

---

# SUBURBAN ACCESS: ROLE OF THE INDEPENDENT SERVICE COORDINATION AGENCY (ISC)

PATTY O'BRIEN, DD PROGRAM MANAGER



## CORE ISC ROLE

- The ISC contracts with the IDHS/DDD to perform certain functions as outlined in the DDD Medicaid Waiver and CMS Regulations.
- ISC's are each responsible for a certain geographic area.
- Suburban Access is responsible for the south and west suburbs of Cook County.

# KEY CHANGES TO PUNS WAITING SYSTEM

- Planning/Seeking Categories
- Transitioning between

## PUNS CATEGORIES: PLANNING

- The **Planning for Services** category is for people who do not currently want or need supports but may in the future. It is helpful to know about these situations even though the individual/ family is not anticipating the need for imminent services. The Planning for Services category is for individuals who are not currently seeking services but will be seeking if something happens to the caregiver (e.g. caregiver becomes ill or passes away) or other family circumstances change.

**Note: Time spent in the “Planning” category does not move an individual closer to funding. The time on the PUNS list begins being accumulated toward selection only when an individual is in the “Seeking” Category**

## PUNS CATEGORIES: **SEEKING SERVICES**

- The **Seeking Services** category is for individuals with a developmental disability who currently need or want supports.

**Children or Adults enrolling in PUNS can be placed directly into the Seeking Services category, given that they meet the criteria described in the description of Seeking Services above. PUNS selections are only made from the Seeking Services category, as funding is available.**

# MOVING FROM PLANNING TO SEEKING

- Movement between categories is **NOT AUTOMATIC**
- If an individual needs to be moved from one to the other, you must reach out to your Independent Service Coordination Agency
- **Note that PUNS selections ONLY happen from the “Seeking” category. Individual in the “Planning” category will not be selected from the PUNS list.**

If you need more information on the difference between Planning and Seeking,  
talk with your Independent Service Coordination Agency

# NEW GUIDANCE REGARDING PUNS

- When the ISC conducts the annual PUNS update with individuals who are 17 years old, the ISC will have a conversation with the individual and/or their guardian, if applicable, to ensure that the process of moving from Planning for Service to Seeking Services is clearly explained.
- The ISC must inquire whether the individual wants to move from Planning for Services to Seeking Services at age 18.
- Moving to the Seeking Services category at age 18 means the individual will begin to accumulate time on the list and determine when they will be selected from PUNS for adult waiver services.
- For people who chose to move from **Planning for Services to Seeking Services** at age 18, the ISC will take the necessary steps to ensure this occurs on or before their 18th birthday.
- ISC must document (and make available for review/audit) that they conducted the above conversation, the individual/guardian's choice of category and the follow up actions, if any. The ISC agency should give everyone who signed the updated PUNS form a copy of the signed form.

# WHAT DOES A WAIVER TRANSITION MEAN?

- Waiver Service Transitions are for individuals who are receiving one set of Waiver services and are seeking another set of Waiver services. For example, an individual receiving Adult HBS has a desire to move to CILA based on a change in their needs or preferences or based on the outcomes laid out in their Personal Plan.

- DDD Information Bulletin webpage:  
<https://www.dhs.state.il.us/page.aspx?item=51195>



## WHAT IS THE WAIVER TRANSITION PROCESS?

- The Waiver Service Transition process requires an individual to demonstrate the Waiver Service Transition is necessary in order to meet their needs, preferences, or outcomes laid out in their Personal Plan, and that all options within the individual's current waiver services have been exhausted.

**Exhausting all options** ensures that a person has accessed or attempted to access supports already available, which could include natural supports, state plan services or supports available through their current authorized waiver service.

- DDD Information Bulletin webpage:  
<https://www.dhs.state.il.us/page.aspx?item=51195>

## PREADMISSION SCREENING (PAS)

- Our agencies are often referred to as PAS agencies, Pre-Admission Screening agencies
- PAS responsibilities include
  - Determining clinical eligibility for DD Waiver services
  - Enrolling individuals on the PUNS database
  - Linking eligible individuals who are either in a crisis situation (as defined by DDD) or who are selected from PUNS or who are transitioning out of an SODC

## IN SERVICE SUPPORT

- Once in service we are responsible to:
  - Complete an annual Discovery and Personal Plan
  - Visit with individuals to assess their satisfaction with services
  - Provide case management, advocacy, outreach and assistance to individuals and families

## ISC: GATEWAY TO DD SERVICES IN ILLINOIS

We are the link between DDD and the service providers with the goal of providing conflict free case management and assisting individuals and families to navigate the service system.



Questions?

Contact: Patti O'Brien, DD Program Manager, Suburban Access  
Email: [pobrien@subacc.org](mailto:pobrien@subacc.org)