**Developmental Disabilities Supports Division (DDSD) Regional Office Request for Assistance – RORA**

**This is not an incident report form. Submission of this form does not constitute reporting as required by regulation.**

☐ Individual Level ☐ Provider Level ☐ Systemic Level

Request Date: _____ Name of Individual: _____ SS#: _____-_____-_____ DOB: _____

☐ Jackson Class Member ☐ Non-Jackson Class Member ☐ DD Waiver ☐ SGF ☐ Mi Via Waiver

Managed Care Organization: ☐ Blue Cross Blue Shield ☐ Molina ☐ Presbyterian ☐ United Healthcare

Diagnosis/Condition: _____
Type of Service & Provider Agency (ies): _____
Regional Office: _ Metro County: _____

| **Box A – Contact Information:** | |
|---|---|
| Submitted By (Name): | E-mail: |
| Title or Relationship to Individual: | Phone: Fax: |
| Case Management Agency: | Case Manager Name: |
| | Phone: Fax: email: |

| **Box B – Check Appropriate Box Related to Primary Concern:** | | |
|---|---|---|
| ☐ Budget/Billing | ☐ Individual Service Plan | ☐ Meaningful Day/Customized Community Supports |
| ☐ Failure to provide Documentation | ☐ ISP/QA needed | ☐ Supported Employment |
| ☐ Freedom of Choice | ☐ Training | ☐ Nursing |
| ☐ Guardianship | ☐ Speech Language Pathologist* | ☐ Transition |
| ☐ Health Care Planning (HCP, MERP, CARMP issues) | | ☐ Other _____ |
| ☐ Durable Medical Equipment (DME)* | ☐ Behavioral Support* | ☐ Medical Specialists* |
| ☐ Assistive Technology Devices (including Augmentative Communication)* | | ☐ Medical Supplies* |
| ☐ Physical Therapy* | ☐ Occupational Therapist* | ☐ Dental* |
| ☐ Quality of care/services | | |

***For Specialty Services, Applicable Timelines:** *DME & Assistive Technology/Augmentative Communication devices: 150 days; DME repair/modification 60 days; Therapy assessments begin within 30 days of receipt of the FOC or 90 days of the need identified. Medical Specialist's appointments scheduled within 14 calendar days.*

**Box C – Issue/ Problem/Request**: Provide description of issue to include the date identified. Include identified barriers and chronological list of actions taken to resolve this issue (attach supporting documentation):