Department of Health Developmental Disabilities Division (DDD)

How to Apply for Admission to DDD
Contact the Division’s intake unit directly and request an intake packet.

Intake process takes at least 90 days
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 Personal Assistance/ Habilitation 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 older)

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

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

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.

Course of Study

Diploma
Certificate

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

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 (PETS). 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?
**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.

**VR offices information:**

<table>
<thead>
<tr>
<th>Branch</th>
<th>Address</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>OAHU BRANCH</td>
<td>600 Kapiolani Blvd. #306</td>
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<td>Honolulu, HI. 96813</td>
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<td>Lihue, HI. 96766</td>
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<td>MOLOKAI BRANCH</td>
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<td>Kaunakakai, High. 96748</td>
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**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, or addressed to: Jesse Floyd, Hawaii State Council on Developmental Disabilities 919 Ala Moana Boulevard, #113, Honolulu, Hawaii 96814.