

Scope of Services

Consultation Services offers an array of services to individuals with developmental disabilities and their families to help them identify and obtain benefits and resources and engage in transition and life planning that meets their specific and unique goals, needs, and interests. Services center around the individual and incorporate the needs and interests of the family in relation to the individual.

Consultants at AADD take a person-centered approach that addresses the holistic needs of each person as an individual, emphasizing self-determination skill development that leads to choice-driven, meaningful, enriched, and purposeful lifestyles.

AADD works with individuals and families as partners in developing and implementing plans that result in personal growth and greater independence. Our services are delivered in ways that respect cultural and community differences, are easily accessible and convenient for individual and family schedules, and are cost-effective.

Consultation Services include the following:

Benefits Navigation

Our Consultants research and explore benefits and identify which ones you may be eligible to receive. We strive to provide current and pertinent information that prepares you to make informed decisions about your benefits options.

Primary benefits include:

- **Social Security Administration Benefits**
 - Supplemental Security Income (SSI)
 - Social Security Disability Income (SSDI)
 - Medicaid Only Benefits

- **Waiver Programs**
 - Georgia Pediatric Program (GAPP)
 - Deeming Waiver (formerly known as Katie Beckett)
 - NOW Waiver (New Options Waiver)
 - COMP Waiver (Comprehensive Supports)
 - Independent Care Waiver Program (ICWP)
 - Community Care Services Program (CCSP)
 - Service Options Using Resources in a Community Environment (SOURCE)

- **Family Support Funding**
 - Family Support – Financial Assistance
 - Family Support – Outreach Services (provided by AADD Outreach Specialists)
 - Respite – Respite Services are not provided by AADD

Resource Coordination

While Benefits Navigation services identifies the benefits you may be eligible to receive, Resource Coordination provides assistance in assessing for eligibility and applying for those benefits. We partner with you to gather the necessary documentation and complete detailed applications on your behalf using AADD Advocacy Tools that we have designed specifically for this purpose.

Our **Advocacy Tools** include, but are not limited to, the following:

- **Cover Letter** – Our descriptive letter introduces and succinctly summarizes your case to the Intake Coordinator;
- **Narrative Addendum** – This highly detailed document chronicles and summarizes your medical and neurological history, defining the level of care and supports you require in a recommendation format that expedites the intake process;
- **Health Risk and Supports Intensity Predictive Index** – Derived from tools used by the DBHDD in assessing health risk and supports, our use of the Predictive Index highlights relevant planning considerations the state utilizes in determining “most in need” and drives an advocacy-based approach to your case;
- **Activities of Living** – Derived from Function Report tools used by the Social Security Administration, this report details activities of daily living and gainful activities to expedite disability eligibility determination;
- **Disability Evaluation and Medical Evidentiary Review** – This document summarizes diagnoses and assists the Social Security Administration Medical Team in its determination of eligibility by applying the criteria to the individual case and demonstrating meeting the required standard of “severity.” We build the case based on diagnostic criteria as well as the individual’s residual functional capacity to point to the desired outcome.
- **Resource Calculator** – Our resource calculator helps accurately conduct means-testing prior to meeting with the Social Security Administration and helps to ensure eligibility;
- **Medical Records Index** – We compile, review, highlight and index your medical records to include with your application to fast-track your case determination;
- **Chart Development** – Based on our interviews with you, we prepare a chronological and detailed account of areas of heightened interest, including aggression and regression, that serves as a strong advocacy tool in emphasizing your immediate need for services;

- **Deeming Waiver Extension** – Individuals age out of the Deeming Waiver benefits, including Medicaid coverage, when they reach 18. AADD assists in extending Medicaid coverage until the individual receives SSI/Medicaid or turns 19, whichever occurs first.
- **General Letters** – We will draft advocacy-driven letters based on any compelling need presented.

If you choose, we will **personally file your applications** with the appropriate agency. We complete the application on your behalf and create a binder containing the Advocacy Tools of your choice as well as other necessary and appropriate documents that the respective agency requires. We hand-deliver waiver applications to the DBHDD office, and present your case individually to the Intake Coordinator, verifying that we have submitted all required documents and directly advocating on your behalf during the filing.

Individuals interested in assistance with filing for Social Security benefits can request the Consultant to be present at the Social Security office meeting, and can complete an agent form permitting the AADD Consultant to represent the individual.

Planning Across the Life Cycle

Life's better with a plan. Our planning process takes a conscientious and comprehensive approach to mapping out your future. We reflect on and appreciate lessons learned from the past; we analyze "the now" from a multi-faceted, holistic perspective, and we create a vision for the future that is goal and success-oriented yet tempered by realistic expectations.

We place a strong value on community integration, involvement, and engagement, and we call our planning process a **Community Life Cycle** to reflect that purposeful intention. Our Community Life Cycle approach recognizes that there are both developmental and chronological milestones and stages that may or may not be synchronized. By taking a person-centered approach to the Community Life Cycle, we can develop goals and plans unique to individuals at their current milestone/stage as well as anticipating resource needs and interests for the short-term and long-term future.

Many individuals with disabilities already have some planning mechanisms in place. Every individual with disabilities in the school system should be serviced by an Individual Education Plan (IEP) until he/she graduates or ages out of the school system. Individuals who receive state-funded services, like Family Support or Waiver programs, will have an Individual Support Plan (ISP). Individuals with an IEP will have a Transition Plan as part of their IEP as early as their 14th birthday.

At AADD, we recognize that many of the current plans individuals have as part of the school system or with a service provider are typically tightly-focused on current-imminent future

issues. For example, a school ISP emphasizes education issues, and while it may address therapeutic resources like speech and occupational therapy, those resources are in the context of that individual's education. By offering **IEP Support** and **ISP Support** services, our Consultants partner with the family to assess the plans and offer recommendations to ensure that the plans are person-centered, reflective of summative and formative goals for long-term independence, and maximize available resources.

Our planning process at AADD emphasizes a holistic perspective in terms of addressing individuals' skills in self-determination, awareness of rights and responsibilities, their role in community inclusion and social interactions, and their emotional, physical and even material well-being. AADD Consultants engage with individuals and their families to create transition and life plans of appropriate breadth and depth to serve as a long-term foundation for growth and development.

In alignment with AADD's mission and focus, our Consultation Services offers distinct forms of planning processes and tools to provide flexibility and options for our individuals and their families based on their needs as well as stylistic preferences.

- **My 360 View** (a unique-to-AADD process)

The My 360 View transition plan method combines an appreciative inquiry approach with a personal outcomes scaled assessment that results in a working planning tool charting progress on identified goals and outcomes. The process begins with in-depth interviewing and assessment compilation, and a gap analysis reveals opportunities for growth. Working together, the Consultant and the individual prioritize issues for consideration and frame goals and objectives, and identify outcomes that reflect goal achievement. Once the final plan is completed, the Consultant and individual typically meet on a monthly basis to discuss progress and manage the accountability of the plan, and make updates to the plan that reflect any unforeseen challenges as well as charting the plan's growth. We also strive to identify ways to celebrate success as a means to reinforce the progress taking place.

My Profile is a person-centered, pictorial profile of the individual that makes a great value-added option to the My 360 View planning process, as well as an addition to IEP, ISP, and Transition planning meetings. The profile is a one-page "snapshot" of the individual that highlights what's important to and for the individual, and captures the essence of the individual's personality, interests, hopes, dreams and goals.

- **MAPS** (Making Action Plans)

MAPS is a renowned process for developing dream-based action plans that maximize strengths while acknowledging weaknesses. AADD Consultants serve as facilitators of the MAPS process, asking questions to help the Pathfinder create a personal narrative,

or life story, based on the Pathfinder's milestones. Through this interactive process, which is characterized by creative energy and brainstorming, the facilitators guide the group in an exploration of the Pathfinder's dreams, and results in a plan that moves the Pathfinder towards culmination of his or her life dream.

- **PATH** (Planning Alternative Tomorrows with Hope)

PATH is a process used globally to develop a vision or plan using graphic facilitation. Consultants at AADD assist in facilitating the group process of goal-setting and planning with the Pathfinder, the individual at the center of the planning process, and other group members who take an interest in supporting and promoting the goals of the Pathfinder.

Beginning with the vision or dream for the future, short and long term goals are then developed and illustrated, resulting in a vivid depiction of the individual's hopes and plans for his or her life. PATH planning, like all planning methods facilitated by AADD, is a person-centered, strengths-based process that encourages an inclusive community life. It is distinct from the other planning methods because it utilizes visual references for each step of the individual's personal life journey.

- **Letter of Intent**

A Letter of Intent serves as the foundation of a comprehensive life plan for an individual with disabilities. While it is not considered a legal instrument, it can be incorporated into a legal document much like a codicil to a will. The Letter of Intent provides invaluable insight and guidance to those who will support your loved one because it will assist those individuals charged with care support in interpreting your hopes, concerns, wishes and dreams for your loved one.

Our Consultants can assist in the development of a thorough Letter of Intent by addressing each of the following areas in the document: family history, general overview, education, employment, residential environment, social environment, religious environment, medical care, behavior management and final arrangements. Considerations are given to legal and financial issues, personal care, spirituality, hopes and dreams for the future, and routines and other special considerations.

Direct Advocacy

AADD Consultants frequently and continuously engage in indirect advocacy in the execution of their responsibilities. Advocacy occurs in the development of a select Advocacy Tool and the careful framing of recommendations, but sometimes additional support may be warranted. At the request of the individual and his or her family, AADD Consultants will provide direct



advocacy, including attending meetings, such as intake and evaluation screenings, SIS screenings, IEP and ISP meetings, etc.

The advantage of direct advocacy is having the added confidence that comes with having a supportive expert in attendance to speak specifically to issues, referencing the Advocacy Tool that the Consultant devised, and to advocate with consideration of the jargon and process involved. Many times the nature of benefits navigation and resource coordination feels like an adversarial process, so having a supportive Consultant on your team speaking on your behalf and making specific recommendations is clearly a value-added proposition. Please be advised that we do not provide legal services, and do not represent clients in a court setting.

Workshops & Seminars

AADD places a value on life-long learning, believing that through education one becomes empowered to discover and make those choices that will lead to a fulfilling and meaningful life. Further, AADD strives to be “in the know” on current issues, whether legislative and/or policy-oriented in nature, or simply emerging trends in the field.

Our responsibility in Consultation Services is to bring awareness to these issues and to provide forums for discussion and learning. Accordingly, Consultation Services frequently hosts a wide variety of gatherings, including clinics, workshops, seminars, webinars, lunch-n-learn meetings, learning groups, and other like groups. Please refer to our website for the most current event calendar.

Our intent is to provide “need-to-know” information in a user-friendly and cost-effective manner with a specific interest in empowering the learner to take clear next steps using tools and resources that are designed to assist in accomplishing their goals.

Community Guide Services

AADD Consultants are available to assist individuals who choose the participant-direction option for NOW/COMP waiver service delivery. These services offer direct assistance to participants in skills building and information necessary to effectively meet participant-direction responsibilities. AADD provides training and tools to improve the participant’s knowledge and skills for participant direction. Since policies and regulations are subject to updating on a quarterly basis, it is important to stay current of changes and new additions to ensure compliance and maintain service eligibility. If you have been awarded waiver services and would like assistance in maximizing participant-direction options, frequently called self-directed services, then you may want to consider adding Community Guide Services.