



# Office for People With Developmental Disabilities

## ADMINISTRATIVE DIRECTIVE

<b>Transmittal:</b>	20-ADM-04
<b>To:</b>	Executive Directors of Voluntary Provider Agencies Care Coordination Organization (CCO) Chief Executive Officers Developmental Disabilities Regional Office (DDRO) Directors Developmental Disabilities State Operations Offices (DDSOO) Directors
<b>Issuing OPWDD Office:</b>	Jill A. Pettinger, Psy.D. Deputy Commissioner Division of Service Delivery
<b>Date:</b>	October 16, 2020
<b>Subject:</b>	Social Evaluation Requirements for Initial Level of Care Eligibility Determination
<b>Suggested Distribution:</b>	DDRO Home and Community Based Services (HCBS) Waiver Coordinators DDRO Care Coordination Support Liaisons DDRO Eligibility Coordinators Intellectual and Developmental Disabilities Health Home (I/DD HH) Care Managers and Care Manager Supervisors Agency Clinical Discipline Coordinators Article 16 Clinic Directors
<b>Contact:</b>	HCBS Waiver Liaisons: <a href="https://opwdd.ny.gov/opwdd_services_supports/people_first_waiver/documents/ddso_waiver_liaisons">https://opwdd.ny.gov/opwdd_services_supports/people_first_waiver/documents/ddso_waiver_liaisons</a> People First Waiver mailbox: <a href="mailto:peoplefirstwaiver@opwdd.ny.gov">peoplefirstwaiver@opwdd.ny.gov</a>
<b>Attachments:</b>	Social Evaluation Outline

Related ADMs/INFs	Releases Cancelled	Regulatory Authority	MHL & Other Statutory Authority	Records Retention
	Social Evaluation for Initial Level of Care Eligibility Determination for HCBS Waiver Enrollment, October 10, 2014	42 CFR §§ 441.301 – 303; 42 CFR §§ 483. NYCRR §§ 633.10, 635-10.3 and 671.4	MHL §§ 1.03, 13.07, 13.09(b), 43.02	Six (6) years pursuant to 18 NYCRR 504.3(a)

**Purpose:**

Individuals with an intellectual and/or developmental disability (I/DD), and/or their representative, who are seeking to access the Home and Community Based Services (HCBS) Waiver, Comprehensive Care Coordination and/or other State Plan Services, must submit the form: Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) Level of Care Eligibility Determination (LCED). The purpose of this memorandum is to provide guidance and clarification as to the required elements of a Social Evaluation for purposes of completing the Initial LCED and to identify who is qualified to perform such an evaluation.

**Elements of Social Evaluation:**

In order to be considered a Social Evaluation for purposes of completing the Initial LCED, the following minimum elements must be present in the evaluation:

**Overview****Family History/Background****Individual Assessment****I. Affective Development**

Interests/Personal Goals

Values

Emotional Expression

Behavioral Concerns (Describe, including behavioral frequency)

Medical Conditions (Describe, including frequency of need for treatment and/or services to address these needs)

Motivation Level/Ability to Self-Direct

Ability to Empathize

Other:

Strengths

Needs

Recommendations

**II. Speech and Language Development**

Listening Skills

Communication Skills

Other:

Strengths  
Needs  
Recommendations

### **III. Social Development**

Interpersonal Skills  
Guardianship and Advocate Information  
Cultural and Ethnic Background  
Family Relationships  
Other:  
Strengths  
Needs  
Recommendations

A properly written care plan, such as an Individualized Service Plan (ISP) or Life Plan, may qualify as a Social Evaluation if it contains all the required elements of such an evaluation and contains all information necessary to complete the corresponding sections of the initial LCED form.

#### **Qualifications to Perform Social Evaluation:**

Staff who meet the qualifications to be an I/DD Health Home (HH) Care Manager would meet the qualifying educational and experiential requirements to complete the Social Evaluation. Other professionals such as a Qualified Intellectual Disability Professional (QIDP), Social Worker (LMSW or LCSW), Psychologist, or a person with a Masters' Degree in Psychology are also qualified to perform the Social Evaluation if they are familiar the person's family history/background, affective development, speech and language development and social development.

Further information and instructions for completing the Initial Level of Care Eligibility Determination may be found on OPWDD's website at the following link:

<https://opwdd.ny.gov/adm-2020-02-revised-intermediate-care-facilities-individuals-intellectual-disabilities-icfidd-level>