

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
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Administrative	Testing Requirements to Determine Eligibility for DDS Services	1075
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1. Purpose. This policy serves as a reference for testing individuals receiving services from Developmental Disabilities Services.
2. Scope. This policy applies to all DDS employees, consumers, potential consumers and their families and other interested individuals.
3. Procedural Guidelines.
 - I. A. Assessment - The process of identifying an individual's specific strengths, developmental needs, and needs for services. This should include identification of the individual's present developmental level and health status and, where possible, the cause of the disability; the expressed needs and desires of the individual and his or her family; and the environmental conditions that would facilitate or impede the individual's growth, development, performance, and any other influencing factors.
 - B. Screening - The part of the assessment process that is of limited scope and intensity and designed to determine whether or not further evaluation or other intervention is indicated.
 - C. Evaluation - That part of the assessment process performed by professionals to determine eligibility and any resulting developmental deficit; according to standardized procedures that incorporate the use, when possible, of standardized tests; and measures in addition to informal and observational measures.
- II. The following requirements must be adhered to when utilizing any assessment tool.
 - A. A criterion based (developmental) instrument may be utilized when assessing individuals birth to 36 months.
 - B. A norm referenced test must be utilized for individuals 3 years and older.

Effective Date: December 1, 1993 Sheet 1 of 2

References: Arkansas Statute 20-48-101, DDS Policy 1035; DDS Policy 1020; and DDS Policy 1076

Administrative Rules and Regulations Sub Committee of the Arkansas Legislative Council: November 4, 1993.

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- C. A psychological test must be included for individuals 5 years and older.
- D. A proven medical need (medical diagnosis and functional limitation in at least 3 of 7 areas must be demonstrated for I.C.F./M.R. placement.
- E. If a norm referenced instrument is utilized it must have a reliability factor of .80 or higher. This is consistent with the reliability factor utilized by the Arkansas Department of Education.
- F. Placement or handicapping condition may not be based on the administration of one instrument.

III. Who May Administer Assessment Instruments

- A. Publisher guidelines for administration must be adhered to. Should the need arise, a qualified person must be available to interpret results. A qualified person is identified as a licensed/degreed individual who is familiar with the assessment instrument.
- B. In the event the qualifications for administration are not listed by a publisher, the instrument should be administered by licensed and/or certified personnel.

IV. What Tests May Be Utilized

- A. While particular tests are not dictated, a listing of suggested commercially available assessment instruments may be provided by contacting Developmental Disabilities Services Therapeutic Services Unit.
- B. Should an assessment instrument be used which is not on the list provided by Developmental Disabilities Services, then a copy should be submitted to DDS Therapeutic Services for review and addition to the suggestion list if determined appropriate by a test review committee comprised of designated representatives including but not limited to: Community programs, Human Development Centers and Center Office.