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Sandusky County Board of Developmental Disabilities

# **Your Quick Start Guide to the Intake and Eligibility Process**



**SCBDD**

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## What is Intake and Eligibility?

The intake and eligibility process is established and governed by Ohio Revised Code. Here at the Sandusky County Board of Developmental Disabilities (SCBDD), it is our duty to help you and your family navigate through this process.

The process begins with a referral to a SCBDD Intake and Eligibility Specialist. The referral will typically come from a parent or guardian, physician, or teacher, but anyone who feels that a resident of Sandusky County could potentially benefit from SCBDD services and supports can make the referral.

**To make a referral to the SCBDD, please contact an Intake and Eligibility Specialist at 419.332.9296 or email: [Threbic@scbdd.org](mailto:Threbic@scbdd.org).**

**Referrals for children under the age of three, please contact Sandusky County Help Me Grow at 1.800.755.GROW or [www.helpmegrow.ohio.gov](http://www.helpmegrow.ohio.gov)**

After a referral is made, knowledgeable and caring staff of SCBDD will facilitate the intake and eligibility process by:

- Gathering information to evidence that a qualifying diagnosis manifested before the individual requesting services reached 22 years of age.
- Administering age-appropriate evaluations to determine eligibility for services that best meet the needs of the individual.



## Criteria for Eligibility

In order to be eligible for services and supports, Individuals must have proof of residency in Sandusky County, birth certificate or other proof of age, medical records and/or evaluations showing the disability occurred before the age of 22 and is likely to continue indefinitely, and the disability results in substantial limitations in life skill areas. Life skill areas include mobility, communication, learning, self-care, self-direction, independent living and economic self-sufficiency.

In addition to this eligibility criteria, outlined below are the different criteria necessary for eligibility across the life-cycle.

## Early Intervention: From Age 0 through 2 Years

For children under the age of three, all referrals are made through Sandusky County Help Me Grow. Following the referral, SCBDD will then partner with Help Me Grow to conduct screenings and assessments to determine if the infant or toddler has a medical condition or developmental delay. The evaluations and assessments detail the child's strengths and needs.

To learn more about Early Intervention contact Help Me Grow at 1.800.755.GROW or visit: [www.helpmegrow.ohio.gov](http://www.helpmegrow.ohio.gov)

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## Preschool: From Age 3 through 5 Years

For children ages three through five, the evaluation completed by a team comprised of the child’s parents and a group of qualified professionals, or the individualized education program (IEP) team and other qualified professionals, may be used to determine eligibility. A child is eligible for support if the findings indicate delays in at least two areas or if there are medical conditions known to cause delays.



## School Age: From Age 6 through 15 Years

To determine eligibility for County Board services, children age 6 through age 15 receive a Children’s Ohio Eligibility Determination Instrument (COEDI) assessment from a SCBDD Intake and Eligibility Specialist. The areas evaluated include: self-care, receptive and expressive language, learning, mobility, self-direction, and capacity for independent living. The child is determined eligible if they have a documented history of a life-long developmental disability and significant limitations in at least three areas of the COEDI assessment.

## Age 16 and Over

Individuals age 16 and older are eligible for SCBDD services and supports if they have a developmental disability and substantial functional limitations in at least three major life activity areas on the Ohio Eligibility Determination Instrument (OEDI). The areas evaluated include: capacity for economic self-sufficiency, self-care, receptive and expressive language, learning, mobility, self-direction, and capacity for independent living.

Eligibility may be reviewed at any time if a significant change in impairment or skill occurs.

## Redetermination

Eligibility is re-determined at ages 3, 6, and 16, and at any time a significant change in diagnosis, impairment or skill occurs. Criteria differs at each age group as do the evaluation tools used to assess an individual’s limitations, which is why the redetermination is necessary throughout a person’s life.

SCBDD reserves the right to reassess eligibility at any time. If this occurs, the individual’s SSA/CCC will discuss this decision with the family and the individual and assist them throughout the process.

## Documents Needed for Eligibility Determination or Eligibility Redetermination

- Current medical/psychological evaluation
- Copy of Social Security Card
- Copy of Birth Certificate
- Proof of Medicaid eligibility and Medicaid insurance card (if applicable). Proof of Private Insurance if applicable.
- IEP/ETR

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## Next Steps: After Eligibility Evaluation or Redetermination

If the individual meets the requirements of eligibility for services from SCBDD, he/she will be connected to a Service and Support Administrator (SSA) who will work to develop an individualized service plan based on the needs and goals of the individual. Individuals age 3 through high school graduation will be assigned a Community Connections Coordinator (CCC) who will link the individual to the services and supports he or she needs.



If it is determined that the individual is not eligible for services, the SCBDD will continue to work to identify other available community resources. The individual also has the right to appeal any decision that results in a denial, reduction, or termination of services and supports.

When informing an individual that he/she is not eligible for county board programs or services, the county board will send a letter stating the decision that includes:

- A description of the eligibility process
- The reason for denial
- A description of alternative services which are or may be available
- Complaint resolution procedures
- The person's right to:
  - Obtain legal representation
  - Question county board staff
  - Examine records
  - Offer additional evidence

## Complaint Resolution

An individual who has been determined ineligible for SCBDD programs, services, and supports has the following rights.

- The right to understand how the decision was made
- The right to appeal the decision
- The right to obtain copies of county board records used in determining eligibility

The county board must also provide opportunity for the individual to discuss the decision with the staff person who completed the instrument.

## Conclusion

It is our goal to complete the Intake and Eligibility process in 45 days after all necessary information has been received.

More information regarding Intake and Eligibility is available from our website; visit [www.scbdd.org](http://www.scbdd.org) and click on 'Services' in the menu at the top of the page.

