



## ELIGIBILITY DETERMINATION CHECKLIST



*The DDRO will need this information to determine if a person is eligible for OPWDD services:*

- Psychological report(s) identifying intellectual functioning
- Psychosocial report documenting developmental/social history
- Recent general medical report, for individuals thought to have intellectual disability
- For a person with a condition *other* than intellectual disability, a medical specialty report that includes health status and diagnostic findings will be needed to support the diagnosis
- Interpretive report of adaptive behavioral assessment results



## REQUIRED DOCUMENTS FOR ELIGIBILITY DETERMINATION REQUESTS

The DDRO will need this information to determine if a person is eligible for OPWDD services:

- ❖ Psychological reports which include an assessment of intellectual functioning (“IQ test”), and an adaptive behavior assessment. The report should include all summary scores from the assessments (Full Scale, Index, Part and Subtest IQ scores, and standardized domain and composite scores for adaptive assessment results.)
- ❖ For people with IQ scores above 60, an *interpretive report* of a standardized assessment of adaptive behavior, including summary, composite, scale, and domain scores, is required. For people with IQ scores below 60, an adaptive assessment may be based on a qualitative clinical review using information gathered from interviews with caregivers, records review, and direct observations.
- ❖ A recent general medical report; for conditions *other than* Intellectual Disability, a medical or specialty report that includes health status and diagnostic findings will be needed to support the diagnosis.
- ❖ A developmental/social history, psychosocial report, or other report that shows that the person became disabled before age 22. This is required for all eligibility requests.
- ❖ In some cases, the DDRO may require additional information to determine eligibility. The DDRO may request additional information or further evaluation, and may either recommend where additional assessments may be done or arrange for them to be done.

## ACCEPTABLE MEASURES OF INTELLECTUAL AND ADAPTIVE BEHAVIOR

***Please note:*** it is expected that current/updated evaluations of intellectual or adaptive functioning are based on the most recent editions of the standardized instrument used.

***Please refer to the October 17, 2008 and April 26, 2010 memos on testing***  
***[http://www.opwdd.ny.gov/opwdd\\_services\\_supports/eligibility\\_for\\_more\\_information](http://www.opwdd.ny.gov/opwdd_services_supports/eligibility_for_more_information)***



***Any of these measures of intellectual functioning are accepted\*:***

- ❖ The Wechsler series of Intelligence Scales
- ❖ The Stanford-Binet Scales
- ❖ Leiter International Performance Scales
- ❖ The Kaufman series of Intelligence scales
- ❖ The Woodcock-Johnson Tests of Cognitive Abilities

\*Other intelligence tests *may* be acceptable if they are comprehensive, structured, standardized, and have up-to-date general population norms.

- ❖ Brief or partial administration of comprehensive intellectual measures may only be used in circumstances where standardized administration is *impossible*
- ❖ Abbreviated measures of intelligence (WASI, K-BIT) are not acceptable as the only measure of intellectual functioning
- ❖ Language-free instruments (Leiter, CTONI), in combination with the Performance items of a comprehensive IQ test, will be considered for individuals who do not speak English, or are deaf, or cannot communicate verbally
- ❖ Intelligence tests standardized in English cannot be administered by translating items into a different language during a testing reviewed for eligibility determinations

***Any of these measures of adaptive behavior are accepted for current evaluations:***

- ❖ Adaptive Behavior Assessment System
- ❖ Vineland Adaptive Behavior Scales
- ❖ The Motor Skills Domain *only* of the Scales of Independent Behavior
- ❖ Other adaptive behavior measures are acceptable if they are comprehensive, structured, standardized and have up-to-date general population norms. Results from an instrument that is not on this list, but was given prior to the person reaching age 22, can be used to establish a past history of adaptive deficits during the developmental period.

Adaptive behavior task or skill ratings should reflect the person's actual, ***typical*** behavior, not their best behavior under ideal circumstances, or behaviors they can complete only with assistance. Only professionals trained in the use of these scales, following the standards described in each instrument's manual, should give adaptive behavior measures.

For more information, please review [Guide to Eligibility Assessment Resources in New York State](#).