

Wait List Notification Form

Instructions:

Complete and submit Wait List Notification Form and requested information to the Iowa Department of Health Human Services, Aging and Disability Services Division (ADS) at aging@hhs.iowa.gov a minimum of fifteen (15) business days prior to implementing the wait list.

Wait List will be implemented for the following service(s): (add additional rows as needed)

Name of Service	Reason(s) wait list is being implemented	Number of consumers on wait list	As of Date	Estimated wait time for consumers to receive service(s)	Counties impacted	Acknowledge by checking this box that those clients who are receiving EAPA services are not affected by this Wait List	Date of completed service utilization review
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1. Submit a copy of the completed service utilization review tool or explain steps taken to conduct the service utilization review to determine capacity and estimated wait time for service.
2. Submit a copy of the AAA wait list policy and notification provided to consumers.
3. Confirmation: ADS shall confirm receipt of the notification and will inform the AAA within five (5) business days if the AAA must address questions or concerns prior to Wait List implementation.