

Department of Health
Developmental Disabilities Division (DDD)

How to Apply for Admission to DDD

Contact the intake office on your island and schedule a meeting with an intake worker.

health.hawaii.gov/ddd/files/2018/01/DDD-Intake-Booklet.pdf

Intake process can take several months

Includes Assessment and Psychological Evaluation, Medical Reports, Specialist Reports, and Department of Education records review.

When to Apply?

Now! DDD provides services to individuals throughout their lifespan. If denied before, the student can apply again.

After admission into DDD, a needs type assessment and an **Individualized Service Plan (ISP)** will need to be completed. This process can take up to a month.

How to Apply for Direct Service Supports

Once admitted into DDD, the student will automatically get Targeted Case Management. To get additional direct service supports, they must apply and qualify for Medicaid and Medicaid Home and Community Based Waiver Services through the Department of Human Services. This two-step approval process takes a minimum of three months.

With DDD Waiver Services, you can receive Employment Related Options: Benefit Counseling, Discovery & Career Planning, Individual Employment Supports, and a direct service worker to assist the student at college (post- secondary education).

Other DDD Waiver Services includes Community Learning Service for other than on-the- job training.

DD Long-term Adult Supports & Resources Program
(if eligible and when available)

Department of Education (DOE)
Special Education

Individualized Educational Program (IEP)

Includes:

Course of Study and Formal Transition Plan
(Starting at age 14 or younger)

Formal Transition Plan (Starting at Age 14) Requirements:

- Plan must be coordinated
- Student must be invited
- Parental consent is required to invite agencies & others
- Includes measurable post secondary outcomes in education, employment/ vocational training and independent living.
- Includes annual IEP goals to achieve outcomes
- Includes services provided to achieve outcomes
- Includes agencies of your choice that provide resources and services; like DDD and DVR.
- Ongoing or Annual Vocational Assessment

Course of Study

Diploma

Educational Services Include
Completion of 24 credits in specific/ required areas

Certificate

Educational options may include:
- Work-Based Learning Program

-CTE/ Vocational Education Classes

-Community Based Instruction (CBI)

-Content Core Classes

-Vocational Rehabilitation Program

Summary of performance will be provided when the student leaves DOE.

Student Exits DOE

Student can receive DOE services up to the day they turn the age of 22, as long as they remain eligible

Department of Human Services
Division of Vocational Rehabilitation (DVR)

Referral and Application (not to exceed 30 days)

DOE and/ or Parent initiates the referral to DVR for Transition Services and Pre-Employment Transition Services (Pre-ETS). DVR Counselor meets with the student, family, and/or transition coordinator for the intake interview. Students will have a choice to initiate DVR services through the Potentially Eligible or VR-eligible application process.

Eligibility Determination (not to exceed 60 days)

DOE must provide assessments and evaluations, which can include, but is not limited to:

- Academic
- Cognitive
- Functional
- Vocational
- Behavioral
- Social
- Report Card Summary (diploma track students)
- IEP

Individualized Plan for Employment (IPE)

(not to exceed 90 days)

The employment goal must be consistent with the student's abilities, capabilities, strengths, resources, priorities, interests, concerns and informed choice. It also reflects services needed to accomplish the employment goal. Includes joint evaluation of the primary employment factors in determining what services and training to provide and mapping what student wants to do after high school.

Note on Potentially Eligible Students

Pre-ETS are limited to five services and are available for any student with a disability between the ages of 14-22 (the day before their 22nd birthday): Job Exploration Counseling, Instruction on Self-Advocacy, Work Readiness Training, Work Based Learning Experiences and Counseling on Post- Secondary Educational Opportunities.

The Potentially Eligible student will be limited to only these five services and will complete a simplified application with DVR. If the student needs additional services, they will need to submit the full VR application, be determined eligible and have an approved IPE.

Employment Services can be supported by all three agencies DDD, DOE and DVR

These can include: Job search, Job development, Job placement, Job coaching, Vocational training, On-The-Job-Training and Coordination of Natural Supports

Pathway to Employment for Students with Developmental Disabilities Transitioning from High School.

Department of Human Services Hawai'i Division of Vocational Rehabilitation (DVR)

VISION

Move Forward to Work

MISSION

VR exists to serve its participants. We work as a team so that participants can achieve their hopes and aspirations for meaningful employment through timely and individualized vocational rehabilitation services.

O'AHU BRANCH

707 Richards St., Suite 500
Honolulu, HI. 96813
Ph: (808) 586-4824 (V/T)

HAWAII BRANCH

75 Aupuni St. #110
Hilo, HI. 96720
Ph: (808) 974-6444 (V/T)

MAUI BRANCH

54 So. High St. #309
Wailuku, HI. 96793
Ph: (808) 984-8350

KAUAI BRANCH

3060 Eiwa St. #304
Lihue, HI. 96766
Ph: (808) 274-3333 (V/T)

KAPOLEI OFFICE

601 Kamokila Blvd, #515
Kapolei, HI. 96707
Ph: (808) 692-8603 (V/T)

KONA OFFICE

75-5722 Kuakini Hwy #213
Kailua Kona, HI. 96740
Ph: (808) 323-0025 (V/T)

MOLOKA'I OFFICE

55 Makaena St.
Kaunakakai, HI. 96748
Ph: (808) 553-3621 (V/T)

SERVICES FOR THE BLIND BRANCH

1901 Bachelot St
Honolulu, HI. 96817
Ph: (808) 586-5268 (V/T)

Developmental Disabilities Council (DDC)

This brochure started as a Tri-Agency Map to Employment for Students with Developmental Disabilities Transitioning from High School. It represents the efforts of the Inter Agency Work group comprised of the Departments of Education, Health (DD Division and DD Council), and Human Services (Division of Vocational Rehabilitation Services), and the Center on Disability Studies collaborating to increase and improve post high school opportunities for students with disabilities. It is intended to be a simple introduction to facilitate discussion and meetings between the agencies, student, and family. All comments pertaining to this brochure should be emailed to Julia Althoff, at julia.althoff@doh.hawaii.gov, or addressed to: Julia Althoff, Hawai'i State Council on Developmental Disabilities 1010 Richards Street, Room 122, Honolulu, HI 96813

Department of Education (DOE) Special Education

Special education is specially designed instruction and services to meet the unique needs of students with disabilities. Services under IDEA can include specially designed instruction in academics, speech-language pathology, behavioral health counseling, and physical and occupational therapy. The Department provides IDEA services at no cost to families to students aged 3 to 22, who demonstrate a need for specially designed instruction, after an eligibility determination.

How do I get help for my child?

Contact your child's home school and request an evaluation for Special Education Eligibility. The request can be made by [either]:

- Verbally, in person, or by phone;
- In a written letter, faxed, or e-mailed; or
- On the State of Hawai'i Request for Evaluation form obtained from the school.
- Return the form to the school office.



The Center on Disability Studies

The Center on Disability Studies (CDS), College of Education, University of Hawai'i at Mānoa is an Organized Research Unit recognized by the University of Hawai'i Board of Regents. CDS is a federally funded University Center of Excellence on Developmental Disabilities (UCEDD) which is part of a national network authorized under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act).

As one of the 67 UCEDDs, CDS continues its commitment to support people with disabilities and their families through research, training, and demonstration activities, and disseminating the results of its work to community members, professionals, students, and policymakers.

CDS is a valued partner with state and regional organizations and responds to their needs for technical assistance. CDS designs and offers many training programs; provides community-based demonstrations to build local capacity to improve services to individuals with disabilities; and conducts numerous statewide, national, and international dissemination activities.

You can learn more by visiting our website coe.hawaii.edu/cds/

Department of Health Developmental Disabilities Division (DDD)

3627 Kīlauea Avenue, Room 104
Honolulu, Hawai'i 96816

Intake phone numbers:

O'AHU: 733-1689

HILO: 974-4280

KONA: 327-6212

WAIMEA: 887-8142

KAUAI: 241-3406

MAUI/LĀNA'I: 243-4625

MOLOKA'I: 553-7898

Frequently Asked Questions

- If a student is receiving 1:1 supports in the school can they still receive DDD Waiver Services? Yes. DDD Waiver Services are not provided during school hours, so it is not a duplication of service.
- Does a student have to be denied DVR services before they can get DDD Waiver Services for employment? No. DDD Waiver Services for employment supports can happen at the same time; however, close coordination with DDD, DVR and DOE must occur to ensure no duplication of services.
- If a student gets a job and gets paid, will they lose all their benefits, like SSI, Medicaid, SNAP? No. Benefit counseling is recommended to assure this does not happen. Also, an Achieving a Better Life Experience (Hawai'i ABLE) account can be set up to protect the students benefits.
- If a student is deemed ineligible for admission into DDD, can they reapply? Yes. It is recommended to reapply in one year.
- If a student was receiving Waiver services in another State, will they automatically be eligible for DDD services in Hawai'i? No. They must apply when they arrive to Hawai'i and meet Hawai'i's eligibility criteria.