

	Program	Disability Support Program
	Subject	Determination of Level of Unmet Needs
Effective Date: October 1, 2001		Authorized by: Carol Anne Duffy
Revised Date: March 31, 2015		Deputy Minister

1.0 PURPOSE

- 1.1 The Department shall complete a needs assessment for the purpose of determining whether an applicant has disability-related unmet needs that may be met by disability supports.
- 1.2 The needs assessment process shall determine the maximum amount of funding an applicant is eligible to receive through the Disability Support Program.

2.0 DEFINITIONS

- 2.1 **Applicant:** a person who applies for disability supports or on whose behalf an application is made.
- 2.2 **Assessment Guide:** a guide established or adopted by the Director of the Disability Support Program and used to conduct a needs assessment.
- 2.3 **Disability supports:** adult disability supports, child disability supports or employment and vocational supports.
- 2.4 **Health Care Practitioner:** an audiologist, medical practitioner, occupational therapist, optometrist, physiotherapist, psychologist, or speech language pathologist.
- 2.5 **Needs Assessment:** a formal, standardized process of gathering information and assessing an applicant's unmet needs related to the disability. The needs assessment is not a medical or clinical assessment.
- 2.6 **Recipient Contribution:** the monetary amount that an eligible person or recipient is required to contribute to the cost of disability supports on a monthly basis.

3.0 POLICY STATEMENT

- 3.1 Disability supports may only be provided to an eligible person for the purpose of meeting an unmet need that is directly related to the eligible person's disability.
- 3.2 If an applicant has met the general eligibility requirements (see *DSP General Eligibility Requirements Policy*), a needs assessment shall be conducted to determine whether the eligible person has unmet needs that may be met through disability supports.
- 3.3 The needs assessment shall be conducted using the Assessment Guide and shall include:
- the self-assessment and input of the applicant;
 - the input of family members and support personnel; and
 - documentation from consultation with one or more health care practitioners.
- 3.4 Consultation with one or more health care practitioners may include medical and educational assessments and/or psychological tests. All costs associated with obtaining medical documentation are the responsibility of the applicant.
- 3.5 Current supports, services and resources shall be identified to assess the unmet disability supports required by the applicant.
- 3.6 Through the needs assessment, the applicant's level of functioning and maximum monthly funding available to the applicant shall be determined as per the following categories:

Percent Functioning in Activities of Daily Living	Maximum Monthly Funding Ceiling
75% or more	\$400
51%- 74%	\$800
26%- 50%	\$1600
25% or less	\$3100

- 3.7 A needs assessment is not required where an applicant's only disability is hearing loss and the unmet need is a hearing aid. The applicant shall be required to submit a copy of the hearing assessment completed by a certified audiologist.
- 3.8 Upon completion of the needs assessment and the identification of unmet needs, the applicant shall be provided written notice of:
- the determination of the level of functioning of the applicant;
 - the maximum monthly funding available;
 - the applicant's right to request a reconsideration (see *DSP Reconsideration Process Policy*);
 - the requirement to sign an Individual Support Agreement;

- the recipient contribution requirement;
- on-going eligibility requirements including the need for reports and documentation related to expenses;
- the process to provide consent for the Department to obtain and share confidential, personal information; and
- the transfer of the applicant's file to a Disability Support Case Worker for on-going case management and future communication.

4.0 PROCEDURE STATEMENT

- 4.1 Upon receipt of an application, a Disability Support Case Worker shall review the application and assess general eligibility requirements (see *DSP General Eligibility Requirements Policy*).
- 4.2 If the applicant does not meet general eligibility requirements, the Disability Support Case Worker shall notify the applicant in writing, providing the rationale.
- 4.3 If the applicant meets general eligibility requirements, the Disability Support Case Worker shall notify the applicant in writing. The Disability Support Case Worker shall contact the applicant to schedule a needs assessment appointment in order to proceed with determination of level of unmet needs.
- 4.4 A needs assessment may be conducted over one or more appointments depending on the complexity of the applicant's unmet needs and the availability of required information and documentation.
- 4.5 If a needs assessment is scheduled, the Disability Support Case Worker may also arrange a case conference, with the applicant's consent, to bring together the applicant, family and other relevant persons or health care practitioners to discuss the applicant's unmet needs.
- 4.6 The Disability Support Case Worker shall enter all information into the Integrated Systems Management (ISM) applicant file regarding the needs assessment, identification of unmet needs and decisions including the completed assessment guide, supporting documents, communication and written decisions. Hard copies shall be maintained in the file registry.
- 4.7 Upon completion of the needs assessment the Disability Support Case Worker shall provide written notice to the applicant regarding the needs assessment. The Supervisor shall assign the applicant's file to a Disability Support Case Worker for the development of an Individual Support Agreement (see *DSP Individual Support Agreement Policy*), ongoing support planning and case management.
- 4.8 Supporting documentation submitted by the applicant during the needs assessment shall be included in the applicant's file and forwarded to the Disability Support Case Worker for support planning.

5.0 REFERENCES

Disability Support Program, General Eligibility Requirements Policy
Disability Support Program, Individual Support Agreement Policy
Disability Support Program, Reconsideration Process Policy

HISTORY

March 31, 2015: Added definitions and maximum funding levels, expanded procedure, editorial and format changes.