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.