

Eligibility Policy Statement

This policy establishes the eligibility criteria and enrollment process for Board programs. The policy is based on rules established by the Ohio Department of Developmental Disabilities (DODD) and the Ohio Department of Education (ODE) and the Ohio Department of Health (ODH). The Erie County Board of DD (Board) believes that Erie County citizens with disabilities should enjoy timely and appropriate access to services.

The Superintendent shall establish, revise and keep current the procedures to be utilized in the implementation of this policy. The Superintendent/Designee shall ensure compliance with these procedures.

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Implemented: November 18, 2004

Revised: 12/15/2005, 1/18/2007, 7/17/2014

Eligibility and Enrollment Procedures

- A. It is the policy of the Board that only those individuals eligible for services will receive them.
- B. If an individual qualifies for Board operated programs or services, all reasonable efforts shall be made to accommodate and meet any special needs of the prospective individual, given available Board resources. Whenever capacity limits enrollment, a waiting list shall be maintained by the applicable Board department for those programs governed by DODD. Waiting lists shall be administered in accordance with Board policy and the rules set forth by the Ohio Department of DD.
- C. When a person who has been determined eligible for a county board after July 1, 1991 moves to or wants to move to another county in Ohio, that person may be considered to be eligible in the new county. Erie County however, may review the person's eligibility. During the review, the person continues to be eligible to receive services according to the county board's plan and priorities.
- D. All persons who were eligible for services and receiving services from programs offered by the Erie County Board on July 1, 1991, shall continue to be eligible for those services and to receive services in those programs as long as they are in need of services. All persons who were eligible for case management services and receiving case management services on January 10, 1992, shall continue to be eligible for case management services as long as they are in need of services.

- A. **Eligibility Requirements:** Must be a resident of Erie County, resident is defined as an individual who currently lives within the geographic boundaries of Erie County, with the exception of those individuals who are living within a public or private institution, or in a home subject to licensing by the Department of Jobs and Family Services, Department of Mental Health, or the Department of Developmental Disabilities located within
- B. Must meet guidelines of the Ohio Eligibility Determination Instrument (OEDI) The assessment tool prescribed by the State of Ohio to determine substantial functional limitations for persons age sixteen and over with a developmental disability.
- C. Must meet guidelines of the Children's Ohio Eligibility Determination Instrument (COEDI) The assessment tool prescribed by the State of Ohio to determine substantial functional limitations for persons age six through fifteen with a developmental disability.
- D. Developmental Disability means a severe, chronic disability that is characterized by all of the following:
 - 1. It is attributable to a mental or physical impairment or a combination of mental and physical impairments, other than a mental or physical impairment solely caused by mental illness as defined in division (A) of section 5122.01 of the Ohio Revised Code
 - 2. It is manifested before age twenty-two
 - 3. It is likely to continue indefinitely
 - 4. It results in one of the following

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- a) In the case of a person under three years of age, at least one developmental delay or has a need for service based on a diagnosed physical or mental condition.
- b) In the case of a person at least three years of age but under six years of age, at least two developmental delays;
- c) In the case of a person six years of age or older, a substantial functional limitation in at least three of the following areas of major life activity, as appropriate for the person's age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is at least sixteen years of age, capacity for economic self-sufficiency.
- d) It causes the person to need a combination and sequence of special, interdisciplinary, or other type of care, treatment, or provision of services for an extended period of time that is individually planned and coordinated for the person.

Referral Process (Birth up to 3 years of age)

- A. Referrals may be made by phone, walk-in or in writing. All referrals for individuals birth – (3) years of age will be forwarded to the Help Me Grow Central Coordinator.
- B. Within one (1) working day a Help Me Grow Service Coordinator will be assigned to the referred child to coordinate the eligibility process..
Infants and toddlers in the Help Me Grow Program shall be screened, evaluated, and / or assessed at a minimum of annually according to the Ohio Department of Health guidelines.
- C. Once all records have been received and necessary evaluations completed, the assigned evaluators will make a determination as to whether or not the individual is eligible for or continues to be eligible for services.
- D. Within 45 days of initial referral, eligibility for Board services will be determined.

Referral Process (3 years of age and older)

- A. Referrals may be made by phone, walk-in, or in writing. All referrals for individuals three (3) years of age and older shall be forwarded to the Individual and Family Support Department.
- B. Within two (2) working days of a referral, an evaluator shall be assigned to coordinate the eligibility process and the assigned evaluator shall contact the individual (or their designee) to explain the process of eligibility. The evaluator will make the individual aware of the availability of an eligibility policy.
- C. Within three (3) working days of the initial referral, the following items shall be sent by the evaluator:
 - a) a cover letter describing the intake process,
 - b) an application for enrollment,
 - c) applicable releases of information
 - d) the Boards civil rights policy,

- d) and, if requested, the eligibility policy.
- D. If the completed application and applicable releases are not returned within 7 working days from the date mailed the assigned evaluator shall contact the individual (or their designee) to determine if additional assistance is needed. This process will be repeated a total of three (3) times.
- E. If no application or release is received within this time frame a letter will be mailed to the individual (or their designee) along with another application and applicable releases. If this is not received within an additional 10 working days the referral will be returned and no further attempts will be initiated. This process should not exceed 60 days.
- F. When the completed applications / releases are returned, the evaluator will send the releases to the appropriate parties to gather information needed to determine eligibility. If no information is received after 7 working days, the evaluator will contact the agency / physician by phone to request records.
- G.. Evaluation information and / or existing written information shall be reviewed within three (3) working days of receipt.
1. For children ages three to five (3-5), record reviews will be completed to determine eligibility (through Multi-Factored Evaluation and/or previous Early Intervention/medical reports.)
 2. For those referred individuals ages six (6) and older, a COEDI or OEDI shall be scheduled if a disability prior to the age of 22 is substantiated.
- H. The OEDI and COEDI shall be administered by personnel authorized to do so by the Department of Developmental Disabilities.
- I. Once all records have been received and necessary evaluations completed, the assigned evaluator will make a determination as to whether or not the individual is eligible for services.
- J. The individual's file will then be forwarded to the Director of Individual and Family Services for review and signature.
- K. If the Director of Individual and Family Support **does not concur** with the eligibility decision, the Director shall:
1. Contact the Manager of Program Operations at the Clearwater Council of Governments and explain the disagreement.
 2. The Clearwater Council of Government Manager of Program Operations will review the completed eligibility and provide feedback to the Director of Individual and Family Support.
 3. If there are changes to the COEDI / OEDI evaluation tool following self review this will be forwarded to the Director of Individual and Family Support.
- L. If the individual is determined eligible for services and the Director of Individual and Family Support **concurs** with the decision, the Director will:
1. Send out the eligibility letter and include the following:
 - civil rights policy,
 - due process/complaint resolution policy,
 - intake survey,

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- notice of privacy practices,
 - and a self-addressed stamped envelope.
- M. For those individuals who are determined not to be eligible for the Board's programs and services, the Board shall:
1. Send, a letter notifying the individual or guardian of the decision along with a copy of the following:
 - a. Board's due process /complaint resolution policy,
 - b. civil rights policy,
 - c. a list of alternative services,
 - d. and an intake survey with a self-addressed stamped envelope.
- N. Eligibility may be redetermined if a change occurs in the individual's functioning level as defined by the OEDI/COEDI or new information is obtained relative to the individual's disability status. The Board reserves the right to deny requests for redetermination when there is no new information available or there have been no significant changes to the individuals functioning level as related to the developmental disability. The individual has a right to due process should this occur.
- O. The ECBDD shall complete eligibility determinations within forty-five calendar days of the request for services and / or after all necessary information has been received from the referring party or applicant. All attempts to obtain delayed information should be documented and maintained in the individual's central record. If delayed information can not be obtained within ninety (90) days from original request the referral will be returned to the Board.
- P. Copies of all letters, releases, and records received, original evaluations, and documented contacts shall be maintained in the individual's official record. Documents used to determine eligibility shall be maintained indefinitely.

IV. RECORD KEEPING

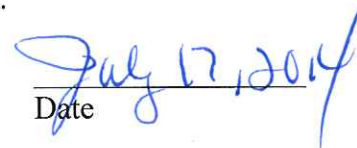
- A. All demographic information will be entered into the state data keeping system.
- B. The evaluator will forward the complete eligibility file to the Individual and Family Support Department.
- C. All Information on individuals found to be eligible or ineligible shall be maintained indefinitely after the determination is made.

V. DUE PROCESS

- A. Eligibility determinations are subject to the Board's Administrative Resolution of Complaints process.
- B. An individual who wishes to appeal a decision may, at their request, be assisted by an advocate to speak on their behalf. If the individual has difficulty in reading or writing, an oral appeal may be put in writing by the designee of the Program Director or an advocate selected by the individual.



 Superintendent



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