

All About Waiting Lists



Commonly Asked Questions about Waiting Lists,
How They Work,
and
What To Do If You Need To Be On One

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Ohio | Department of
Developmental Disabilities

John Kasich, Governor

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What are waiting lists?

A waiting list is the County Boards’* way of keeping track of all the people asking for a service. A waiting list is created when County Boards don’t have the resources to provide the service to everyone who asks.

How many waiting lists are there?

County Boards will have *one* waiting list that includes *all* Home and Community Based Services (HCBS) waivers administered by the Ohio Department of Developmental Disabilities (DODD), including the Individual Options (IO) waiver, the Level One waiver, and the Self Empowered Life Funding (SELF) waiver. Individuals’ date of request determines their placement on the waiting list.

A County Board also may have other waiting lists for different services (like Adult Services or Family Support Services), so it is important to check with your County Board to find out what other waiting lists they may have.

How do I get on a waiting list?

Contact your local County Board and explain the kinds of services you are looking for. Ask the County Board to explain the different options that may meet your needs. The kinds of options you might want are: Adult Services; an IO waiver; a Level One waiver; a SELF waiver, Supported Living services, and Transportation.

If you are interested in any of those options, ask your County Board to add your name to the waiting list if the service is not currently available. It is important to explain what your needs are and include any specifics. Examples could be whether you want to live with men or women, or, if you want to live on a specific side of town, etc. It may be possible for the County Board to meet some of your needs immediately.

You also can visit your local Job and Family Services office, and ask to fill out a 02399 Home and Community-Based Services waiver referral form to get on the waiting list. Your local Job and Family Services office also may ask you to fill out an application for Medicaid at the same time.

Once I am on the waiting list for a HCBS waiver, how will I know *where* I am on it?

Each year, the County Board will contact you with this information. Often this occurs at your annual Individual Service Plan (ISP) meeting.

* ‘County Boards’ refers to the County Boards of Developmental Disabilities in each of the 88 counties in Ohio.

What is the County Board ‘required’ to do while I’m waiting?

Annually, the County Board is required to do the following:

- Let you know your position on the list;
- Re-assess your service needs.

The County Board also will follow up with you each year to find out if you want to remain on the list, answer any questions you may have, and provide information you request. The County Board also will provide the name of a person at the County Board office who can provide resource information to address - to the extent possible - your immediate needs.

It’s important to note that the County Board will depend on your cooperation while you are on the waiting list. DODD requires the County Board to adhere to certain regulations while administering the waiting list. Address changes, and other changes in service needs should be communicated to the County Board on a regular basis.

Your County Board will determine how to meet these requirements. It is important to ask about who will be communicating with you, and the method of communication to be used. If you have specific communication needs (Braille etc.) please make your County Board aware of those needs.

Now that I’m on a waiting list for a waiver, when will I get my waiver services?

For HCBS waivers, if the resources are available, the law requires a County Board to offer enrollment in this order:

- Emergencies;
- Priorities;
- Everyone else (who isn’t an emergency/priority) based on date of request.

Could I have ‘emergency’ status?

County Boards must follow the definition of ‘emergency’ status that is in the law. This definition, in part, states that emergency status means an individual with developmental disabilities is at-risk of substantial self-harm, or substantial harm to others, if action isn’t taken within 30 days. Examples of emergency status include:

- Loss of residence;
- Loss of caretaker;
- Abuse, neglect, or exploitation.



It is important to note that each individual situation is different. If you think you/your family member has emergency status, contact your County Board and let the County Board know your specific situation.

What does ‘priority’ status mean?

‘Priority’ status also is defined in Ohio law. To have ‘priority’ status, a person must meet certain criteria in one of the priority categories. Your County Board will ask you questions to determine whether or not you meet the criteria for any of the categories. If you want further information about these priority categories and the different requirements for each, contact your local County Board.

My name is on the HCBS waiver waiting list, but I’m moving to a different county. Do I need to start all over again?

No. You take the date of your original request with you to the new county. They will use that date to add you to their waiting list. You may want to ask your current County Board to send any documentation of this date to the new County Board, or to give you a copy of this documentation. You also may want to ask the County Board from which you are moving to send any information that supports you as being in a priority category.

You can be on the waiting list in more than one county, but it is important to remember that it may be difficult to maintain regular communication with each of the County Boards. Also, having numerous County Boards contacting you at different times and by various means during the year may be disruptive to your own life.

What if I want my name removed from the waiting list?

Contact your County Board and ask them to remove your name from the list. Your county will do this, and also will offer you ‘Due Process Rights’ to appeal the removal of your name. ‘Due Process Rights’ is the legal requirement that the state must respect all of the legal rights that are owed to a person.

I need more information. How do I get it?

Contact your County Board.

- Your Notes Here -

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