



**Office for People With  
Developmental Disabilities**

# **Establishing OPWDD Eligibility and The Home and Community Based Services Waiver Enrollment Process**

Health Home Serving Children Care Managers

JUNE 8, 2026



# Welcome & Introductions

# Training Purpose

- ❖ The purpose of today's webinar is to provide an overview of the process for establishing OPWDD Eligibility and applying for OPWDD's Home and Community Based Services (HCBS) Waiver.
- ❖ It is essential that Health Home Serving Children Care Managers (HHSC CMs) understand both processes to best assist their members interested in pursuing a transfer to OPWDD's service system.



# Training Objectives

## Identify Steps for Accessing OPWDD's Service System and Waiver Services:

1. OPWDD Eligibility (IDD Determination) and Intermediate Care Facilities for Individuals with Intellectual and Developmental Disabilities (ICF / IID) Level of Care Eligibility Determination (LCED)
  - Ability to access OPWDD state-paid services
2. Medicaid Eligibility & Activation
  - Family of One / Parental Deeming
  - Ability to access Medicaid State Plan services
3. OPWDD HCBS Waiver Application & Enrollment
  - Ability to access OPWDD Waiver Services



# Collaboration Webinars OPWDD and Children's Waiver

A webinar series with DOH was developed to share information, update requirements and processes, and be a reminder of the necessary collaborative process.

- Overview of the CCO/HH recommended for all stakeholders who are interested in learning more information about the CCO/HH process.
  - [PDF](#) & [Recording](#) Available
- Obtaining and Maintaining LCED for Children's Waiver Participants
  - [PDF](#) & [Recording](#) Available
- Collaboration Process and Steps between OPWDD and Children's Waiver for Eligibility of Developmental Disabilities / Medically Fragile and Developmental Disabilities / Foster Care
  - [PDF](#) & [Recording](#) Available
- Transfer Process between the Children's Waiver and OPWDD Comprehensive Waiver
  - [PDF](#) & [Recording](#) Available



# Terms and Definitions

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- **Care Coordination Organization Health Homes (CCO/HHs):** Organizations formed by providers of developmental disability services to provide OPWDD care management services.
- **Children's Liaison (CL):** are the direct OPWDD Regional Office contact staff who track and assist with OPWDD eligibility and the OPWDD ICF/IID LCED for children/youth enrolled with a Health Home Serving Children.
- **Intellectual and Developmental Disability (I/DD) Eligibility:** the OPWDD eligibility review process determines if a person has a developmental disability and is eligible for supports and services. DD eligibility must be determined prior to an ICF/IID LCED determination.
- **Developmental Disabilities Regional Field Offices (DDRFO):** are the regional offices of OPWDD and are where the Children's Liaisons are located throughout the state.

# Terms and Definitions

- **Intermediate Care Facilities for Individuals with Intellectual and Developmental Disabilities (ICF/IID):** A residential treatment option in the community for persons with specified medical and/or behavioral needs. ICFs provide 24-hour on-site assistance and training, intensive clinical and direct care services, professionally developed and supervised activities, and a variety of therapies. ICFs are designed for individuals whose disability severely limits their ability to be independent.
- **Level of Care Eligibility Determination (LCED):** is an eligibility tool used for the initial determination and annual redetermination that an individual meets the ICF/IID Level of Care.
- **Notice of Decision (NOD):** the determination that is issued to the child/youth/parent/guardian/legally authorized representative regarding their eligibility and their Fair Hearing rights.
- **Plan of Care (POC):** the document outlining the enrolled child/youth's needs and the referred and monitored services to address those needs.



# Level Set on Roles and Functions

# Roles and Functions

When a child/youth is enrolled with a Health Home Serving Children:

- **HHSC Care Manager** – The current care manager is responsible for explaining to the child/youth and family the various options, services, providers, and eligibility processes so an informed decision is made.
- **DDRFO Children's Liaison** – The direct OPWDD regional office contact responsible for assisting with establishing OPWDD eligibility, ICF/IID LCED, and applying to OPWDD's waiver.
- **CCO/HH Intake Staff** – Becomes involved when a transfer is taking place. Lead with applying to OPWDD's waiver when indicated on the transfer request.



**1. OPWDD Eligibility  
(I/DD Determination) and  
ICF/IID LCED**

# Overview

- ✓ Describe the Process for Establishing OPWDD Eligibility
- ✓ Explain Provisional OPWDD Eligibility for Young Children
- ✓ Review the Initial ICF/IID LCED and Maintaining Redeterminations
- ✓ Walkthrough of HHSC Care Manager's Role in Assisting to Obtain OPWDD Eligibility and ICF/IID LCED

# Referring to OPWDD

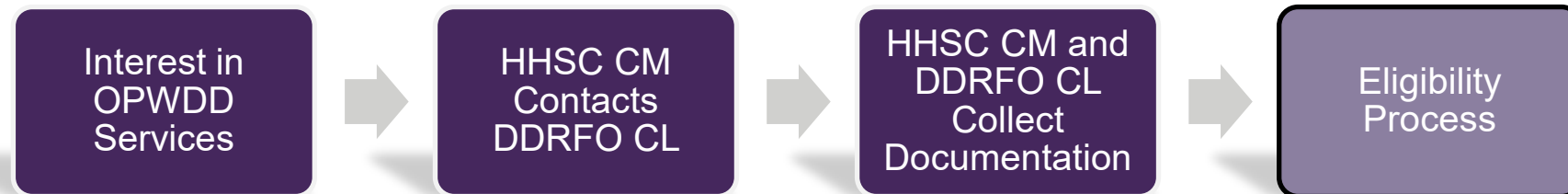
HHSC Care Manager should discuss with the child/youth/parent/guardian or legally authorized representative regarding a referral to OPWDD for children/youth who are suspected of having a DD.

- For Children/youth who are enrolled with a Health Home Serving Children, referrals and questions should be sent through the DDRFO Children's Liaison.
- The DDRFO Children's Liaison is the main point of contact for children/youth enrolled with a HHSC who are interested in pursuing I/DD Eligibility and ICF/IID LCED or transferring waivers.
- The child/youth must first be determined to have an intellectual / developmental disability prior to obtaining an ICF/IID LCED and applying to OPWDD's HCBS Waiver.

# Establishing OPWDD Eligibility

The first step is to determine if the child/youth is OPWDD **eligible** – the eligibility review process is how OPWDD determines if they have an intellectual / developmental disability and are eligible for supports and services.

- **OPWDD eligibility is required to obtain services offered by State operated and not-for-profit providers funded through OPWDD.**
- **DDRFO staff make eligibility determinations based on review of complete clinical documentation and assessments by qualified professionals.**



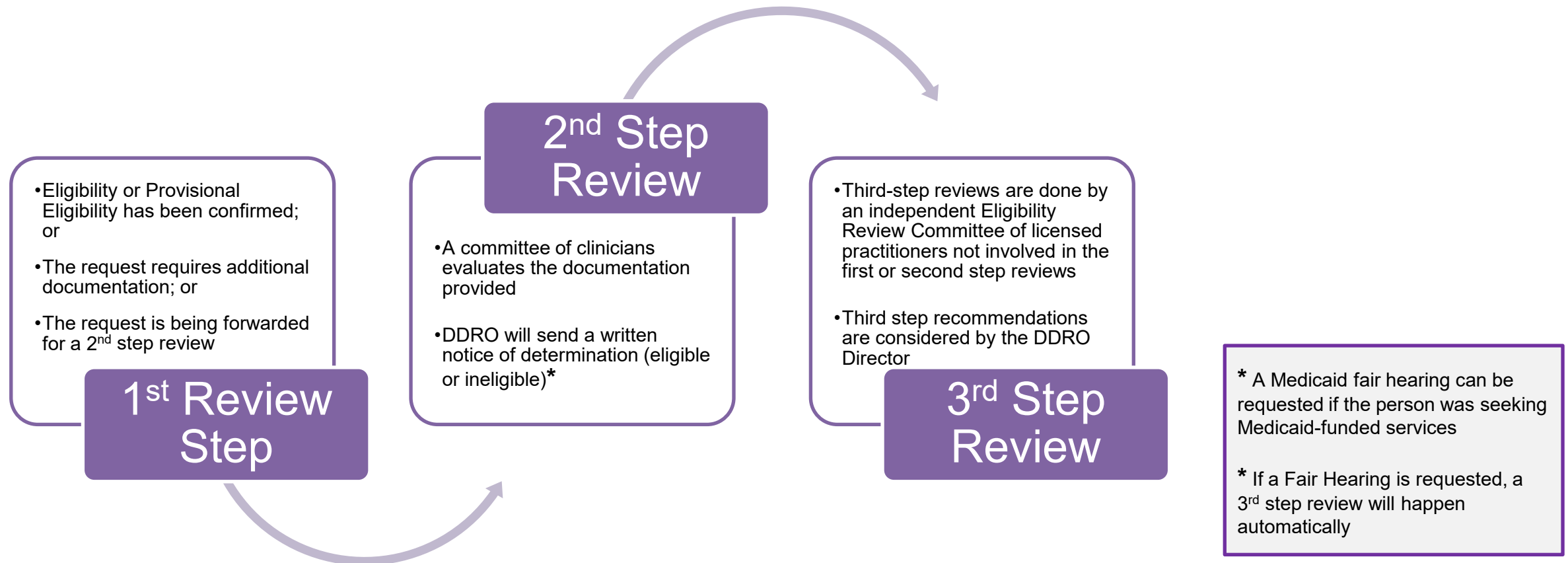
# Important to Note

**OPWDD Eligibility** is **different** from **OPWDD HCBS Waiver Eligibility**.

OPWDD Eligibility must be established prior to applying for OPWDD HCBS Waiver

# Three – Step Review Process

The process for determining eligibility may involve multiple review steps and is designed to make sure that every person receives a fair and thorough review.



# Role of the Health Home Serving Children Care Manager

## Serve as the Referral Source

- Submit the **Transmittal Form** to the DDRFO Children's Liaison identified for your county via Secure File Transfer.



REASON FOR REFERRAL TO CHILDREN'S LIAISON (If the person is in HHSC/C-YES and interested in OPWDD)		
<b>The purpose of this section is to identify the reasons why contact to the CL is being initiated. The CL needs this information in order to determine next steps. Please check all that apply.</b>		
<input type="checkbox"/> OPWDD DD Eligibility	<input type="checkbox"/> OPWDD ICF/IID LCED (Initial)	<input type="checkbox"/> OPWDD ICF/IID LCED (Redetermination)
<input type="checkbox"/> Transfer from DOH HHSC or C-YES to OPWDD CCO	<input type="checkbox"/> Transfer interest in OPWDD HCBS Waiver	
<input type="checkbox"/> No longer meets criteria for DOH Children's Waiver (Please explain)		
<input type="checkbox"/> Other (Please explain)		

# Role of the Health Home Serving Children Care Manager

## Obtains Appropriate Releases of Information

- Ensure the appropriate consents are in place to share information with the DDRFO Children's Liaison
  - ✓ **DOH 5201 Form** for Children Under 18 Years of Age
  - ✓ **DOH 5055 Form** for Youth 18 Years of Age or Older

# Role of the Health Home Serving Children Care Manager

**Gathers Necessary Documents for OPWDD Eligibility Packet** – The HHSC Care Manager works directly with the DDRFO Children’s Liaison to gather the following documentation:

- ✓ **Cognitive Testing** – *all available*
- ✓ **Adaptive Assessments** – *all available*
- ✓ **Physical or Medical Summary** – *completed within the past 12 months*
- ✓ **Social/Developmental History, Psychosocial Report or other report that shows that the person became disabled before age 22** – *unless this is contained in other reports such as a psychological evaluation*
- ✓ **Social Evaluation** – *completed within the past 12 months*

# Role of the Health Home Serving Children Care Manager

## **Submits Eligibility Documents to the DDRFO Children's Liaisons via Secure File Transfer**

- The DDRFO Children's Liaison reviews documentation when received and may request additional documents as needed.
- Once all the documentation has been gathered for the OPWDD Eligibility Packet, the DDRFO Children's Liaison sends the packet to the DDRFO Eligibility Team to conduct the review process.

# Role of the Health Home Serving Children Care Manager

## OPWDD Eligibility Determination

- A child/youth can be determined to be either fully OPWDD Eligible, Provisionally OPWDD Eligible, or not OPWDD eligible.
- The DDRFO Children's Liaison will ensure any communication on the eligibility determination is forwarded to the HHSC Care Manager if they are not already included.
- If determined to be either OPWDD Eligible or Provisionally OPWDD Eligible, the next step will be for the HHSC Care Manager to complete the ICF/IID LCED.

# Provisional Eligibility for Young Children

- **For children age 0 – 7:**
  - Eligibility requirements are the same as those of adults except that young children may be found provisionally eligible for an identified time-period, but no later than age 8.
  - “Provisional Eligibility” may be determined when a young child presents with developmental delay and evidence of functional limitation, but without specification of a named qualifying diagnosis.
- For children that are enrolled in the Children’s Waiver that have OPWDD provisional eligibility, additional information regarding the child’s diagnoses and level of functioning must be submitted to the DDRFO twelve months prior to the provisional eligibility expiration date (i.e., the child’s 8th birthday).
- The DDRFO Children’s Liaison will work with the HHSC Care Manager to obtain this additional clinical documentation for the DDRFO to determine if the child meets the criteria for full OPWDD eligibility.

# Initial ICF/IID LCED

- The ICF/IID LCED is used for the initial determination and annual redetermination for individuals seeking to access or maintain HCBS Waiver services.
- HCBS waiver services can only be provided to individuals who would otherwise require services consistent with the level of care provided in a Medicaid certified hospital, nursing facility or ICF/IID (42 CFR Section 441).
- Must certify through an annual level of care redetermination process that individuals continues to present needs consistent with the ICF/IID level of care.
- The ICF/IID LCED evaluates the following:
  - Evidence of a developmental disability
  - Disabilities manifested before age 22
  - Evidence of a severe behavior problem (not required)
  - Health care need (not required)
  - Adaptive behavior deficit in one or more of the following areas:
    - Communication; Learning; Mobility; Independent Living; Self-Direction

# Maintaining ICF/IID LCED

- The HHSC Care Manager must collaborate with the DDRFO Children's Liaisons to maintain the ICF/IID LCED on an annual basis regardless of if the child/youth is currently utilizing OPWDD's services.
- More information can be located within the training: Initiating and Maintaining OPWDD ICF/IID Level of Care Eligibility Determination (LCED)
  - ❖ [PDF](#) and [Recording](#) Available

# Important to Note

- ❖ OPWDD Eligibility and a current ICF/IID LCED is **needed** to transfer to OPWDD.
- ❖ OPWDD Eligibility and the ICF/IID LCED can be established prior to a transfer being requested.
- ❖ As a best practice establishing OPWDD Eligibility and maintaining the ICF/IID LCED prior to requesting a transfer helps the process move timely.



**Medicaid**

**Parental Deeming / Family of One**

# Overview

- ✓ OPWDD Medicaid Services
- ✓ Explain Children who Require Parental Deeming (Family of One)
- ✓ Discuss the Process for Children Transferring from DOH Children's Waiver to OPWDD's Waiver

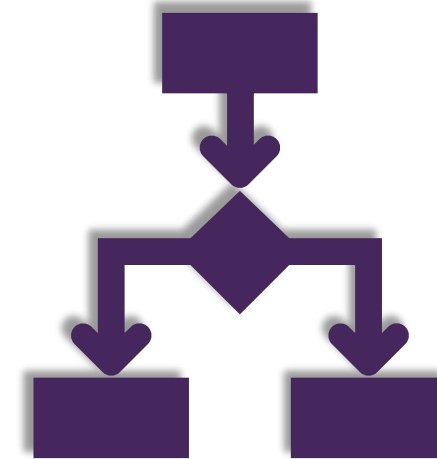
# Medicaid and OPWDD Supports and Services

## ❖ Medicaid Services:

- The OPWDD HCBS Waiver
  - Residential
  - Community
  - Day & Employment Supports
- State Plan Services
  - Care Coordination
  - Clinical and other health related supports (e.g., Article 16 Clinic, Crisis Services for Individuals with Intellectual and/or Developmental Disabilities (CSIDD))

## ❖ Non-Medicaid Services:

- Family Supports Services
- Housing Subsidies



# Children Who Require Parental Deeming

- ❖ Children under the age of eighteen (18) seeking OPWDD services may require Medicaid eligibility. In some cases, a child may not qualify for Medicaid based on their family's income and resources.
- ❖ In these cases, the parental income and resources can be disregarded (a waiver of parental deeming) to access OPWDD's home and community-based services (i.e., OPWDD's HCBS Waiver).
- ❖ A complete HCBS Waiver application must be submitted prior to requesting waiver of parental deeming.



# Children Transferring from DOH Children's Waiver

- ❖ For children/youth, under the age of eighteen (18), accessing the DOH Children's Waiver via Family of One who want to pursue a transfer over to OPWDD's Waiver – this must occur as a waiver-to-waiver transfer **not** a waiver to care management only.
- ❖ Children under Family of One must apply to OPWDD's HCBS waiver and be approved prior to the transfer taking place so that Medicaid coverage stays in place.
- ❖ HHSC Care Managers should account for the additional process time of applying to OPWDD's HCBS waiver when family's want to transfer.

**Coordination and Collaboration is Key**





# **OPWDD HCBS Waiver Application and Enrollment**

# Overview

- ✓ OPWDD Waiver Services
- ✓ Provide the OPWDD Waiver Eligibility Rules
- ✓ Explain Reasonable Indication of Need
- ✓ Describe Documentation Needed for Applying to OPWDD's Waiver and the Process for Children

# Waiver Services

## Habilitation Services

- Residential
- Day
- Community
- Prevocational Services
- Supported Employment
- Pathway to Employment

## Non-Habilitative Services

- Respite
- Adaptive Devices
- Environmental Modifications
- Vehicle Modifications
- Home Enabling Supports
- Family Education and Training
- Fiscal Intermediary (FI)\*
- Support Brokerage\*
- Individual Directed Goods and Services\*
- Live-in Caregiver\*
- Community Transition Services
- Intensive Behavioral Services

\*Self-Directed Services

# Waiver Eligibility Rules

To be authorized for waiver enrollment a person must:

1. Have a Developmental Disability
2. Be eligible for ICF/IID Level of Care
3. Enrolled in Medicaid
4. Choose HCBS Waiver participation rather than ICF/IID
5. Resident of NYS and live in either: own home independently or with family or an OPWDD certified residence (Family Care Home, IRA or CR)
6. Have a reasonable indication of need for services that cannot be met by other community based and natural supports
  - Need a monthly waiver service or
  - Need monthly monitoring from a Care Management entity in addition to waiver service that is delivered less frequently than monthly

# Reasonable Indication of Need

- ❖ Under CMS rules, enrollment in the HCBS Waiver is contingent on a person requiring one or more HCBS waiver services to avoid institutionalization.
- ❖ If the person's need for services can be met through other sources of funding, then those options must be explored first.
- ❖ A person can only access HCBS waiver services when they have a reasonable need for a type of waiver service that is not available from other sources – other sources may include natural or community supports, early intervention, school supports, or Family Support Services (FSS).
  - **23-ADM-06R** describes how OPWDD evaluates the requirement that a person's need for HCBS Waiver services is demonstrated through a "Reasonable Indication of Need" evaluation.

# Showing Reasonable Indication of Need

**To show a Reasonable Indication of Need for HCBS Waiver services, a person must:**

- Require at least one (1) HCBS Waiver service provided by an OPWDD-certified service practitioner to remain out of an institution as documented in their Life Plan; and
- Require the HCBS Waiver service(s) at least monthly; or
- Require regular monthly monitoring of health and welfare by a Care Manager if their need for service(s) is less than monthly, as documented in their service plan/Life Plan.

# Not Reasonable Indication of Need

- The need for Environmental Modifications, Vehicle Modifications, Assistive Technology, Family Education and Training, Home Enabling Supports, or Individual Directed Goods and Services, either alone or in combination with one another, is not sufficient to demonstrate the person's reasonable indication of need for a monthly HCBS waiver service.
- The need for Respite Services, alone or in combination with one of the services listed above, is also not sufficient to demonstrate the person's reasonable indication of need for a monthly HCBS waiver service, unless each of the provisions below are met:
  - Appropriate justification is provided in the Life Plan to demonstrate the person requires Respite Services be provided at least monthly;
  - The qualifying respite services are provided by an OPWDD-certified service practitioner;
  - and Respite Services are not otherwise sufficiently available through a non-Medicaid funding source.

# Reasonable Indication of Need by Age

## Birth to Age 3

- ❖ To be eligible for enrollment in the HCBS Waiver, a child who is receiving services from an EI program must demonstrate a reasonable indication of need for monthly waiver services that cannot be met through the EI program or other funding options.

## Preschool (Ages 3 to 5)

- ❖ To be eligible for HCBS waiver services, children in this age group must demonstrate a reasonable indication of need to receive HCBS Waiver services and they must receive Care Management services – either OPWDD Comprehensive Health Home Care Management or OPWDD Basic HCBS Plan Support.

## School-Age (Ages 5 to 18)

- ❖ Children in this age group requesting HCBS Waiver enrollment must be evaluated and must demonstrate a reasonable indication of need. If the individual is eligible for and receiving HCBS waiver services, they must receive Care Management services – either OPWDD Comprehensive Health Home Care Management or OPWDD Basic HCBS Plan Support.

# Applying for HCBS Waiver and Service Authorization

- ❖ For children/youth enrolled with a HHSC transferring over to OPWDD, the CCO/HH intake staff will take the lead in gathering and submitting the documentation needed.
- ❖ As the active current Care Manager, the HHSC Care Manager will assist the CCO/HH intake staff by providing any needed information and/or coordination with the family.
- ❖ The DDRFO Children's Liaison provides support as needed and is kept informed on progress.

## Documentation Needed

1. OPWDD Eligibility
2. HCBS Waiver Application
3. Documentation of Choice
4. Medicaid
5. Current LCED signed by Physician/Nurse Practitioner
6. Current DDP2
7. Completed CAS/CANS, as applicable by age
8. In-Process Life Plan
9. Request for Service Authorization

More information on documentation needed is available at:

[Waiver Eligibility and Enrollment ADM](#)

# Process for Children Applying from HHSC

- For children / youth served by a DOH Health Home, the HHSC Care Manager must complete and send the transmittal to the **DDRO Children's Liaison** to initiate the transfer process.
  - [Transmittal Form for All Children's Waiver HH and OPWDD Waiver CCO HH Transfers](#)
  - [DDRO Children's Liaison Contact List](#)
  - [Transfer Process between DOH Children's Waiver and OPWDD HCBS Waiver](#)
- More information can be located within the training: Transfer Process between Children's and OPWDD for Care Management and Waiver Services
  - [PDF](#) and [Recording](#) Available





# Resources

# Resources

## Front Door

- <https://opwdd.ny.gov/get-started/front-door>
- [https://opwdd.ny.gov/system/files/documents/2025/04/040\\_front-door-access-to-services\\_3\\_2025.pdf](https://opwdd.ny.gov/system/files/documents/2025/04/040_front-door-access-to-services_3_2025.pdf)

## CCOs

- <https://opwdd.ny.gov/cco-policy-guidance-manual>
- [https://www.health.ny.gov/health\\_care/medicaid/redesign/behavioral\\_health/children/docs/cco\\_overview.pdf](https://www.health.ny.gov/health_care/medicaid/redesign/behavioral_health/children/docs/cco_overview.pdf)

## Eligibility

- <https://opwdd.ny.gov/eligibility>
- [https://opwdd.ny.gov/system/files/documents/2026/02/nys\\_opwdd\\_eligibility\\_important\\_facts\\_final\\_02-12-26\\_acc.pdf](https://opwdd.ny.gov/system/files/documents/2026/02/nys_opwdd_eligibility_important_facts_final_02-12-26_acc.pdf)

# Resources

## Non-Waiver and Waiver Services

- <https://opwdd.ny.gov/types-services>

## Medicaid

- <https://opwdd.ny.gov/getting-started/medicaid-and-opwdd-services>

## OPWDD HCBS Waiver

- <https://opwdd.ny.gov/apply-home-and-community-based-services-waiver>
- <https://opwdd.ny.gov/regulations-guidance/23-adm-06r-individual-eligibility-and-enrollment-opwdd-hcbs-1915c-waiver-and>



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