



Policy Number: 12 Effective Date: May 1, 2008 Revised: August 15, 2016 September 18, 2017, April 9, 2020
Subject: Client Intake and Discharge

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to receive new clients referred to CCDDR by the Division of Developmental Disabilities (DDD) Regional Center or individuals applying through CCDDR for Support Coordination services. CCDDR shall also have a policy to discharge clients served by CCDDR.

POLICY:

Initial Eligibility Determination

Clients receiving Support Coordination services from CCDDR do so voluntarily per consent of the client or their guardian. Determination of eligibility for Support Coordination services is performed by the DDD Regional Center, who makes a determination of whether or not an individual has a developmental disability per state statute (RSMo 630.005).

Eligibility Redeterminations

Using a comprehensive evaluation, DDD Regional Centers shall periodically review the eligibility status of clients and shall discharge clients who are no longer eligible for services or clients for whom DDD services are no longer appropriate. Written notice of the upcoming reassessment will be provided to the client and responsible party, and the possibility of discontinued services will be addressed.

Support Coordination

If individuals are determined to be eligible for DDD services or supports, they are entitled to receive Support Coordination services if they are also Medicaid eligible. Medicaid eligible individuals will also be evaluated to determine the need for any other services through the utilization review process. In Camden County, Medicaid status has no effect on the level of Support Coordination an individual receives, but it may affect the types of other services an individual receives.

Support Coordinators provide a “single point of entry” into services. Support Coordinators help people with developmental disabilities and their families identify and obtain needed services and supports, regardless if these are natural supports, state/federally funded services, or locally funded services. They also advocate for, monitor, and evaluate services along with the individuals, their families, and/or their guardians. A key role of the Support Coordinator is to assist people with the process and paperwork necessary to obtain services.

Interdisciplinary Team

The interdisciplinary team consists of, but it not limited to:

- Client, client's family, client's guardian (if applicable), and/or other individuals, support providers, and/or health professionals involved in the client's life
- DDD Regional Center staff, the Support Coordinator, and other CCDDR staff, including those conducting any part of the intake or comprehensive evaluation

The interdisciplinary team's roles and responsibilities include, but are not limited to:

- Determining eligibility based on criteria defined above
- Developing a temporary action plan, if needed
- Developing an Individual Support Plan (ISP)
- Making referrals and monitoring the ability to access services

Support Coordinator

The Support Coordinator serves as a member of the interdisciplinary team and facilitates the development of the ISP; collaborates with other members of the interdisciplinary team; provides advocacy to, for, or on behalf of the client; and provides support monitoring services.

CCDDR's Role

CCDDR provides Support Coordination services for all Camden County clients who have been determined eligible by the DDD Regional Center. Certain direct support services authorized in a client's Person-Centered Plan may be limited due to the availability of resources. Service availability or access may also be limited based on specific eligibility criteria for various DDD and/or CCDDR operated and/or funded programs and services.

Criteria for Terminating Support Coordination Services/Discharge

Reasons clients are discharged from Support Coordination services may include, but are not limited to:

- Incarceration
- Non-compliance
- The inability of agency staff to make contact with the client/guardian after an extended period of time
- The client has been determined to be no longer eligible to receive DDD services
- Upon client or guardian request
- The client relocates out of the county or state
- Death

REFERENCES:

- RSMo 630.005
- 9 CSR 45-2.010, 45-2.015, 45-2.017
- CARF Standards Manual
- DDD Support Coordination Manual