

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0173 (SS)
Effective Date: 02-01-86
Person Responsible: Director of Service and Support Administration

Subject: Service Placement
Last Revision: 12-11-17

Approvals/Date: Brent Olson 12/15/17
 Superintendent, WCBDD Date

Claude R. Kutz 12/15/17
 Department Director Date

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| 1. Any eligible individual, parents of a minor, or guardian may contact Service and Support Administration for assistance with service placement. |
| 2. <u>Individuals Not Previously Served by Service and Support Administration:</u> The Service Coordinator/Intake & Eligibility will forward an Application for Service and Support Administration to the individual, parents of a minor, or guardian and a case record shall be initiated, within two (2) working days of receipt of request for services. New referrals shall be documented on the Referral Log. Upon receipt of the completed application, collateral information will be gathered and eligibility will be determined by the Service Coordinator/Intake & Eligibility. |
| 3. <u>Individuals Previously Served but In an Open-Inactive Status:</u> The individual's record will be reactivated by the Director Service and Support Administration, Service and Support Administration Coordinators or Service Coordinator, within two (2) working days of receipt of notification of request from the Director of Service and Support Administration or direct request to the Service Coordinator. |
| 4. The Service Coordinator shall document the request in the individual's record by completing a social service note entry, within two (2) working days of receipt of notification of request from the Director of Service and Support Administration, Service and Support Administration Coordinators or direct request to the Service Coordinator. |
| 5. The Service Coordinator will assist and support the individual, parents of a minor, or guardian in identifying and determining service needs by utilizing the Individual Service Plan Checklist and will obtain the appropriate consent to link the individual with the appropriate service provider(s) and/or department of the Board, as scheduled. Such consent will be demonstrated by a signed Individual Service Plan. |
| 6. A consent to Release/Request Information will be completed and signed prior to the release of any identifying information, prior to the release of or request for identifying information. |
| 7. Upon initiation of any Service and Support Administration services, the Service Coordinator shall provide the individual, parents of a minor, or guardian with information regarding due process, including appeal rights, in language that the individual can understand. The Grievance/Due Process Procedure, Notification of Disagreement Form, and the Rights of Persons with Developmental Disabilities shall also be provided to the individual, parents of a minor, or guardian, prior to the provision of services. |
| 8. For requested services provided by the Board, the Service Coordinator shall send a Notice of Referral form, as well as any other required information, Special Olympics, Family Support Services and SSA referrals will be sent to the appropriate Coordinator, Supervisor and/or designee to inform them of the request for service placement, within five (5) working days of executed Individual Service Plan for Service and Support Administration services. A copy of the notice shall be forwarded to the Director of Service and Support Administration. |
| 9. For requests to be placed on the Residential Waiting list, the Service Coordinator shall complete the Service Needs Assessment form with the individual, parents of a minor, or guardian. The Service Coordinator shall send the Service Needs Assessment form, a Notice of Referral form, as well as any other required information to the Service Coordinator/Intake & Eligibility to inform them of the request for service placement, within five (5) working days of executed Individual Service Plan for Service and Support Administration services. A copy of the notice shall be forwarded to the Director of Service and Support Administration. |
| 10. For requested services provided by a community agency or service provider, the Service Coordinator shall send a written referral for services, in addition to any other required information, to the receiving agency or service provider in accordance with the Individual Service Plan. |
| 11. The Service Coordinator shall assist in the completion of all admission forms, in accordance with the Individual Service Plan. |

References: ORC 5123:2-1-11; 5123.62

Procedures: 02-ALL-ALL-0206 (CR), 02-ALL-ALL-0456 (SS)

Forms: 03-ALL-ALL-0112, 03-ALL-ALL-0294, 03-ALL-ALL-0296, 03-ALL-ALL-0297, 03-ALL-ALL-0298, 03-ALL-ALL-0371, 03-ALL-ALL-0979

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