



State of Tennessee

Department of Intellectual and Developmental Disabilities

Acknowledgement of Intake Process and Individual Rights

The information that has been provided in this intake assessment is true and accurate. I have been informed about the steps that will be taken next by the Regional Office. I understand that being included on the waiting list for services does not guarantee eligibility for Medicaid funded services. I have also been informed that I may contact the Regional Office at any time to update this information should circumstances or needs change.

Signature of Person Applying for Services

Date

Signature of Legal Representative

Relationship

Date

INDIVIDUAL RIGHTS

It is important for every person to know his or her rights. These are your rights if you receive services in a Home and Community-Based Services Medicaid Waiver or if you are seeking services from a DIDD Regional Office.

I have been given a copy of my individual rights and this information has been explained to me by the case manager. I understand that a copy of this signed form will be kept in my record.

Signature of Person Applying for Services or Legal Representative

Date

It is important for every person to know his or her rights and responsibilities. These are your rights and responsibilities if you receive services in a Home and Community-Based Services Medicaid Waiver or if you are seeking services from a DIDD Regional Office. It is also important that you know your responsibilities as you seek services in the Home and Community-Based Services Medicaid Waiver.

INDIVIDUAL RIGHTS

1. A person who receives, or is seeking, a Medicaid Waiver service has the same rights as anyone else who does not have a disability.
2. These rights can only be limited by a court order (including guardianship, conservatorship, and power of attorney) or other judicial ruling.
3. You shall be entitled to the following rights without limitation:
 - To be free from physical, verbal or mental and sexual abuse or neglect.
 - To be free from financial exploitation.
 - To have control over your own money.
 - To be able to have and use personal property.
 - To actively and meaningfully make your own decisions.
 - To have privacy.
 - To be able to choose who you want to socialize with.
 - To be able to choose and practice any religion or faith.
 - To be free from the inappropriate use of restraints (physical and/or chemical).
 - To be free from punishment by others.
 - To not work without being paid.
 - To be treated with dignity and respect as a person.
 - To have access to your personal records.
4. If you are in the process of enrolling or you have already submitted a Pre-Admission Evaluation that has been denied, you have the right to appeal to the Bureau of TennCare.
5. You have the ability to request reconsideration if you have a disagreement with your Category of Need.

INDIVIDUAL RESPONSIBILITIES

To get on the waiting list and keep your name on the waiting list, you must give updates for your file. You will need to keep your Case Manager updated when things change.

You will need to:

1. Give proof that you have an intellectual disability with an onset prior to age 18.
2. Let us know how to find you if you move.
3. Let us know when you have a new address.
4. Let us know when you get a new phone number.
5. Let us know when your needs change.

Once you have been approved to begin the waiver enrollment process, you will need to:

1. Give us updated medical documents for your Pre-Admission Evaluation to TennCare.
2. Give us financial information for the Department of Human Services (DHS) so we can help you in the eligibility process.
3. Work with us to complete the documents needed for your enrollment.