

ACCESSING SERVICES

age 6 and up

To be eligible for services provided by the Scioto County Board of Developmental Disabilities (SCBDD) an individual must be a resident of Scioto County, have a developmental disability diagnosed by a licensed professional and have substantial functional limitations in three of the following life skill areas:

Mobility
Receptive & Expressive Language
Capacity for Independent Living
Self-Care
Self-Direction
Learning
Economic Self-Sufficiency (at age 16)

Life skills are assessed using the Children's Ohio Eligibility Determination Instrument (COEDI) for children ages six to 15 and the Ohio Eligibility Determination Instrument (OEDI) for individuals age 16 and above.

Eligibility must be re-determined at age 16 even if eligibility was determined prior to that.

WHAT IS INTAKE?

Intake is a term used by the Scioto County Board of Developmental Disabilities (SCBDD) to describe the process a person goes through when choosing to seek services from the agency. The process has several steps which are typically governed by timelines.

HOW DOES THE INTAKE PROCESS BEGIN?

Generally, a referral is made to one of two SCBDD departments.

- If the individual is 0-5 years of age, the referral will be made to the Early Childhood Department (354-3995)
- If the individual is age 6 or older, the referral will be made to the Community Services Department (353-8448)

Both departments are located at the Carousel Center, 1112 Gallia Street, Portsmouth, Ohio 45662.

WHO MAKES A REFERRAL?

Requests for services or referrals may be made by the individual, another agency/entity, another family member, or other interested party with consent of the individual, or parent/guardian if applicable.

Generally, referrals are made in person, by phone, or in writing.

WHAT SERVICES CAN I RECEIVE?

Detailed information regarding services available can be requested. Services available include:

- Day Array Services
 - Adult Day Hab
 - Supported Employment
- I.O. Waiver
- Level One Waiver
- Self Waiver
- Bridges to Transition
- Family Directed Services
- Behavior Support
- Choice Housing
- Service Support Administration
- Vern Riffe School

HOW LONG DOES THE PROCESS TAKE?

The entire intake process should not exceed 45 days, however, the SCBDD has timelines in place that make it possible for eligibility to be determined within a much shorter timeframe.

Once the documentation is obtained, the C/OEDI appointment should be made within 2 business days. The C/OEDI should then be completed and eligibility determined no later than 5 business days.

HOW WILL I KNOW IF I'M ELIGIBLE?

A letter will be sent to the family member, guardian or the referral source with the outcome of the eligibility assessment and the services they were referred to (if applicable). This will also include a copy of the SCBDD's Administrative Resource of Complaints brochure.



WHAT DOCUMENTATION IS NECESSARY?

The first step is obtaining documentation of a qualifying diagnosis by a licensed physician or psychologist such as a psychological report, physical examination report, etc. The Ohio Department of Developmental Disabilities determines what diagnoses are acceptable.

Also, other documentation that provides information about the disability and functioning level of the individual is helpful such as professional assessments, medical reports, etc. Once the documentation is received, an appointment will be made to conduct the eligibility assessment.

All documentation must be received by the SCBDD within 30 calendar days to keep the intake process active.

WILL I EVER NEED RE-EVALUATED?

Eligibility is re-determined at ages six (6) and sixteen (16). However, it may be re-determined at any time if a change occurs in the individual's functioning level or new information is obtained relevant to the individual's functioning status.

WHAT IF I DISAGREE WITH AN OUTCOME?

If you do not agree with the outcome of eligibility, you may go through the SCBDD's Administrative Resolution of Complaints process. A brochure explaining this process will be provided to you once a decision about eligibility is made.



OBTAINING DOCUMENTS:

Documentation can be obtained from the professional who completed the evaluation, as well as schools, hospitals, or wherever the individual received services. You can also request assistance from the Community Services Department.

ARE YOU TRANSFERRING?

When an individual is transferring from another County Board program in Ohio, the intake department will determine whether or not eligibility needs to be re-determined, however the individual will be considered eligible until determined ineligible.

1112 Gallia Street
Portsmouth, Ohio 45662
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www.sciotocountydd.org

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THROUGH OUR FRONT DOOR
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