



Illinois Department Of Human Services

PUNS (PRIORITIZATION OF URGENCY OF NEED FOR SERVICES)

HOW TO ACCESS THE DEVELOPMENTAL DISABILITIES WAIVER SERVICE SYSTEM JULY 2008

General Information

On November 1, 2004, the Illinois Department of Human Services, Division of Developmental Disabilities initiated a database to gather information from persons with developmental disabilities and their families about the supports that they are receiving or that they may need within the next five years. The Prioritization of Urgency of Need for Services or PUNS was developed as a way for the Division of Developmental Disabilities to know what supports people with developmental disabilities need and to categorize the urgency of those needs.

Access Services of Northern Illinois, as the designated Individual Service Coordination (ISC) agency in the thirteen northwestern Illinois counties, is responsible for completing a PUNS for eligible individuals and their families upon their request and to update the information as needed or on an annual basis.

Completion of the PUNS does not guarantee that an individual will receive supports funded by the Division of Developmental Disabilities nor does it determine their eligibility for such supports. As of February 1, 2008 enrollment on the PUNS is the only way that Developmental Disability Waiver services can be accessed.

Who is eligible to complete a PUNS?

Individuals in need of supports funded by the Division of Developmental Disabilities within **five years** must have a diagnosis of a developmental disability or a reasonable belief that they have a developmental disability. Conditions that **may be considered a developmental disability** are; mental retardation (onset before age 18) or related conditions such as Cerebral Palsy, Epilepsy, or Autism Spectrum Disorders.

To qualify as a related condition all four of the following requirements must be met:

1. Closely related to mental retardation because it results in impairment of general intellectual functioning or adaptive behavior similar to mentally retarded persons and requires treatment or services similar to those required for these persons;
2. manifested before age 22;
3. likely to continue indefinitely; and
4. results in substantial functional limitations in three or more of the following areas: self-care, language, learning, mobility, self-direction, and/or capacity for independent living;

Children and adults who have a reasonable belief that they have a developmental disability can complete a PUNS if they are:

- Seeking new, additional, or significantly different services funded through the Division of Developmental Disabilities;
- Enrolled with the ISC agency, currently not receiving supports and have a caregiver age 60 or older; or
- Projecting a need for supports within the next five years.

Who is not eligible to complete a PUNS

A PUNS can not be completed if an individual:

- Does not have a developmental disability or reasonable belief to have a developmental disability;
- Is not expecting to seek services funded through the Division of Developmental Disabilities within the next five years, even though they might request services at some time after that;
- Already receiving services funded through the Division of Developmental Disabilities and are not seeking new, additional, or different services.
- Already receiving services funded through the Developmental Disabilities service system and are seeking a different provider already funded through the Developmental Disabilities service system with no change in the type of services or supports they receive. For example, an individual wishing to move from one CILA provider to another, or from one respite provider to another; or

- Remaining in the same program and whose Individual Service Plan is adjusted to meet their changing needs for particular services, but without a need to modify their funding resources.

How to complete a PUNS

Individuals who are eligible to complete a PUNS and want to do so should contact Access Services of Northern Illinois at 815-282-8824 and ask for the Service Coordinator of the Day. When talking with the Service Coordinator of the Day please inform them that you are interested in completing a PUNS and be ready to discuss the service needs you wish explored. They will ask you some questions to determine if the person has a developmental disability or reasonable belief to have such a diagnosis. They will also ask you for other information that is required to enter into the database, such as their Social Security Number, name, address, and birth date of primary caregiver. Please understand that this information is required in order to enter the information into the database and will be considered confidential.

If the individual or their family member wishes to complete a PUNS, they will be assigned a Service Coordinator to work with them. They will be contacted within two weeks to gather more information and to schedule a time to complete the PUNS. The initial PUNS must be completed face-to-face with our Service Coordinators. In addition to completing the PUNS, the Service Coordinator will also discuss the need to develop an Initial Support Plan to begin the process of seeking and securing needed supports and services. The Service Coordinator will work with the individual and/or family to secure generic services but please remember that service availability is limited due to limited funding. Also remember that **completing a PUNS does not guarantee that services will be approved or that the person is eligible for services funded by the Division of Developmental Disabilities.**

If individuals and/or their families are interested in seeking Waiver services funded by the Division of Developmental Disabilities additional assessments may be required involving additional forms to be completed as well as additional meetings with the individual and/or family. It is not our desire to make the process burdensome to individuals and their families; however the additional information and meetings are a requirement to attempt to obtain funding from the Division of Developmental Disabilities.

As of February 1, 2008 the only way to access Division of Developmental Disabilities Waiver funded services will be through a process that selects individuals from the PUNS database, unless someone is in crisis and has issues of being abused, neglected, or is homeless, or the person currently resides in a state operated facility, or the person is “aging out” of a Child Care Institution or Children’s Group Home, or the person is part of the DCFS project. Otherwise, if selected, an individual will receive written notification from the Division of Developmental Disabilities stating that they can now apply for Waiver funded services. The individual will be directed to contact their ISC agency to begin the process of eligibility determination and if eligible the process of referrals to agencies chosen by individual or their guardian will begin. Once a provider agrees to provide services a funding request will need to be completed by the chosen agency and submitted to the Division of Developmental Disabilities and then a plan will be established to transition the person to the service provider.

Persons in crisis will be able to work directly with our Service Coordinators to make request for immediate emergency funding but DDD is only setting aside a limited number of allocations per month for the entire state to access emergency services. Persons residing in state operated facilities and those young adults who are part of the DCFS project or who reside in a Child Care Institution or Children’s Group Home will also be able to directly access funding for alternative services working with service coordinators from this agency.

Throughout this new process – this agency will do what we can to support people as best possible while waiting to access the Division of Developmental Disabilities Waiver system.



Access Services
of Northern Illinois



[Home](#)

Contact Us:

7399 Forest Hills Road
Loves Park, IL 61111-3974

Phone (815) 282-8824
Fax: (815) 282-8835

Note:

When calling for services ask for the "Service Coordinator of the Day"



Independent Service Coordination assists individuals with developmental disabilities over the age of three, and their families, to access their community and its resources.

Service Coordinators work with individuals and families to sort out their wants and needs, educate them regarding options available, and then to develop an action plan to achieve identified outcomes. In addition, Access Services of Northern Illinois is the point of entry to access and state or federally funded services for persons with developmental disabilities.

Independent Service Coordination includes...

- Information & Referral
- Assessment & Eligibility Determination
- Comprehensive Service/Future Planning
- Support/Service Linkage
- Accessing funding for programs funded by the Illinois Department of Human Services
- Ongoing Support & Service Follow-Up
- Advocacy
- Informational Workshops
- Educational Rights & Responsibilities Training

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The Illinois Department of Human Services may be able to provide you assistance now or help you plan for your future needs.

For more information about the IDHS, Division of Developmental Disabilities program

or

for the phone number of the Coordination agency in your area call:

1-888-DDPLANS

1-866-376-8446 (TTY)

You can also visit:

www.dd.illinois.gov

or

www.dhs.state.il.us

See the inside panel of this brochure for a list of all Coordination agencies and their telephone numbers.

If you have questions about any Illinois Department of Human Services (IDHS) program, call or visit your IDHS' Family Community Resource Center (FCRC). We will answer your questions. If you do not know where your FCRC is or if you are unable to go there, you may call the automated helpline 24 hours a day at:

1-800-843-6154

1-800-447-6404 (TTY)

You may speak to a representative between:
8:00 a.m. - 5:30 p.m.
Monday - Friday (except state holidays)

For answers to your questions, you may also write:

Illinois Department of Human Services
Bureau of Customer and Provider Assistance
100 South Grand Avenue East
Springfield, Illinois 62762

Visit our web site at:

www.dhs.state.il.us



Programs, activities and employment opportunities in the Illinois Department of Human Services are open and accessible to any individual or group without regard to age, sex, race, sexual orientation, disability, ethnic origin or religion. The department is an equal opportunity employer and practices affirmative action and reasonable accommodation programs.

DHS 4309 (R-11-10) DD PUNS Brochure
Printed by the Authority of the State of Illinois.



Do you or your family need services to help you with your developmental disability?

Now?

Soon?

In the future?



We are here to help!



What services are available?

The IDHS Division of Developmental Disabilities provides person-first services and supports for individuals with developmental disabilities and their families.

Possible services include:

In-home supports to help you live more independently.

Respite care to provide temporary relief to your caregiver.

Training Programs to teach you life and work skills.

Job coaches to help you succeed in the workplace.

Residential living arrangements to provide you with the security and care you need.

Adaptive equipment to make you more independent.

Other supports to improve your quality of life.



How can I access these services?

IDHS maintains a statewide database of people with developmental disabilities who need services. This database will help us make sure services are available to you and your family when you need them.

We'd like your help.

Whether you...

need services immediately or anticipate needing services in the future...

Call your nearest Coordination agency and make an appointment for an interview.

What is the process?

Based on the information you provide during your interview, the Coordination agency will complete a "Prioritization of Urgency of Need for Services" (PUNS) form, and categorize your need for services as one of the following:

Emergency - need immediate services

Critical - need services within 1 year

Planning for need - need services in 1 to 5 years

A completed PUNS form does not confirm that you are eligible for services nor guarantee that services will be provided. However, it does ensure that IDHS knows about your need for services.

What if my needs change?

Your situation will be evaluated at least once a year and you may ask for a re-evaluation at any time your circumstances change.

Where are the Coordination agencies located?

Belleville

DD SERVICES OF METRO EAST(618) 236-7957

Centralia

SOUTHERN IL CASE COORDINATION(618) 532-4300

Chicago

COMMUNITY ALTERNATIVES (773) 867-4000

Chicago

COMMUNITY SERVICE OPTIONS(773) 884-1000

Crystal Lake

OPTIONS & ADVOCACY(815) 477-4720

Decatur

PRAIRELAND SERVICE COORDINATION(217) 864-0494

East Moline

CSO/RIM(309) 278-0020

Geneva

DAYONE NETWORK INC.....(888) 282-0997

Homewood

SUBURBAN ACCESS INC.(708) 799-9190

Jacksonville

GREAT RIVER SERVICE COORDINATION(217) 243-2330

Joliet

SERVICES INC.....(815) 741-0800

Lombard

PACT INC.(630) 960-9700

Macomb

WESTERN ILLINOIS SERVICE COORDINATION(309) 833-1621

Pekin

CENTRAL ILLINOIS SERVICE ACCESS(309) 347-7202

Pittsfield

W. CENTRAL SERVICE COORDINATION(217) 285-5227

Pontiac

LIVINGSTON COUNTY MENTAL HEALTH (708) BOARD(815) 844-7708

Rockford

ACCESS SERVICES NORTHERN ILLINOIS(815) 282-8824

Urbana

CHAMPAIGN REGIONAL PLANNING(217) 328-3313

**For TTY users, please call the Illinois Relay Center:
1-800-526-0844**

The information you provide will help IDHS anticipate service needs statewide and determine how best to use our resources to meet those needs.

