PROCESS FOR DEPARTMENT NOTIFICATION OF CHOICE OF DEVELOPMENTAL DISABILITIES AGENCY PROVIDER

DDA choice must be submitted for all DDA's the child receives services from.

You are not required to resubmit a choice form annually.

- 1. The parent/guardian will receive a copy of the signed plan of service from the case manager.
- 2. The case manager will provide the parent/guardian with a list of DDA's for their region. The family will interview and choose a DDA.
- 3. When the DDA is chosen, the family will provide the DDA with the choice form.
- 4. The DDA and parent/guardian will sign the DDA choice form.
- 5. The DDA will send the choice form to the case manager listed on the plan of service to notify that they have been chosen by the family. The DDA must send the form to the case manager prior to delivering services.
- 6. Upon receipt, Case Manager will send the DDA a copy of the plan of service and all relevant assessments on file.

If the parent/guardian changes the Developmental Disabilities Agency (DDA):

- 1. If a DDA changes in the middle of a plan year, the new DDA is required to notify the Case Manager of the change prior to initiating services from the new DDA, by submitting a DDA choice form signed by the parent and DDA.
- 2. Upon receipt, Case Manager will send the new DDA a copy of the plan of service and all relevant assessments on file.

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