

The Fayette County Behavioral Health Administration (FCBHA)

Intake Process

The process begins when you contact the Fayette County Behavioral Health Administration seeking services for an individual with an **Intellectual Disability or Developmental Disability**, including an Autism Spectrum Disorder.

What happens next?

Upon contacting FCBHA you will be connected with a Developmental Program Specialist who is responsible for explaining all service eligibility criteria and answering any questions you may have. During the initial conversation, the Program Specialist will assist by making recommendations on where necessary documentation may be located.

What happens after the initial conversation with the Program Specialist?

The Program Specialist will follow-up your initial conversation with a letter and a documentation checklist restating the criteria that must be met in order to find you eligible for services and supports. The letter and checklist will describe what specific documentation is required.

If you are able to gather the necessary documentation without assistance, the Program Specialist will review the documentation you provide in order to determine if it meets eligibility criteria. If you are unable to gather the necessary documentation independently, the Program Specialist may assist by having you sign the appropriate consents to release information and sending them to the appropriate entities. The Program Specialist will follow-up with those entities to pull documentation needed to make an eligibility determination. If the documentation gathered confirms your eligibility, the Program Specialist will contact you in regards to scheduling an intake/registration meeting.

What documentation is required to determine that you are eligible for services?

The Program Specialist will need to see the following documents in order to determine your eligibility for services:

- Standardized IQ testing with a resulting Full Scale IQ of 70 or below, that was completed prior to the age of 22, if you believe that you may qualify with an Intellectual Disability (ID).
- OR**
- Documentation (including clinical interviews, assessments, etc.) that shows that a qualified professional has made a diagnosis of Autism Spectrum Disorder (ASD).

You will also need to verify that a standardized adaptive assessment has been completed and that the results show a substantial functional limitation in at least 2-3 areas of life functioning. (2 areas of deficit are required for those with an ID diagnosis that are interested in case management services only. 3 areas of deficit are required for those with an ID or ASD diagnosis that are interested in accessing waiver funding to purchase services and supports provided through the IDD service system.)

If you are attempting to be found eligible for services due to an ASD, please be aware that the Developmental Program Specialist will be providing you with a blank physical exam form that must be

completed by your physician prior to enrollment. The physician must identify that you meet criteria for an Intermediate Care Facility (ICF/ORC), in order for you to access services within the home and community setting. An ICF is a segregated Medicaid-funded setting in which nearly all of an individual's habilitation, medical, nutritional, and therapeutic needs are met in one place. This is the institutional placement that is "waived" when an individual chooses an ID Waiver.

What happens at the intake/registration meeting?

At this meeting the following occurs:

- Services are explained and your service interest is explored
- You will indicate your preference for service delivery (home/community services or Intermediate Care Facility (ICF-ID or ICF-ORC).
- Information regarding your Due Process Rights and Fair Hearing Appeal will be explained and provided.
- Choice will be explained in terms of SCO and Providers
- A Family Guide to Individual Support Plans will be provided.
- Information on Everyday Lives will be provided.
- Information on Charting the LifeCourse will be provided.
- A list of Community Resources (attached) will be provided.
- Information on Life Sharing services will be provided.
- Information on Independent Monitoring for Quality (IM4Q) will be provided.
- Information on the Bureau of Autism/Adult Autism Waiver application process will be provided if applicable (individuals with an ASD diagnosis).
- Copies of your Birth Certificate, Social Security card, Medical Assistance card, Medicare card (if applicable) will be collected as well
- Information on the available ID Waivers including eligibility, services, and limitations
- Your questions are answered

What happens if the documentation that I provide, does not meet criteria for eligibility?

If the documentation provided during the initial referral process does not clearly confirm eligibility, the Program Specialist will contact you, informing you of the issues and will make suggestions on necessary next steps, such as a re-evaluation, so that a clear determination may be made.

If the documentation confirms that you do not meet eligibility criteria, you will be contacted via telephone and by mail of this determination, with an explanation as to why you were determined ineligible for services.

I was found eligible and participated in my intake/registration meeting, what happens now?

After the Program Specialist meets with you, shares all necessary information, and completes all necessary paperwork, they will forward your information to the Supports Coordination Organization (SCO) of your choice for acceptance.

The accepting SCO will assign a Supports Coordinator (SC), based upon multiple criteria. An SC may be assigned based up on your age, geographic location, funding source, or simply based upon case load availability of an SC.

The SC will reach out to you via an introduction letter that will provide their contact information. They will also contact you via telephone in order to introduce themselves and to schedule a Plan Creation meeting.

What will happen at this “Plan Creation” meeting with my new Supports Coordinator?

The assigned SC will meet with you at a location of your choosing and will begin to gather information about you for the development of your Individual Support Plan (ISP). In 2000, ODP established the need to standardize one plan to be used across the Commonwealth that would meet federal and state regulations. With having one plan being used, it allowed for the collection of consistent data. The ISP process involves collaboration between you, your family/guardian/advocate, and other people important to you. During this information gathering process, it is important to have people present who know you best and will offer rich and detailed information about you and your needs. Information gathered should mirror the core values of Everyday Lives and should reflect your personal preferences, such as your communication needs, what’s important to you, your desired activities, etc.

A completed plan should provide a means of achieving outcomes important to you, integrating natural supports as well as funded supports. The ISP is the working document the team agrees upon to capture your needs, wants, and hopes, so that you may have an everyday life.

During the Plan Creation meeting, your SC will complete a Prioritization of Urgency of Need for Services (PUNS). A PUNS is a tool used to gather information about the needs of a person who has requested Intellectual Disabilities/Autism services. It identifies the supports and services a person is currently receiving, whether they are provided by family, community resources, private insurance, a school district, or within the Intellectual Disabilities service system.

The PUNS also identifies any supports as well as unmet needs the person may have. An unmet need may be classified as either: Emergency, Critical or Planning.

What happens after the Plan Creation meeting?

Your SC will enter your completed information from the PUNS form into the Home and Community Services Information System (HCSIS). Your SC will print out a copy of the HCSIS PUNS and mail it to you with a letter within approximately one week of the meeting. You should look at the PUNS form you receive in the mail to make sure it accurately lists what you need.

The letter will have information about your rights and a disagreement form that should be used if you don’t agree with the information on the PUNS form. Your SC will begin to write the ISP based upon the information that was gathered at the Plan Creation meeting and any subsequent visits or conversations.

How long will I have to wait for services and supports?

The most important thing that determines when you receive services is the availability of funding in Fayette County and the urgency of your need. Counties prioritize funding based on urgency of need, availability of services to meet these needs, and availability of funding. People already enrolled in waivers must have all their needs met before the County/Administrative Entity can enroll new people. It is important to remember that the Waiting List is not like a bakery or deli line where each person has a number. The County/Administrative Entity matches available resources with individual needs to determine who gets services and when. People in Emergency will have priority, but may still have to wait.

What should I do while I'm waiting?

Waiting for needed services and supports can be frustrating. You can and should look for natural supports in your community. Natural supports are things people do to help without getting paid. It could be friends or family, church members, co-workers, or neighbors. There may be community organizations that can help. Look into YMCAs, recreation centers, volunteer agencies, and advocacy organizations for ideas and help. Your Supports Coordinator may also give you information about community resources.

The following list of community resources may be useful to explore as you seek to find support for yourself or your loved one with an Intellectual or Developmental Disability.

A good source of information about Support Groups is the Fayette County Behavioral Health Administration website. We encourage you to explore the website. (**www.fcbha.org**)