



## **Guidelines for Use of Qualifying Diagnosis Certification (QDC) Form**

### **Overview**

When an individual who experiences an intellectual or developmental disabilities (IDD) is selected for home and community-based Medicaid waiver services, the Division of Senior and Disabilities Services (SDS) determines whether he or she requires a level of care available in an “intermediate care facility for the intellectually disabled” (ICF/ID). One element needed to make this determination is the *Qualifying Diagnosis Certification* (QDC) form. The form, completed by a qualified professional, verifies that the applicant has a diagnosis that qualifies him or her for waiver services. Participants in the IDD waiver program undergoing periodic reviews of their eligibility for waiver services must also submit this form, and the form must accompany each ICF/ID level of care determination completed within the previous 12-month period.

The following information is provided to the applicant/participant and their care coordinator as guidance for completing and submitting this required form.

### **Process for Completing and Submitting QDC**

#### **The care coordinator is responsible for:**

1. Securing the QDC and the *Request for Qualifying Diagnosis Certification* forms from the [SDS Web](#);
2. Attaching the *Request for Qualifying Diagnosis Certification* form to the QDC and sending to a qualified professional for completion; the form must be completed by a licensed Physician, Advanced Nurse Practitioner, Physician’s Assistant, Psychologist, Psychological Associate or Certified School Psychologist. The form must have been completed within the previous 12 months;
3. Submitting the *Qualifying Diagnosis Certification* form to SDS;
4. Assisting the applicant/recipient, parent or guardian to submit a copy of comprehensive evaluation and testing, to support the diagnosis by a qualified professional.

#### **The applicant/participant or their parent or guardian is responsible for:**

Submitting a copy of comprehensive evaluations and testing to support the diagnosis. The information presented on the QDC must be consistent with documentation of these results.

### **Procedures**

The care coordinator

1. downloads the QDC and *Request for Qualifying Diagnosis Certification* forms from the SDS “[Approved Program Forms](#)” website;
2. sends the QDC and *Request* to the applicant/recipient’s qualified provider(s) and collects completed forms;
3. sends completed QDC to SDS.

**Inconsistent or conflicting information may require additional documentation as requested by SDS.**