

ELIGIBILITY AND ENROLLMENT POLICY

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), 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. All revisions and changes will be shared with Board when made.

Superintendent Signature: _____



Date: _____

3/20/25

Implemented: 11/18/04

Board Approval: 11/18/04, 7/17/14, 10/18/18, 10/15/2020, 3/16/23, 3/20/25

Reviewed: 12/15/05, 1/18/07, 7/17/14, 10/9/18, 10/15/2020, 3/16/23, 3/20/25

Revised: 12/15/2005, 1/18/2007, 7/17/2014, 10/9/18, 10/15/2020, 3/16/23, 3/20/25

Cross Reference: Ohio Revised Code (ORC) 5123-4-01 (DODD), Ohio Revised Code (ORC) 5123-4-02 (DODD), Ohio Revised Code (ORC) 5123-10-02 (DODD Ohio Administrative Code (OAC) 3301-51 (Ohio Department of Education)

ERIE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES ELIGIBILITY AND ENROLLMENT PROCEDURE

- I. It is the policy of the Board that only those individuals eligible for services will receive them.
- II. 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 individual, given available Board resources. Whenever capacity limits enrollment, a waiting list shall be maintained by the Board in accordance with Board policy and the rules set forth by the Ohio Department of Developmental Disabilities (DODD).
- III. When a person who has been determined eligible for county board services 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.
- IV. 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 as long as they continue to receive and need services. All persons who were eligible for Service and Support Administration (SSA) services and receiving SSA services on January 10, 1992, shall continue to be eligible for SSA services as long as they are continuing to receive and in need of those services.
- V. **ELIGIBILITY REQUIREMENTS**
 - A. Must be a resident of Erie County. A 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 Erie County.
 - B. Must meet guidelines under the Ohio Department of Developmental Disabilities (DODD) rules for persons birth up to age three (3) with a developmental disability.
 - C. Must meet guidelines under the Ohio Department of Developmental Disabilities (DODD) rules for person three (3) through five (5) with a developmental disability.
 - D. 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 (6) through fifteen (15) with a developmental disability.
 - E. 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 (16) and over with a developmental disability.
 - F. 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;

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2. It is manifested before age twenty-two (22);
3. It is likely to continue indefinitely; and
4. It results in one of the following:
 - a) In the case of a person under three (3) years of age, at least one developmental delay or a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay.
 - b) In the case of a person at least three (3) years of age through age five (5), have an evaluation completed by or for the school district for preschool special education with at least two developmental delays in one or more of the following areas of development: physical development, cognitive development, communication , social or emotional development or adaptive development.
 - c) In the case of a person six (6) 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.

VI. REFERRAL PROCESS (birth up to 3 years of age)

- A. Referrals may be made by calling 800-755-GROW or online at www.helpmegrow.org. All referrals for individual's prenatal to three (3) years of age will be forwarded to the Help Me Grow Statewide Central Intake Coordinator.
- B. A Help Me Grow Statewide Central Intake Coordinator will enter the referral information into the Early Intervention Database System. As soon as the referral is assigned to Erie County, the Director or Manager of Children's Options assigns a Service Coordinator to the family to coordinate the eligibility process. Infants and toddlers in the Early Intervention Help Me Grow Program shall be evaluated and/or assessed at a minimum of annually according to the Ohio Department of Developmental Disabilities rules.
- C. Specifically, regarding the Early Intervention program, once all records have been received and necessary evaluations and/or assessments have been completed, the assigned evaluators will make a determination as to whether or not the individual is eligible for or continues be eligible for Early Intervention services.
- D. Those referred to the Early Intervention program will have their eligibility determined within 45 days of initial program referral.

VII. REFERRAL PROCESS (3 years of age and older)

- A. Referrals may be made by phone, walk-in, in writing or through the Erie County Board of DD website. All referrals for individuals three (3) years of age and older shall be forwarded to the Individual and Family Supports Department.

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- B. The Erie County Board shall complete eligibility determination within forty-five (45) calendar days of the request for services and/or after all necessary information has been received from the applicant. All attempts to obtain information should be documented and maintained in the individual's central record.
 - 1. If information cannot be obtained within one hundred and twenty (120) days from the original request the referral will be closed.
- C. When eligibility determination has been determined, the Board shall send a letter notifying the individual, parent and/or guardian of the decision along with a copy of the following:
 - 1. Administrative Resolution of Complaints Policy;
 - 2. If not eligible, the Erie County Community Resource Guide (a list of alternative services).
 - 3. If not eligible, information and/or resources to address any current needs.
- D. Copies of all letters, Consent to Release and records received, original evaluations and documented contacts shall be maintained in the individual's official record.

VIII. REDETERMINATION

- A. Eligibility may be re-determined if a change occurs in the individual's functioning level as new information is obtained relative to the individual's disability.
- B. 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 individual's functioning level as related to the developmental disability.

IX. RECORD KEEPING

- A. All demographic information will be entered in the state data keeping system and Erie County Board data keeping system.
- B. All information on eligibility shall be maintained per Erie County Board's Document Management, Retention and Destruction of Board Records Policy.

X. 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 Director of Individual and Family Supports or an advocate selected by the individual.