



## DELAWARE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### Welcome to DCBDD!

Delaware County Board of Developmental Disabilities (DCBDD) is a county agency that provides support to more than 2,500 people with developmental disabilities and their families in Delaware County. DCBDD provides this support through Early Intervention for children two years old and younger, and through Service & Support Administration for people ages three and older. Below you will find information about Service & Support Administration and the eligibility process.

#### **Service & Support Administrators**

A Service & Support Administrator (SSA) is assigned to each eligible individual. You will soon receive an introduction letter from your SSA. He/she will become your point of contact at DCBDD. Your SSA's main responsibility is ensuring that services are set up through the planning process and authorized in the DCBDD system; but he/she is also a trouble-shooter, problem-solver, and an advocate for you. He/she will listen to your concerns and help you navigate your way through services and supports. Your SSA can help you find answers to your questions and will share resources with you along the way.

#### **Overview of SSA Options**

Individuals are assigned to one of two groups based on the type of services they receive. At times, individuals may move between these groups as needs change. SSA's work together to ensure smooth transitions and quality services.

**Self-Directed Services (SDS)** are designed for individuals whose needs can be addressed through local funding and a low level of involvement from the SSA. Individuals or their guardians may request services based on an outside assessment and recommendation. Self-directed services fall under local policies for assessment, planning, and monitoring. Individuals served through Self-Directed Services can expect to meet with their assigned SSA at least one time annually. Ongoing interaction takes place as needed.

**Person-Centered Planning (PCP) Services** are designed for individuals who require more involvement from their SSA to assess needs, create detailed plans, and to provide ongoing oversight of services. The Ohio Department of Developmental Disabilities sets guidelines for county boards for the administration of these services. Many of the services are implemented by direct service providers who become part of a support team. Individuals served through Person-Centered Planning Services can expect to meet with their SSA at least twice annually, or more depending on the type of services authorized and the wishes of the support team. Caseloads are assigned by age; some SSA's serve individuals between ages 3 and 12, and others serve individuals age 13 and older.



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### DCBDD Services & Supports

DCBDD contracts with various service and support providers that offer direct support to eligible individuals. Specialized and contracted providers must meet certification standards set forth by the Ohio Department of Developmental Disabilities and/or applicable licensing boards. These service providers may be single, independent agents or agencies that hire and train direct staff.

Services are authorized based on an assessed need and must relate to the individual's qualifying diagnosis or documented areas of delay. The SSA may request supporting documentation, such as assessments, before authorizing services. All services funded by DCBDD must be pre-authorized in writing by the SSA prior to the service start date, otherwise funding will not be made available.

DCBDD is the payer of last resort. This means families are required to use Medicaid (if eligible) and are encouraged to use private insurance when applicable. When possible, DCBDD pays service providers directly. When absolutely necessary, family members may be set up to receive reimbursements for certain goods and services from DCBDD for payments made upfront by the family/individual.

Below is a description of areas of support that can be funded by DCBDD. Specific criteria and funding limits are subject to change and can be explained by the SSA.

- Direct care provided in the home or community setting: Homemaker/Personal Care aimed to build independence and help the individual meet daily living needs; or Respite Care aimed to give the primary caregiver a break from providing care
- Employment support to develop work skills, search for a job and maintain employment within community businesses
- Adult Day Services provided in community settings to build community membership and social skills, increase independence, and to provide opportunities for recreation and leisure
- Transportation options for work, personal appointments and access to community activities
- Adaptive & assistive equipment or technology to increase independence, safety and accessibility
- Benefits consultation and payee services to maximize available resources
- Professional treatment such as psychological & counseling services, nursing, therapies, behavioral support services, and counseling/training/education for family members
- Medical costs relating to the disability, not covered by health insurance, such as medications, nutritional supplements, and incontinence supplies
- Community activities (camps, conferences, classes) that promote community inclusion or provide specialized instruction to allow participation



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### **Eligibility Overview**

Eligibility for county board services is determined according to Ohio Department of Developmental Disabilities (DODD) rules and guidelines. Eligibility must be determined at ages 3, 6, and 16 but may be re-determined at any time.

#### **Ages 3-5**

For children ages 3-5, eligibility is based on assessment in areas of development, including, social-emotional functioning, cognitive abilities, communication, adaptive behavior and/or motor abilities. Standardized test scores must show a severe delay in one area or a moderate delay in two or more areas. Test scores often come from school district evaluations, medical reports, and/or therapy assessments and are reviewed by the DCBDD Intake & Eligibility team.

#### **Ages 6 and 16**

At or after ages 6 and 16, eligibility is based on a diagnosis of a lifelong disability and an assessment of functioning in different life areas, including, self-care, mobility, receptive/expressive language, learning, self-direction, capacity for independent living, and economic self-sufficiency. Individuals must demonstrate limitations in at least three of these areas. These areas are assessed by the DCBDD Intake & Eligibility team using the [Children's] Ohio Eligibility Determination Instrument (C/OEDI), required by the Ohio Department of Developmental Disabilities.

#### **Ongoing Evaluation**

SSAs are responsible for reviewing eligibility and may request updated reports or refer individuals for reassessment as needed. Possible times to re-evaluate eligibility include, when an individual's life becomes more stable and functioning improves, when there is a change in diagnosis, or when an individual demonstrates through their actions or in assessments that they no longer meet eligibility requirements.

### **What Happens Next?**

Our Intake & Eligibility team is reviewing your referral and will make a decision within 45 days. You will receive a letter explaining the decision. If eligible, you will be assigned to an SSA and he/she will contact you to schedule a time to meet. If you are not found eligible, you will be provided with information about your appeal rights and the appeal process, as well as other resources that might help you meet your needs.

Eligible individuals who are not utilizing funding, or do not have a current plan in place, will be exited from services and will be notified with a letter. Services can be reestablished by calling Intake & Eligibility at any time. For more information, visit [www.dcbdd.org](http://www.dcbdd.org).