

**Division of Senior and Disabilities Services**  
**Guidelines for Using Qualifying Diagnosis Certification**

**Responsibilities:**

Applicant/recipient, parent, or guardian:

- 1) Secure and submit to the care coordinator a Qualifying Diagnosis Certification form completed within the last 12-month period.
- 2) Ensure a copy of comprehensive evaluation, testing, and diagnosis by a qualified professional is on file with DSDS.

Care Coordinator:

- 1) Must assist the applicant/recipient, parent, or guardian to secure a Qualifying Diagnosis Certification form completed within the last 12-month period.
- 2) Must collect and submit a Qualifying Diagnosis Certification form in support of:
  - a. Demographic supported LOC determinations, or
  - b. ICAP supported LOC determinations.
- 3) Must assist the applicant/recipient, parent, or guardian to ensure a copy of comprehensive evaluation, testing, and diagnosis by a qualified professional is on file with DSDS and/or is provided to Arbitre when an ICAP is required.

**Procedure:**

- 1) The form may be downloaded from the DSDS website.
- 2) DSDS must receive a Qualifying Diagnosis Certification (QDC) for each ICF/MR Level of Care determination, completed within the previous 12-month period.
- 3) A healthcare provider will complete the QDC. Qualified providers are listed on the form and on the memorandum, and include: physicians, advanced nurse practitioners, physician assistants, psychologists, school psychologists, and psychological associates licensed to practice in Alaska.
- 4) The Memorandum will function as instructions to the healthcare provider for completion of the QDC form.
- 5) DSDS must have on file a copy of a comprehensive evaluation, testing, and diagnosis by a qualified professional as defined in the ICAP Policy & Procedure 300-1, for each ICF/MR Level of Care determination. The information presented on the QDC must be consistent with this documentation.
  - a. Inconsistent or conflicting information may require additional documentation as requested by DSDS staff.

**Attachments:** Qualifying Diagnosis Certification (QDC) 300-1-E  
Memorandum Reference Qualifying Diagnosis Certification (Memorandum) 300-1-F