

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Protocol**

System Partner: Cuyahoga County Board of Developmental Disabilities (CCBDD)

Policy Chapter: Referral Procedures - Other Agencies
Policy Number: 4.03.01
Policy Name: Referrals and/or Transfers to the Cuyahoga County Board of Developmental Disabilities (CCBDD)

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Approved By: Thomas D. Pristow

Cuyahoga County Division of Children and Family Services (CCDCFS) believes that children, and their families, being serviced by CCDCFS and the Cuyahoga County Board of Developmental Disabilities (CCBDD) deserve coordinated effective interventions that simplify the referral and transition process for children to CCBDD.

PURPOSE: The purpose of this protocol is to increase cooperation and understanding between CCDCFS and CCBDD for the purposes of creating plans of care aimed at assessing youth and connecting them to community supports; it also establishes procedures for referring or transitioning youth for services to CCBDD.

SCOPE: This protocol applies to all CCDCFS direct service staff and is written in accordance with the Ohio Administrative Code (OAC), 5101:2-40-02 (G) (2) Supportive Services for Prevention of Placement, Reunification, and Life Skills.

POLICY

The CCDCFS refers identified youth to the CCBDD to determine their eligibility for services. Youth must be in the custody of CCDCFS for staff to make the referral.

PROCEDURES

The referral process begins, upon identification that a youth, ages 0 through 22 years old, involved with CCDCFS has been diagnosed with one or more of the following conditions:

AIDS, Amputation, Aphasia/Dysphasia, Attention Deficit Disorder, Attention Deficit/ Hyperactivity Disorder, Autism, Cancer, Cerebral Palsy, Clubfoot, Cystic Fibrosis, Down Syndrome, Epilepsy or Seizure Disorder, Hemi-paresis, Hemophilia, Huntington's, Hydrocephalus, Juvenile Arthritis, Learning Disability (specify type, e.g., Auditory Decoding,

Dyscalculia, Agraphia, Dyslexia), Lesh-Nyhan, Lung Disease, Mental Retardation (specify level), Muscular Dystrophy, Osteogenesis Imperfecta, Pervasive Developmental Disorder, Prader-Willi, Rett's Syndrome, Severe Cardiac and Circulatory Conditions, Sickle Cell Anemia, Spina Bifida, Spinal Cord Injury, Stroke, Tourette's Syndrome, Traumatic Brain Injury, Tuberos Sclerosis, Usher's Syndrome, or other degenerative or neurological conditions.

- I. WOR makes a referral to the CCBDD to assess eligibility for services. The referral form is located on the Agency Intranet in the Forms section (see CCBDD Referral Form).
 - A. CCBDD does not provide initial diagnostic testing or evaluations. They require "documentations/preponderance" to be submitted to their agency in order for the eligibility process to continue. This would include the following:
 - 1) Multi-Factored Evaluation (MFE) Educational Team Review (ETR) from the child's school.
 - 2) Medical information from the child's pediatrician of a developmental disability.
 - 3) Psychological evaluation (with an I.Q. below 70) from the child's psychiatrist/psychologist that gives the child a diagnosis of a developmental disability.
 - B. If the documentation/ preponderance support the likelihood of a qualifying disability, CCBDD conducts an assessment using the Children's Ohio Eligibility Determination Instrument (COEDI) or Ohio Eligibility Determination Instrument (OEDI) to substantiate admission for services. This instrument is the determining factor of eligibility for CCBDD. The WOR attends the administration of the tool in order to provide additional information to the administrator.
 - C. WOR receives correspondence from CCBDD regarding the outcome of COEDI/OEDI. If eligible, a Support Administrator (SA) will be assigned to the case. If the youth is not deemed eligible, the correspondence will be included in the (DUE PROCESS) rights. The WOR is encouraged to exercise those rights.
- II. WOR must provide supporting documentation in order for the COEDI/OEDI to be completed; including but not limited to the following:
 - A. If the young adult is 18 years old or older, he/she must initial and sign the release along with the senior manager. The young adult's signature gives CCDCFS permission to discuss their case. The senior manager's signature gives permission to release pertinent information from the CCDCFS record. If the child is under 18 and the parent/legal guardian still has custody that parent/legal guardian must initial and sign the release.

- 1) A copy of the following documents are also required to accompany the referral:
 - a) Consent for release of information; Senior Managers must initial and sign all release forms for CCBDD referrals
 - b) Birth Certificate
 - c) Social Security Card
 - d) Journal Entry placing the child in the custody of CCDCFS

- III. WOR must document that the youth has been identified as developmentally delayed in SACWIS.

- IV. WOR must add the assigned support administrator to the invitee list on three month case reviews and semi-annual reviews.

CCBDD ELIGIBILITY POINTS

CCBDD determines eligibility at four different developmental points:

Age	Criteria	Process
0-2	<ul style="list-style-type: none"> • Establish Risk or Developmental Delay 	Record Review
3-5	<ul style="list-style-type: none"> • Establish Risk or Developmental Delay 	Record Review
6-15	<ul style="list-style-type: none"> • Establish Clinical Diagnosis of Developmental Delay as a result of Substantial Functional Limitations on the Children’s Ohio Eligibility Determination Instrument (COEDI) 	Record Review and Administration of the COEDI
16+	<ul style="list-style-type: none"> • Clinical Diagnosis of Developmental Delay as a result of Substantial Functional Limitations on the Ohio Eligibility Determination Instrument (OEDI) 	Record Review and Administration of the OEDI

PROCEDURES FOR TRANSITIONING YOUTH

The primary objective of referring transitioning youth to the CCBDD is to develop plans of care aimed at properly assessing and connecting youth to community supports in an attempt to transition them from care. Youth **MUST** be in the custody of CCDCFS to make the referral.

- 1) WOR collaborates with CCBDD support administrator or intake staff regarding re-determination and transition planning.
- 2) If the WOR is unsure if the child is eligible, he/she must contact the DCFS System Liaison in the Multi-System Kids Unit to confirm eligibility, re-determination, or initiate eligibility.
- 3) Once it has been identified that a youth will transition to CCBDD for adult support, frequent planning meetings will be held to prepare the youth for transition services, in order for a home and provider to be selected.
- 4) WOR must document ongoing monthly meetings in SACWIS.