Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:

02-ALL-ALL-0396 (CR)

Effective Date:

Person Responsible:

05-10-06

Director of Service & Support Administration

Approvals/Date:

Superintendent, WCBDD

Subject:

Central Database Program

Last Revision:

5/10/2023

1. Responsible support staff will input all required information on individuals served, into the central database program once an individual has been determined eligible for services within the Wood County Board of DD.

Date

- 2. All pertinent information will be completed on the Change of Individual Demographic Form 03-ALL-ALL-0059. Once form has been completed in its entirety, form will be submitted to respective support staff to be inputted immediately. If the form is submitted without required information on the individual served, support staff will be responsible to contact the appropriate department representative to obtain information.
- 3. On an annual basis, the Individual Teams (IFSP/ISP/IEP) will review and make necessary changes to ensure accuracy of current central database information. This review and update shall occur no later than November 1st of each calendar year by designated staff in the SSA and School Departments.
- 4. If and when information changes, the Change of Individual Demographic Form must be completed and forwarded to respective support staff for input. It is the responsibility of the support staff to ensure that changes are made immediately.

Forms:

03-ALL-ALL-0059

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