Kids Eligibility & Transition Process

16.5 yrs

17 yrs. old

CDDP Elig. Spec

CDDP SC

Regional Staff

Individual in Svs.

DHS/SPD Res Spec.

Current Service Provider(s), including school

Family/ Guardian

Adult Svs Provider

ODDS D & E Coordinator

ReBar

Review eligibility documents

Is Adult determination needed for MR OR Concern that person will not be adult eligible?

YES

NO

Wait until age 22 to re-determine for DD only

Request eligibility determination

Is more testing needed for eligibility?

NO

YES

Refer for additional testing

Eligibility Rule
Says that any time evidence contradicts eligibility, redetermination must be done!

Sends letter notifying of eligibility Determination

Note Regarding Eligibility
Though it is depicted here as a linear process, the eligibility process may take longer than represented. Other activities should continue

Person is eligible?

YES

NO

Is the person appealing the decision?

YES

NO

Ineligible for Services

NO

Appeal won?

Submits appeal of declined eligibility

Receive & Process eligibility appeal

Send notice of appeal re: eligibility determination

See SPD AR-11-041 for the process of terminating DD services

Contact Region to open Intake

YES

Explore Early Placement options

Schedule/ Convene initial T-18 planning meeting

Team meets quarterly until placement occurs.
For moves prior to age 18, the ISP team will determine frequency of meetings, but minimally every 2 months

Did meeting get scheduled?

YES

NO

Prompt SC to schedule meeting

Conduct T-18 planning meeting- Discuss potential provider/ placement options

Contribute information—e.g., Import 2/ 4 and additional PCP info.

-Getting Started
-Identify Group Roles & Responsibilities over next year

Contribute information—e.g., Import 2/ 4 and additional PCP info.

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Initial T-18 Meeting

Request SNAP/SIS from Region or county, depending on the Region

Coordinate PCP mtg

Who Should Attend?
Should be the people that know the person best and can also share positive info. Many team members likely won't attend
At a minimum, person and family should attend

Conduct Person-Centered Planning Mtg.

Attend PCP mtg.

Attend PCP mtg.

Person-Centered Planning Meeting

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17.6 years old

18 years old

CDDP Elig. Spec

CDDP SC

Regional Staff

Individual in Svs.

DHS/SPD Res Specialist

Current Service Provider(s), including School

Family/ Guardian

Adult Svs Provider

ODDS D & E Coordinator

ReBar

SNAP/SIS Assessment

Entry Meeting

If this is an inter-county/regional referral, SC or Regional staff need to get approval from kids receiving County—The process will vary from Region to Region

Refer to CDDP Youth Transition Action Plan

See OAR's for what is required at Entry Mtg.

SNAP and/or SIS?

SIS

SNAP

Request SIS from ReBar

Attends SNAP/SIS

Conduct SNAP (May be a region or county staff)

Invited to SNAP/SIS

Attends SNAP/SIS

Attends SNAP/SIS

Invited to attend SNAP/ SIS

Conduct SIS

Send Assessment notification letter to CDDP

Send copy of Assessment notification letter to Indv/ Family/ Guardian

Send Assessment notification letter to CDDP

Send copy of Assessment notification letter to Indv/Family/ Guardian

Approval of SNAP/SIS Rate

Sends out referral packet

Coordinate SSI eligibility w/ SSI unit

Search/Seek/ Develop Potential Provider Placements

Review Referral Info

Arrange; screening/ visits w/ potential providers

Visit Potential Provider

Visit Potential Provider

Meet and Screen Individual

Placement Identified

Agrees to support Individual

Approves of Placement?

Yes

NO

Approves of Placement?

Yes

NO

Plan Transition to new Service Provider

Request permission from SPD Management

Yes

NO

Is early placement being made?

Authorize Entry/ Approve 60 day transition plan/Attend Mtg

Participate in Entry Meeting

Participate in Entry Meeting

Participate in Entry Meeting

Participate in Entry Meeting

Participate in Entry Meeting

Per Team agreement, DHS Res Specialist may provide transition support-keeping case file open for first 60 days

Submit Paperwork—waiver/0337/eXPRS "Adult" Info for new placement

Submit paperwork for exit from kids Residential Services (exit/terminate waiver/ 0337/SSI, etc.

Moves into adult placement

Post-Placement activities. (See CDDP Youth Transition Action Plan)