Public Application Form

FACT SHEET

WHAT IS THE PUBLIC APPLICATION FORM?

The Public Application Form is currently a paper-based form filled in by an applicant (or a guardian of the applicant) for DDDS services offered by the State. Completed applications along with supporting documents are submitted to DDDS by postal service or e-mail. The division staff then assesses the information submitted through the Public Application Form for eligibility to Developmental Disability Services and/or Pathways to Employment (PTE).

WHAT IS THE NEW FEATURE BEING DEVELOPED BY THERAP?

Creation of an online version of the Application Form is the enhancement feature being developed by Therap, as a part of the CDMS project. Applicants will be able to enter information online, attach supporting documentation and submit the form for eligibility consideration. Applicants will also be able to save the information entered into the application form to revisit and submit at a later time. This feature will make the experience of filling and submitting the form more user-friendly as the online application form will highlight and prompt important sections of the form like mandatory fields and missing attachments.

WHAT ARE THE BENEFITS OF THIS NEW FEATURE?

In today's age of digital revolution, users increasingly rely on the internet to fill out forms and submit applications online. The online Application Form will be the State's initiative to remain current with the global technology standards, thus providing a user-friendly way to submit eligibility applications.

Following are some value-added benefits of the online Application Form:
- It will provide an additional channel of submitting applications for DDDS and PTE eligibility in addition to the existing paper-based form.
- It will expedite the application process as the completed application and supporting documents can be submitted instantly.
- It will validate data entered into the fields and will prompt mandatory fields as incomplete before submitting the form, thus eliminating errors and avoiding submission of incomplete information.
- Data collection and recording will be digital, as opposed to the current manual administration of paper-based forms, therefore, making the application process more efficient and secure.

HOW DO I GET MORE INFORMATION ABOUT THIS?

Please contact the project team at *DHSS_DDDS_CDMSProject@delaware.gov* to learn more about the online Public Application Form being developed by Therap.

WHAT IS THE NEXT PHASE OF THE PROJECT?

The next phase of the project is development of the 'MCI Interface'. This interface will enable the Therap system to communicate with the MCI (Master Client Index) database to create, validate and identify service recipients by their unique MCI number. Look for future communication for more information on this phase of the project.

ROLES

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