

## **Transition P.R.E.P. Resources**

### **PAS Agencies (Pre-Admissions Screening)**

Through the Department of Human Services (DHS), your child can receive services depending on their disability. The first and most important step to take to get help is to register with the Waiting List/Prioritization of Urgency of Need for Services (PUNS) database. In order to register for PUNS, you must first meet with a Pre-Admission Screening/Independent Service Coordination Agency (PAS/ISC) to see if you are eligible for services. These agencies are the “front door” to Illinois’ state-funded service system. Your PAS Agent will talk with you about the service system and discuss your needs.

The 18 statewide ISC/PAS agencies will do the following:

1. PAS agencies will give a potential Ligas Class Member pre-admission screening services for eligibility to make sure that all federal and state pre-admission screening laws and regulations are met
2. Assess individuals who may have developmental disabilities who want to live in a nursing facilities.
3. Assess individuals who want Medicaid-funded services in a developmental disability setting and who are Medicaid eligible or are expected to become Medicaid eligible within 60 days.
4. Conduct and arrange for assessments needed to complete the screening process for an individual.
5. Determine the service needs for individuals based on assessments and evaluations, including the presence of a developmental disability, the need for 24-hour nursing care, and the need for active treatment for the developmental disability.
6. Screen for guardianship needs.
7. Educate individuals and families, present all options and help with the service selection process.
8. Link individuals to needed services.
9. Complete all documentation to support the ISC/PAS agency's determinations and supply necessary information to an existing or potential service provider.
10. Provide 24-hour help for individuals, families, and providers.

#### **How To Contact Your ISC/Pre-Admission Screening Agency**

1. To locate the PAS Agency closest you live, please use
  - a. DHS Office Locator
  - b. or call 1-888-DD-PLANS or (888) 337-5267
2. Select "Developmental Disabilities Services" and enter your county
3. Maps "to and from" the PAS Agency office are provided, along with contact information

Your PAS agent will then be able to set you up to receive services that can include:

- Residential Living Arrangements - Services that are provided in homes with staff available 24 hours per day.
- In-Home Supports - Services and supports that will help people with developmental disability live more independently in their home.
- Day Services - Skill training or job coaches to help you succeed in the workplace.
- Other Supports - may be available if you are already receiving services.
- Support Service Teams - On-site technical assistance and training for persons with a developmental disability. This service is for persons with the most challenging medical or behavioral concerns.

Refer to the DHS Developmental Disabilities Services webpage for more information on these services: <https://www.dhs.state.il.us/page.aspx?item=29733>

Information Source: <https://www.dhs.state.il.us/page.aspx?item=68911>

## **Transition P.R.E.P. Resources**

### **PUNS - Prioritization of Urgency of Need for Services**

The Illinois Department of Human Services' Division of Developmental Disabilities will provide quality, outcome-based, person-centered services and supports for individuals with developmental disabilities and their families. The system of services and supports in Illinois will enhance opportunities for individuals to make real choices and receive appropriate, accessible, prompt, efficient and life-spanning services that are strongly monitored to ensure individual progress, quality of life and safety.

#### **Enroll in PUNS to Apply for the Services You Need**

##### Frequently Asked Questions

- What is PUNS and how is it used?
  - PUNS (Prioritization for Urgency of Need for Services) is a statewide database that records information about individuals with developmental disabilities who are potentially in need of services
  - The State uses the data to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs
- Why enroll in PUNS?
  - To assist with identifying service needs and, if necessary, to enroll on a waiting list
- Who can enroll in PUNS?
  - Children, teens, and adults with developmental disabilities who need services or supports

- What can families expect during the PUNS enrollment process?
  - The individual with the developmental disability (along with guardian/caregiver/family) meets face-to-face with an Independent Service Coordination Agent (ISC)
  - The ISC Agent will work with the individual and their family to identify the need for services, explain services and identify the urgency of need
- When does PUNS information get updated?
  - At least annually the ISC Agency will contact families
  - Anytime a need for service changes
  - When contact information changes, such as address or telephone number
  - When caregiver information changes
- How does the PUNS selection work?
  - The selection is an open and fair process using criteria such as length of time on database, urgency of need and geographic area of the state
- When will an individual be selected?
  - PUNS selections are based upon funding availability and ability to fill program vacancies
- How do people know if they get selected?
  - Individuals selected from the database will receive a letter directly from the Department of Human Services announcing their selection and inviting them to apply for services by contacting their ISC Agency
- What do families do if a crisis emerges while enrolled in PUNS?
  - Families should contact their ISC Agency immediately for available options in their area
  - Individuals who meet the crisis criteria do not have to wait on PUNS

\*Please Note: Enrolling in PUNS does not confirm that you are eligible for services nor guarantee that services will be provided. It does ensure that the IDHS' Division of Developmental Disabilities knows about an individual's need for services.

Contact the Illinois Department of Human Services' (IDHS) 24 hour automated helpline:  
1-800-843-6154

The following is an automated number directing the caller to local DD service information:  
1-888-DDPLANS