



Policy Number: 12
Effective Date: May 1, 2008
Revised: August 15, 2016
September 18, 2017, April 9, 2020,
February 14, 2023

Subject: Client Intake and Discharge

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have an eligibility determination process policy for Support Coordination and other support services. CCDDR's roles shall be explained in its policy as well. CCDDR shall also have a policy for discharging clients served by CCDDR.

POLICY:

Initial Eligibility Determination

CCDDR will execute and complete the eligibility determination process for support services administered and funded by CCDDR only. CCDDR may assist with the execution and completion of the eligibility determination process for support services administered and funded by the DDD Regional Center; however, the DDD Regional Center may execute and complete the eligibility determination process without CCDDR's assistance or knowledge. Eligibility for DDD Regional Center support services will be determined by the guidelines established in RSMo 630.005 and 9 CSR 45-2.010, 45-2.015, 45-2.017, and 45-2.020. Eligibility for CCDDR only support services will be determined by the guidelines established in RSMo 630.005 and/or RSMo 205.968.

Eligibility Redeterminations

Using a comprehensive evaluation, DDD Regional Centers shall periodically review the eligibility status of clients receiving support services from the DDD Regional Center. The DDD Regional Center may discharge clients who are no longer eligible for DDD Regional Center support services or for whom DDD Regional Center support services are no longer appropriate. Written notice of any reassessment will be provided to the clients and responsible parties, and the possibility of discontinued support services will be addressed.

CCDDR shall periodically review the eligibility status of clients receiving support services from CCDDR only. For those clients who are receiving support services from CCDDR and the DDD Regional Center, CCDDR will defer its eligibility redeterminations to the DDD Regional Center's redetermination process. Should the DDD Regional Center's redetermination process indicate the client is no longer eligible to receive DDD Regional Center support services, CCDDR shall review the client's eligibility status to receive CCDDR support services only based on CCDDR's redetermination process.

Support Coordination

If individuals are determined to be eligible for CCDDR support services only, they are entitled to receive Support Coordination services. If individuals are determined to be eligible to receive DDD Regional Center support services, they are entitled to receive CCDDR Support Coordination

services. Medicaid eligible individuals will also be evaluated to determine the need for any other support 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 support services an individual receives.

Support Coordinators provide a “single point of entry” into other support services. Support Coordinators help people with developmental disabilities and their families identify and obtain needed support services, which may include natural supports, state/federally funded support services, or locally funded support services. Support Coordinators also advocate for, monitor, and evaluate support 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 support 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 service 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 eligibility determination, eligibility redetermination, or other comprehensive evaluation process

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 supports and support 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 CCDDR, by the DDD Regional Center, or either of the two agencies. Certain direct support services authorized in a client’s Person-Centered Plan may be limited due to the availability of resources. Support service availability or access may also be limited based on specific eligibility criteria for various DDD Regional Center and/or CCDDR funded programs and support 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 support services
- Upon client or guardian request
- The client relocates out of the county and/or state
- Death

REFERENCES:

- RSMo 630.005
- RSMo 205.968
- 9 CSR 45-2.010, 45-2.015, 45-2.017, 45-2.020
- CARF Standards Manual
- DDD Support Coordination Manual