



Getting Started with Summit DD:

# Your Guide to the Eligibility Process

# What is Intake and Eligibility?

Your journey with Summit County Developmental Disabilities Board, or Summit DD, begins with our Intake and Eligibility department. Eligibility criteria is governed by Ohio Revised Code, but our knowledgeable staff are here to help. Whether you are looking for services for your child, a family member or supports for yourself, we are here to assist you through the eligibility determination process.

To begin the process, our Intake Referral Specialist must receive a referral. We can accept referrals for individuals three and older. (For information about referring children under the age of three, please see the section titled "Ages 0 through 2" under *Criteria for Eligibility*.) After a referral is made, our staff will work with you to obtain the consent required to access medical and educational records or other information and evaluations needed to continue the eligibility process. Summit DD staff is available to facilitate the process for evaluations, where necessary, to determine eligibility for Summit DD services.

## Who can make a referral?

Referrals can be made by individuals, parents, physicians, teachers or anyone who believes that a person residing in Summit County may benefit from and qualify for services from Summit DD.

## How does the eligibility process work?

Our staff will gather information and/or administer evaluations designed for each appropriate age group to help determine eligibility for services that will best meet your needs.

While each person's situation is unique, generally for children ages three through five, an Educational Team Report (ETR) or an Individualized Education Program (IEP), administered by your school district, will be used to determine eligibility.

Children ages six through 15 receive an assessment from our Evaluation Specialists called the Children's Ohio Eligibility Determination Instrument, or COEDI, to determine eligibility for services.

For those age 16 and older, the Ohio Eligibility Determination Instrument, or OEDI, is commonly used. Both the COEDI and the OEDI are designed to be user-friendly documents that anyone rating the scores (an individual, guardian, or advocate, for instance) can readily understand. Our Evaluation Specialists are available to assist you through this process and answer any questions that you may have.

## What is the criteria for eligibility?

Eligibility for services is based on a number of factors and evaluations that are specific to a person's age. Parent income does not impact eligibility, as it is based on the individual, not his or her parents. Through a mix of federal, state and local funds, Summit DD connects people to the services that meet their needs, meaning that there are no co-pays for services provided by Summit DD. Outlined below are the different criteria necessary for eligibility determination throughout a person's lifetime.

### Ages 0 through 2

All referrals for children under the age of three are made through Summit County's Help Me Grow. Summit DD works in partnership with Help Me Grow to provide developmental evaluations for children who have a suspected delay or who have a medical condition which has a high probability of resulting in a developmental delay. At age three, children will have their eligibility re-determined to continue services through Summit DD.

To learn more about [Early Intervention](#) or to contact [Help Me Grow](#) for a referral, visit [SummitDD.org/EI](http://SummitDD.org/EI)

### Ages 3 through 5

Children, ages three to five, are eligible for support if they have at least two documented developmental delays reported in an Educational Team Report (ETR)

or medical disorder that is known to cause delays. Children will have their eligibility re-determined at age six for continued services.

For additional information about supports for children, please visit [SummitDD.org/Kids](http://SummitDD.org/Kids)

### **Ages 6 through 15**

Children, ages six to 15, are eligible for Summit DD services if they have a documented history of a life-long developmental disability and significant functional limitations in at least three areas of the Children's Ohio Eligibility Determination Instrument (COEDI). Eligibility is re-determined at age 16 for continued services.

For additional information about supports for school-age children, please visit [SummitDD.org/Kids](http://SummitDD.org/Kids)

### **Ages 16 and over**

Individuals, age 16 and older, are eligible for Summit DD services if they have a documented history of life-long developmental disability and significant functional limitations in at least three of seven life areas on the Ohio Eligibility Determination Instrument (OEDI) or other approved evaluation assessment. Areas evaluated are mobility, receptive and expressive language, self-care, self-direction and capacity for independent living and learning. An individual's eligibility may be reviewed at any time if a significant change in diagnoses, impairment or skill has occurred.

For additional information about supports for transition-age teens and adults, please visit [SummitDD.org/Adults](http://SummitDD.org/Adults)

## **Which documents will I need for eligibility determination/re-determination?**

- Current medical evaluation (within six months)
- Copy of your Social Security card
- Copy of your birth certificate
- Proof of Medicaid eligibility and your Medicaid insurance card

## **What is re-determination and why is it necessary?**

Re-determination of eligibility for services is needed at a number of stages throughout a

person's life, such as at ages three, six, 16 or at any point a significant change in a person's abilities, related to their disability, occurs. Criteria differs for each age group, along with the evaluation tools used to assess an individual's limitations, therefore re-determination is necessary throughout a person's childhood and adolescence. It also provides the basis for which supports and funding an individual may be eligible to receive.

Summit DD reserves the right to reassess eligibility at any time. If Summit DD chooses to reassess your eligibility, your SSA will discuss the decision with you and your team, and assist you throughout the process.

## **What happens after an evaluation or re-determination for services?**

If you are not found eligible for services, our team will continue to work with you and help identify other community resources that may be available to you. You also have the right to due process to appeal the decision if services are reduced, denied or terminated.

Find the detailed description of the Administrative Resolution of Complaints process from the Ohio Department of Developmental Disabilities (DODD) on our website. Visit [SummitDD.org/Resources](http://SummitDD.org/Resources) and click on Resolving Complaints under the Additional Resources heading.

If you do meet eligibility requirements, you will be connected to an SSA who will begin working with you to develop your individualized service plan, which is based on your needs and goals.

Learn more about service coordination, ISPs and our Service & Support Administrators(SSAs) at [SummitDD.org/SSA](http://SummitDD.org/SSA)



### **Questions?**

Check out our Frequently Asked Questions about eligibility at [SummitDD.org/Eligibility](http://SummitDD.org/Eligibility) or contact SummitDD to speak with our Eligibility department at 330-634-8000.



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Developmental Disabilities Board

89 E. Howe Road  
Tallmadge, OH 44278

[SummitDD.org](http://SummitDD.org)

330-634-8000

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