

# **Carroll County Board of Mental Retardation and Developmental Disabilities**

## **Adult Services Intake Procedures**

**I. Purpose:** To ensure a systematic procedure is established and followed for new individuals requesting Board services from the Adult Program. **H.**

### **Definitions:**

- A. "Board" means the Carroll County Board of Mental Retardation and Developmental Disabilities.
- B. " Department" means the Ohio Department of Mental Retardation and Developmental Disabilities.
- C. "OEDI" means the Ohio Eligibility Determination Instrument.

### **III. Procedure:**

- A. Upon initial request by individuals, parents or guardians for adult program services, calls are referred to the Habilitation Coordinator or designee.
- B. The Habilitation Coordinator will gather background information, which will include inquiring about the individual's eligibility for Board services to determine if OEDI testing is needed. Information relevant to the initial assessment will also be gathered. If the individual's eligibility for county board services is unclear, the individual will be scheduled for OEDI testing. Eligibility or ineligibility for Board services will be determined within 45 calendar days of the initial contact to the program or after all necessary information is received.  
All contacts made by the Habilitation Coordinator will be documented on service case note logs.
- C. After eligibility has been determined, individuals will be notified via a letter sent by the staff member who conducted the OEDI or accepted previous OEDI results. The date of this letter will signify the eligibility determination date.
- D. If determined ineligible, the Superintendent or designee notifies the individual by letter describing the reason for the denial in accordance with 5123.2-1-02 of the Ohio Administrative Code (OAC). Possible resources for services along with an outline of hearing rights and a copy of the administrative Resolution of complaints and Due Process Rights policy. Records of individuals determined ineligible shall be maintained for five (5) years after determination has been made.
- E. If an individual desires Board services from the Adult Program, he/she will be sent the following forms for completion:

1. Any additional information needed for the initial assessment including the individual's needs, wishes and preferences.
2. An application for Enrollment (dated with the initial contact date noted in the Habilitation Coordinator's casenotes. This will be the recognized date of enrollment.)
3. Request for Medication Information Form
4. Medication Request Form (if medications are to be given during workshop hours.)
5. Medical Evaluation Form (current within 6 months of date of enrollment)
6. Field Trip Permission Form
7. Release for SSI Information
8. Payroll forms including but not limited to : W-4, State tax withholding, 1-9 form, City taxation forms
9. Social history/update
10. Negative hepatitis screen
11. Family Resource Services Information
12. Authorization for Release of Information (if needed for specific assessments)
13. Adult Program Handbook

F. A request is also made to send a copy of all of the following documents with the completed forms named above:

1. Guardianship decree (if applicable)
2. Birth Certificate
3. Social Security Card
4. Medicare &/or Medicaid Card(s)
5. ID Card (if applicable)

#### **IV. Due Process**

A. Individuals determined ineligible for Board Services shall be afforded Due Process rights pursuant to Rule 5123:2-1-02 of the Administrative Code and 5101:6-1 through 5101:6-9, regarding Federal Medicaid funded services for hearing rights and appeals.

#### **V. Criteria for Admission**

- A. Must meet eligibility requirements for Adult Services.
- B. Must be able to benefit primarily from the assigned program
- C. Must have a Social Security Number
- D. Must be a resident of Carroll County.
- E. All collateral documentation must be submitted.
- F. Initial assessment must be completed.

## **VI. Initial Assessment**

- A. Each individual who applies for Adult Services will have an initial assessment, to be initiated within 60 days after eligibility has been determined and will be completed within 30 days of initiation. The initial assessment includes information provided by the individual and/or his/her guardian that indicates the type of services that the individual is interested in, the amount and/or type of supervision needed, any previous training, skills or abilities that the individual has or has received and any other information that may be significant to the provision of services to the individual. Information will be gathered from the initial assessment that indicates an individual's desires, preferences and needs in the home, community, vocational settings.

## **VII. Participation/Placement**

- A. Participation into the Adult Program or placement onto a waiting list shall take place within thirty (30) calendar days from the date that the initial assessment is completed. Individuals placed on a waiting list shall be referred to other community services and support providers as appropriate.

## **VIII. Start Date**

- A. The enrollment date will be signified by the date that the Superintendent signs the eligibility form. The start date for participation in the program may be postponed based upon extenuating circumstances and with the agreement of the individual requesting services.

## **IX. Individual Plan**

- A. Each individual shall have a written plan. To the extent desired by the individual served and his family, one process is used to develop the individual plan. The initial Individual plan (IP) will be developed within a maximum of thirty (30) days of the individual's entry into adult services. The IP outlines the services, supports, education and training programs that will be provided and coordinated for the individual by various agencies and persons. After the initial plan is developed for an individual, appropriate team members shall meet at least annually to review, revise and/or redevelop the IP.
- B. A certificated staff member of the Board shall provide oversight to the Habilitation Services provided at the Adult Services Program. The meeting to develop the IP shall include at a minimum, the individual, the individual's legal guardian and a certificated staff member of the Board and, if desired, the individual's advocate or friend.

- C. The Habilitation Coordinator, in conjunction with the individual and/or his/her representative, shall determine which other people shall be present at the meeting.
- D. The Habilitation Coordinator shall be responsible for the development of the IP and shall ensure that services, goals and objectives implemented do not conflict with each other.
- E. The provision of Adult Services is contingent upon the consent of the individual or legal guardian. Such consent may be modified or withdrawn at any time.
- F. The Habilitation Coordinator shall advise and present options in an appropriate manner to the individual so the individual may have a voice in matters pertaining to his/her life. A written summary of the meeting, which includes any dissenting opinions of those present, shall be made and entered into the individuals' permanent record.
- G. The IP shall be based on priorities identified in the current assessment of choices, desires and preferences that enables the individual to fulfill his/her lifelong plans.
- H. The IP shall include at a minimum:
  - 1. Goals
  - 2. Measurable objectives for each goal:
  - 3. Goal and objective review schedule:
  - 4. Frequency, duration and location of continuing education and therapeutic components or training:
  - 5. Implementation strategies and methodologies and the person responsible for the implementation.

**X. Voluntary Disenrollment**

- A. Enrollment in the Adult Services program is totally voluntary on the part of the individual and/or his/her guardian. Persons may choose to voluntarily disenroll from the program at any time. If an individual and/or his/her guardian choose to disenroll, they will be asked to sign a notification of voluntary disenrollment form which allows them the opportunity to provide input into any possible reasons or conflicts that may need to be resolved or discussed. If there are no problems to resolve, the notification of voluntary disenrollment form will advise them that they have up to sixty (60) days to rejoin the Adult Service program and they will be given Due Process rights and procedures upon request. This information can be reviewed with the individual and/or his/her guardian verbally upon request.
- B. Individuals who do not attend the program for a period of forty-five (45) consecutive days without notifying staff of their intent to be absent from

the program will be sent a request by certified mail to contact the Adult Services Program. If no contact is made, then the Notification of Voluntary Disenrollment form and Due Process rights and procedures will be sent after sixty (60) days of absence and the individual and/or his/her guardian will be asked to contact the Habilitation Coordinator for instructions.

- C. After the sixty (60) day period, the individual's name will be removed from the Adult Services roster, the individual's file will be removed from the active file location soon afterward and the individual's IIF will be corrected accordingly.
- D. If the individual and/or his/her guardian choose to re-enter the Adult Services program after sixty (60) days from disenrollment from the program, a new application process will begin as noted in III. **Procedure, Step E.** Individuals will be provided with Due process information as referenced in Section IV of this procedure.

Effective Date July 26, 2002, Revised 10/27/05

Approved by: Thomas Shearer, Superintendent