

SCLHSA
Developmental
Disabilities
Services

Entry

Process

**Most referrals come into office via
phone calls.**



However,



Walk-ins are welcomed.

Intake worker first determines what the person's needs are and if a referral to appropriate resources is needed.

Many people have been given a number and have no idea what agency they are calling.

EX: Looking for:
Elderly Services
Long Term PCA
Educational Services
Homeless Shelter
Child Care Assistance

Sometime person is just not sure what services are needed.

The Criteria for Participation for OCDD services is given to aid in determining if the right agency has been contacted.

Legal Criteria Defining Developmental Disability

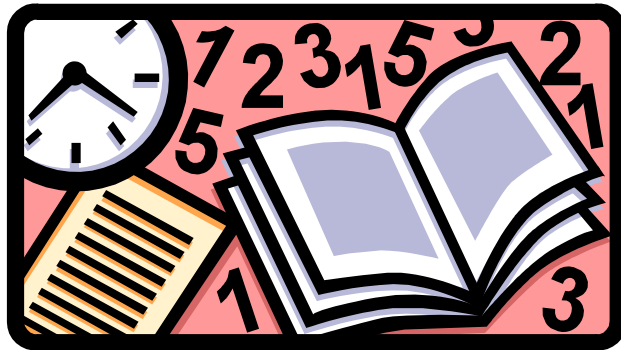
The following definition of developmental disability is taken from the MR/DD law (Act 28:381).

- (12) “Developmental disability” means a severe chronic disability of a person:
- (a) That is attributable to:
 - (i) Mental retardation, cerebral palsy, epilepsy, or autism; or
 - (ii) Any other condition, other than mental illness, found to be closely related to mental retardation because this condition results in impairment of general intellectual functioning or adaptive behavior similar to that of mentally retarded persons, or requires treatment or services similar to those required for these persons.
 - (b) That is manifested before the person reaches age 22.
 - (c) That is likely to continue indefinitely.
 - (d) That results in substantial functional limitations in three or more of the following areas of major life activity:
 - (i) Self-care
 - (ii) Understanding and use of language
 - (iii) Learning
 - (iv) Mobility
 - (v) Self-direction
 - (vi) Capacity for independent living

Currently, referrals for services are taken from:

**Person applying for services,
Parents,
Caregivers, or
Person providing significant support to applicant if applicant agrees to being referred.**

Application process begins with



Getting demographic information.

**Information is given to supervisor
for case assignment.**



**Assigned worker then contacts
individual/family to schedule the
face to face intake interview.**

**Date of intake interview is used for
all waiting list for services unless a
prior Early Steps date is recognized
as official application date. It is
called the “protected date.”**

During the interview more information is gathered and assessments are made using:

**Personal and family statements,
Personal Outcome questionnaire,
DD-SNAP**

(Developmental Disabilities Support Needs Assessment)

ICAP

(Inventory for Client and Agency Planning).

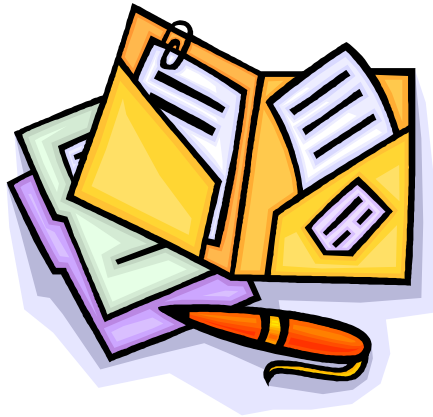
Previous records are requested:

**School Evaluations,
Mental Health,
Medical, and
Other evaluations.**

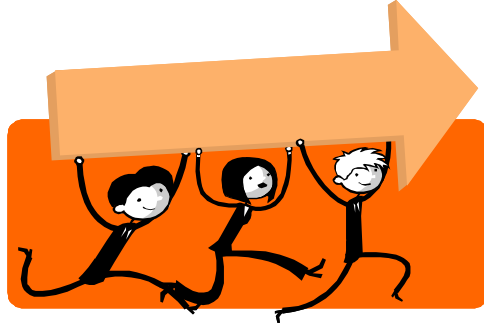
An additional psychological evaluation may be needed to determine:

**Present diagnosis,
Functional limitations, and**

**Additional service needs.
Once requested information is
obtained, intake worker reviews
information and completes Individual
Entry Review to determine if person
clearly meets the criteria for
participation**



**Or, person needs to be referred to
Entry Review Team.**



**Entry Review Team determines,
given the information gotten so far,
if:**

**Person meets eligibility criteria,
Person is ineligible, or
More information or testing is
needed.**

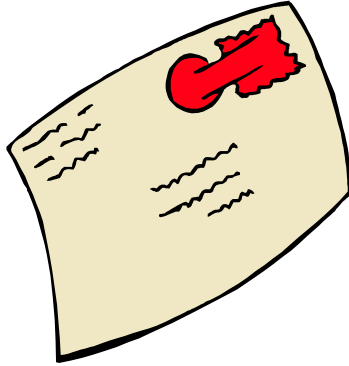
**Once it has been determined that
person meets criteria a Statement of
Approval is issued and referral to
Priority Committee is made for
request of Family Supports
Services.**



Priorities are decisions on person's level of need and funding priority. Also, if a Family Support Coordinator needs to be assigned to case immediately.

If outside services are needed such as EPSDT-SC (Case Management), a referral is sent.

People who are ineligible for services are notified by



certified mail with instruction on how to appeal decision.