

Maximus provides this user guide as an overview of system operations. Maximus will always support the current and most recent versions of Google Chrome and Microsoft Edge. Maximus recommends Adobe Reader 10 or later.

Ensure that your firewall does not block our URL.

To maintain proprietary content protection, this user guide does not capture all system fields.
All information appearing in this guide does not represent true and actual individuals.

Submitting the Completed DDD in AssessmentPro

From the AssessmentPro Home Page

STEP 1:

Select the **Unassigned Referrals** tab.

STEP 2:

Click the **Claim icon**. This will open the referral in a way that allows you to edit and save.

Note: Clicking the person's name will open the referral as read only. This is helpful if you want to review the completed PASRR screen, assessment, and summary of findings before completing the DDD process.

STEP 3:

Select the appropriate **DDD Outcome**. Based on your selection, additional fields may appear.

Click **Next** to proceed.

DD Confirmed

List each confirmed ID/DD diagnosis in the field that appears below the outcome options

DDD Outcome

Please select an appropriate DDD outcome*

- ☒ DD confirmed
- ☐ DD not confirmed
- ☐ DDD withdrawn

List each ID/DD diagnoses confirmed:*

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DDD Withdrawn

Indicate the reason the DDD is withdrawn

DDD Outcome

Please select an appropriate DDD outcome*

- ☐ DD confirmed
- ☐ DD not confirmed
- ☒ DDD withdrawn
- ☐ Unable to locate the individual
- ☐ Individual deceased
- ☐ Consent withdrawn
- ☐ Other

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STEP 4:

Upload any related documentation, including a copy of the completed DDD, as applicable.

*All submitted supporting documentation will be reviewable and appear in the **Episode Documents** table.*

Click **Next** to proceed.

Document Upload

Episode Documents

View	File	Status	Document types	Created By	Created Date	Document Viewed?
	Unobtainable	Unobtainable	Developmental Disability Determination	FacilityAutomation35 Nursing	10/02/2025	

Required Documents*

4

Select files...

☐ I cannot upload all required documents.

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Next >>

STEP 5:

Enter the **Determination date**.

STEP 6:

Enter the **CMA assigned to the DDD**.

STEP 7:

Click **Submit** to complete the DDD referral process.

Submitter Information

DDD update provided by

Name* stephanie Pettitt

Credentials

5

Determination date*

6

CMA assigned to DDD:*

7

Submit

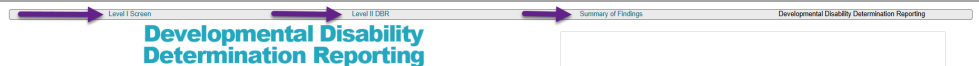
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Submit

Review Completed Screens, Assessments, and Supporting Documentation

From within the DDD referral

Click the links in the header to review the completed Level I Screen, Level II Assessment, and Summary of Findings Report.



Access an Incomplete Claimed Referral

From the AssessmentPro Home Page: Any claimed referral not yet submitted

STEP 1:

Click **Drafts** to open the Drafts queue.

STEP 2:

Click **My Screens** to view your claimed referrals. Click **Agency Screens** to view any claimed referral associated with your agency.

STEP 3:

Click the row to open the claimed DDD referral.

Contact the Help Desk for additional support