

Department of Health  
**Developmental Disabilities Division (DDD)**

**How to Apply for Admission to DDD**

Contact the intake office on your island and schedule a meeting with an intake worker.

<http://health.hawaii.gov/ddd/files/2018/01/DDD-Intake-Booklet.pdf>

**Intake process can take several months**

Includes Assessment and Psychological Evaluation, Medical Reports, Specialist Reports, and Department of Education records review.

**When to Apply?**

Now! DDD provides services to individuals throughout their lifespan. If denied before, the student can apply again.

After admission into DDD, a needs type assessment and an **Individualized Service Plan (ISP)** will need to be completed. This process can take up to a month.

**How to Apply for Direct Service Supports**

Once admitted into DDD the student will automatically get Targeted Case Management. To get additional direct service supports they must apply for and qualify for Medicaid and then Medicaid Home and Community Based Waiver Services through the Department of Human Services. This two-step approval process will take a minimum of three months.

**With DDD Waiver Services you can receive Employment Related Options:** Benefit Counseling, Discovery & Career Planning, Individual Employment Supports, and a direct service worker to assist the student at college (post-secondary education).

**Other DDD Waiver Services** – Includes Community Learning Service for other than on the job training.

**DD Long-term Adult Supports & Resources Program** (if eligible and when available)

Department of Education (DOE)  
**Special Education**

**Individualized Educational Program (IEP)**

Includes:

Course of Study (Starting at age 14 or younger) and Formal Transition Plan (Starting at age 16 or younger)

**Formal Transition Plan**  
(Starting at Age 16)

Requirements:

- Plan must be coordinated
- Student must be invited
- Parental consent is required to invite agencies & others
- Includes measurable post secondary outcomes in education, employment/ vocational training and independent living.
- Includes annual IEP goals to achieve outcomes
- Includes services provided to achieve outcomes
- Includes agencies of your choice that are, or likely to, provide resources; like DDD and DVR.
- Annual Vocational Assessment

**Course of Study**

**Diploma**

Educational Services Include Completion of 24 credits in specific/ required areas

**Certificate**

Educational Options may Include:  
Work Study / Vocational Education Classes  
Work-site Based Options  
Community Based Instruction (CBI)  
Content Core Classes  
Special Education Vocational Rehabilitation Program

Summary of performance will be provided when the student leaves DOE.

**Student Exits DOE**

Student can receive DOE services up to the day they turn the age of 22, as long as they remain eligible

Department of Human Services  
**Division of Vocational Rehabilitation (DVR)**

**Referral and Application** (not to exceed 30 days)

DOE initiates the referral to DVR for Transition Services and/ or Pre-Employment Transition Services (Pre-ETS). DVR Counselor meets with the student, family, and transition coordinator for the intake interview (Application packet must be completed before the meeting).

**Eligibility Determination** (not to exceed 60 days)

DOE must provide assessments and evaluations, which includes but not limited to:

- ◆ Academic
- ◆ Cognitive
- ◆ Functional
- ◆ Vocational
- ◆ Behavioral
- ◆ Social
- ◆ Report Card Summary (diploma track students)
- ◆ IEP

**Individualized Plan for Employment (IPE)**  
(not to exceed 90 days)

The employment goal must be consistent with the student's abilities, capabilities, strengths, resources, priorities, interests, concerns and informed choice. It also reflects services needed to accomplish the employment goal.

**Frequently Asked Questions**

- ◆ When can students be refer to DVR?
- ◆ Will employment affect the student's Supplemental Security Income (SSI)?
- ◆ What happens when a student does not want to work?
- ◆ What types of services does DVR provide?
- ◆ Does DVR pay for college tuitions and books & supplies?
- ◆ What happens after the student exit DOE?
- ◆ When can students engage in job training or job exploration?
- ◆ What happens when the student cannot work independently?

**Employment Services can be supported by all three agencies DDD, DOE and DVR**

These can include: Job search, Job development, Job placement, Job coaching, Vocational training, On-The-Job-Training and Coordination of Natural Supports

# Pathway to Employment for Students with Developmental Disabilities Transitioning from High School.

## Department of Human Services Hawaii Division of Vocational Rehabilitation (DVR)

### VISION

Move Forward to Work

### MISSION

VR exists to serve its participants. We work as a team so that participants can achieve their hopes and aspirations for meaningful employment through timely and individualized vocational rehabilitation services.

#### **OAHU BRANCH**

600 Kapiolani Blvd. #306  
Honolulu, HI. 96813  
Ph: (808) 586-4824 (V/T)

#### **KAUAI BRANCH**

3060 Eiwa St. #304  
Lihue, HI. 96766  
Ph: (808) 274-3333 (V/T)

#### **HAWAII BRANCH**

75 Aupuni St. #110  
Hilo, HI. 96720  
Ph: (808) 974-6444 (V/T)

#### **KONA OFFICE**

75-5722 Kuakini Hwy #213  
Kailua Kona, HI. 96704  
Ph: (808) 323-0025 (V/T)

#### **MAUI BRANCH**

54 So. High St. #309  
Wailuku, HI. 96793  
Ph: (808) 984-8350

#### **MOLOKAI OFFICE**

55 Makaena St.  
Kaunakakai, High. 96748  
Ph: (808) 553-3621 (V/T)

#### **SERVICES FOR THE BLIND BRANCH**

901 Bachelot St  
Honolulu, HI. 96817  
Ph: (808) 586-5268 (V/T)

(version 13: September 20, 2018)

## Department of Education (DOE) Special Education

Special education is specially designed instruction and services to meet the unique needs of students with disabilities, and can include academic services, speech-language services, psychological services, physical and occupational therapy, and counseling services. The Department provides these services at no cost to families to students aged 3 to 22 who demonstrates a need for specially designed instruction, after an eligibility determination.

### How do I get help for my child?

Contact your child's home school, which is the neighborhood school that the student attends and request an evaluation. The request can be made by [either]:

- Verbally, in person, or by phone;
- In a written letter, faxed, or e-mailed; or
- On the State of Hawaii Request for Evaluation form obtained from the school.

## Developmental Disabilities Council (DDC)

This brochure started as a Tri-agency Map to Employment for Students with Developmental Disabilities Transitioning from High School. It represents the efforts of the Inter Agency Work group comprised of the Departments of Education, Health (DD Division and DD Council), and Human Services (Division of Vocational Rehabilitation Services), and the Center on Disability Studies collaborating to increase and improve post high school opportunities for students with disabilities. It is intended to be a simple introduction to facilitate discussion and meetings between the agencies, student, and family. All comments pertaining to this brochure should be emailed to Jesse Floyd, at [jesse.floyd@doh.hawaii.gov](mailto:jesse.floyd@doh.hawaii.gov), or addressed to: Jesse Floyd, Hawaii State Council on Developmental Disabilities 1010 Richards Street, Room 122, Honolulu, Hawaii 96813

## Department of Health Developmental Disabilities Division (DDD)

3627 Kilauea Avenue, Room 104  
Honolulu, Hawaii 96816

### Intake phone numbers:

**OAHU:** 733-1689

**HILO:** 974-4280

**KONA:** 327-6212

**WAIMEA:** 887-8142

**KAUAI:** 241-3406

**MAUI/LANAI:** 243-4625

**MOLOKAI:** 553-7898

### Frequently Asked Questions

- *If a student is receiving 1:1 supports in the school can they still receive DDD Waiver Services?* Yes. DDD Waiver Services are not provided during school hours, so it is not a duplication of service.
- *Does a student have to be denied DVR services before a they can get DDD Waiver Services for employment?* No. DDD Waiver Services for employment supports can happen at the same time however, close coordination with DDD, DVR and DOE must occur to assure no duplication of services.
- *If a student gets a job and gets paid, will they lose all their benefits, like SSI, Medicaid, SNAP?* No. Benefit counseling is recommended to assure this does not happen. Also, an Achieving a Better Life Experience (ABLE) account can be set up to protect the students benefits.
- *If a student deemed ineligible for admission into DDD can they reapply?* Yes. It is recommended to reapply in one year.
- *If a student was receiving Waiver services in another State, will they automatically be eligible for DDD services in Hawaii?* No. They must apply when they arrive to Hawaii and meet Hawaii's eligibility criteria.