



LIGAS "HOLD" CATEGORY

Instruction Sheet for Ligas Class Members - "Hold" Category

This form is to be used for Ligas Class Members who have been selected from PUNS to receive services or are residing in an ICF/DD, but who do not wish to actively pursue community-based services at this time. Such individuals may officially be placed on hold status for the following reasons:

- Seeking services from particular provider(s), including waiting for a particular provider to downsize their ICF/DD, Intermediate Care Facility for individuals with Developmental Disabilities;
- Awaiting opportunity to move with particular peers;
- Inability to decide on a provider;
- Deciding between home-based and CILA, Community Integrated Living Arrangement, services;
- Determining whether to proceed with waiver services;
- To allow time to address medical or personal matters (including but not limited to rehabilitation, medical procedures, family emergencies or other matters that may delay decisions as to services);
- Other reasons with approval from DDD - Division of Developmental Disabilities.

Independent Service Coordination (ISC) agencies will complete a form placing an individual onto the "Hold" category, indicating one of the reasons listed above for the placement, the date on which they were placed on "Hold" and the signature of the ISC representative. **The form will be sent to:**

**Division of Developmental Disabilities
600 E. Ash Street, Building 400 - 3rd Floor
Springfield, Illinois 62703**

for processing and monitoring. A copy of this form shall also be provided to the individual/guardian informing them of the process for seeking community-based services.

Individuals placed in the "hold" category will not receive continued placement services but will not forfeit their Ligas Services authorization or PUNS, Priority of Urgency of Need for Services, status. Rather, individuals and/or guardians in the "hold" category will be contacted by their ISC Agency once every 6 months for a period of two years. During that two year period, the individual/guardian may at any time elect to proceed with obtaining waiver services by contacting either DDD or the ISC Agency. After 18 months of being placed into the "hold" category, the Division of Developmental Disabilities will issue written notice to the individual or guardian that the individual's Ligas selection letter will be forfeited if no action is taken within six months.

If the two-year period expires with no further activity toward service implementation, the individual's Ligas authorization for funding will be forfeited. However, in the event that the individual/guardian elects to continue the placement process within the two-year period, the individual/guardian must engage with the ISC Agency in furtherance of community placement in order to remain on the active Ligas Services List.

Further activity means the individual/guardian will allow the ISC agency to make referrals to providers, schedule visits to see various service settings and/or meet with providers. Individuals/guardians will cooperate with the completion of required assessments.



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Ligas Class Members - "Hold" Category Form

Name _____ (Last, First, MI),
Social Security Number (Last 4) _____, date of birth _____ is being placed in the
"hold" category as of _____ (date), for the following reason(s):

- Seeking services from particular provider(s), including waiting for a particular provider to downsize their ICF/DD;
- Awaiting opportunity to move with particular peers;
- Inability to decide on a provider;
- Deciding between home-based and CILA services;
- Determining whether to proceed with waiver services;
- To allow time to address medical or personal matters (including but not limited to rehabilitation, medical procedures, family emergencies or other matters that may delay decisions as to services);
- Other reasons with approval from DDD.

Define other reason(s):

A copy of this form was provided to the individual/guardian on: _____ (date).

Please indicate the manner in which the form was provided to the individual/guardian.

- Face to Face
- E-mail
- Fax
- Mail Service

Printed Name of ISC Representative: _____

Signature of ISC Representative: _____

ISC Contact Information: Phone: _____

E-mail address: _____

Date Signed: _____

Please contact the Division of Developmental Disabilities (DDD) at 217-785-6171 or 217-557-6335 should you have any concern with being designated in the "Hold" category. During that two year "Hold" period, you may at any time elect to proceed with obtaining waiver services by contacting DDD at either of the telephone numbers listed above or by contacting your local ISC Agency.