)

IRIS & Family Care (Over 18): [IRIS Family Care](#)

Private Pay with DSAW: [Self-Pay Payment Agreement](#)

Step 3: Following the intake meeting you will be assigned a DSAW Case Coordinator.

What's a Case Coordinator? When a participant is engaged in DSAW's HCBS programs or services, that individual is internally assigned to a DSAW staff member (Case Coordinator). Case Coordinators are your main liaison for DSAW HCBS services. They will help you establish goals, create a plan for services, track authorizations and other necessary communications, and assist families with making updates to their goals, programs, or services. If you/your loved one is also receiving Employment Services from DSAW, you/they will also have Employment Services team members involved in their wraparound care.

Step 4: Your Case Coordinator will establish a time to call and register you for desired programs through DSAW's rolling enrollment.

What is rolling enrollment? Rolling enrollment is a year-long registration that will align with individuals' annual plans through their funding source. All of our classes and services for the year will still be available to view online, but registration will be done through a DSAW Case Coordinator.

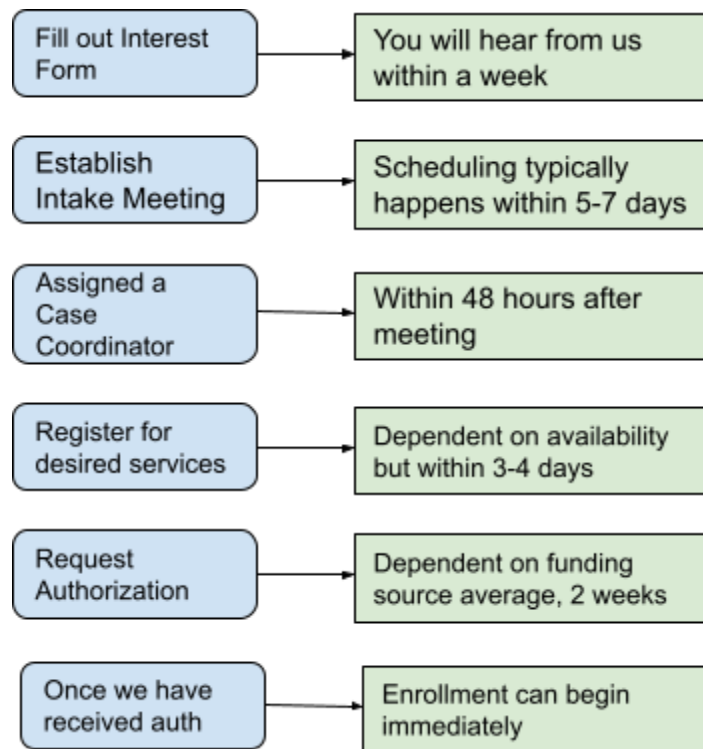
Step 5: You will be notified if there is a waitlist for any of your desired programs.

Step 6: If there is no waitlist, your Case Coordinator will work with you to request an authorization for service through your desired funding source.

Step 7: Once we have received approval for the authorization, your loved one will be enrolled in the service.

Commonly Asked Questions:

How long does this process take? It is best to allow for about a month's time from the time you fill out the interest form to when you are assigned a Case Coordinator who can register you for desired services.



What happens after all of these steps? After your loved one is assigned a Case Coordinator, and has been enrolled in their desired services, you should expect to have an annual meeting approximately a year after initial enrollment (or any time by request). This is a meeting with you, your loved one, and your Case Coordinator to update pertinent information, update goals, register for new services, and update you on programs and offerings at DSAW. You can change your loved one's care plan at any time.