

Licking County Board of Developmental Disabilities

Administrative Policy Manual

Policy: Eligibility Determination

**Board Approved: 8/85
Revised: 12/89, 6/93, 8/01, 8/02,
7/04, 12/06, 8/10, 10/14, 04/18**

Section: 4.1

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POLICY

It is the policy of the Licking County Board of Developmental Disabilities, hereinafter referred to as the Board, to determine eligibility for services in an expeditious manner so that planning for needed services and supports can begin as quickly as possible. When persons are determined ineligible for services, Board staff will assist the person, with their consent, to locate other services that address the person's needs and for which the person is eligible.

The Board determines eligibility with instruments required by the Ohio Department of Developmental Disabilities (DODD). Only staff with training are authorized to administer eligibility determination instruments.

Board staff orient eligible persons and their families to Board services, supports, policies, practices, and expectations. The goal of orientation is to assist the person and his or her family to maximize the potential benefits of the services and supports available to eligible children and adults; and familiarize them with the Individual Support Planning process as described in Section 4.04.

When certain services have eligibility requirements specific to their funding sources, information will be made available at admission and as necessary.

GENERAL BOARD ELIGIBILITY:

In order to receive services and supports provided by the Board or its contract agencies, a person must be a resident of Licking County and have a developmental disability. 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 Revised Code;
2. It is manifested before age twenty-two;
3. It is likely to continue indefinitely;
4. It results in one of the following:
 - A. In the case of a person under age three, at least one developmental delay or a diagnosed physical or mental condition that has a high probability of resulting in a developmental delay.

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- B. In the case of a person age three through age five, at least two developmental delays.
 - C. In the case of a person age six or older, a substantial functional limitation in at least three of the following areas of major life activity, as appropriate for his or her age: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and, if the person is age sixteen or older, capacity for economic self-sufficiency.
5. 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.
 6. For adults, substantial functional limitations in at least three of seven major life areas as determined through completion of the DoDD authorized eligibility determination instrument. The seven major life areas assessed are:
 - Mobility
 - Receptive/Expressive language
 - Self-Direction
 - Capacity for independent living
 - Learning
 - Self care
 - Economic self-sufficiency
 7. For children age six through fifteen years of age, substantial functional limitations in at least three out of six major life areas are determined through completion of the DoDD authorized eligibility determination instrument used with children. The authorized instrument is used in the eligibility determination process for all services other than special education services. The six major life areas assessed are:
 - Mobility
 - Receptive/Expressive language
 - Self-Direction
 - Capacity for independent living
 - Learning
 - Self care

Eligibility for Children:

1. Specific eligibility criteria for children birth through five years of age is detailed in the Board's Early Childhood policy, Section 5.01 in the Administrative Policy Manual.

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2. The Board provides service coordination to eligible children birth through two years of age as a contractor for the Department of Developmental Disabilities Ohio Early Intervention program. Children 3 through 22 years of age that meet the general eligibility requirements of this policy are eligible for Service Coordination and other services designed to support the family and the school district's efforts to raise and educate the child.

Other Provisions:

1. The Board completes eligibility determination within forty-five calendar days of the request for services or after all necessary information has been received from the referring party or applicant.
2. The documents used to determine eligibility for all persons who apply after July 1, 1991, will be kept on file, whether or not such persons are found to be eligible. Information on persons found to be ineligible will be maintained for five years after the determination is made.
3. The determination of eligibility and the completion of enrollment procedures are reciprocal between Boards of Developmental Disabilities. The Board may evaluate persons found eligible in another county after relocating to Licking County to assure the services provided are appropriate and least restrictive; and to discover additional information about how best to support the person.
4. Persons who were eligible for services and receiving services from the Board pursuant to Chapter 5126 of the Revised Code on July 1, 1991 continue to be eligible for and receive services as long as they are in need.
5. Persons who were eligible for and received Case Management Services pursuant to Chapter 5126 of the Revised Code on January 10, 1992 continue to be eligible for Service and Support Administration as long as they need and want it.
6. No applicant will be denied services on the basis of race, color, religion, sex, or national origin.