

FOOTHILLS GATEWAY, INC.

Eligibility Committee

POLICY:

It shall be the policy of Foothills Gateway, Inc. that an Eligibility Committee (EC) be established to determine whether an applicant has an intellectual/developmental disability and is therefore eligible to receive services, and make recommendations for services funded by the Division for Developmental Disabilities (DDD).

PROCEDURE:

1. The EC shall be an interagency/interdisciplinary team of community agency representatives. Committee members may vary as needed to address individual needs and issues, but may include the following:
 - a. Foothills Gateway, Inc. (FGI) Intake Case Management Coordinator.
 - b. Psychologist.
 - c. Larimer County Health Department Representative.
 - d. Larimer Center for Mental Health Representative (Touchstone).
 - e. Division of Vocational Rehabilitation Representative.
 - f. School District Representative from Poudre R-1, Thompson R2-J and Park 3.
 - g. Individual, Parent or Guardian of the person requesting services.
 - h. Other persons, as determined by the EC Chairperson, necessary to identify the individual's needs and recommend services.
2. The purposes of the EC shall be:
 - a. To determine if a person has a developmental disability according to the definition of developmental disability /developmental delay and guidelines from the Division for Developmental Disabilities (DDD).
 - b. To identify and document services and supports needed, but not available, with recommendations for Waiting List referrals.
 - c. To act as a resource for the identification of alternative services, supports, and funding sources.
 - d. To make recommendations regarding enrollment into Home and Community Based Services for the Developmentally Disabled (HCB-DD).
3. The EC will meet at least once each month.
4. The meetings are facilitated by the Intake Case Management Coordinator or designee.
5. The members will be notified by memo one week in advance of the meeting time and agenda.
6. The Case Managers will schedule persons for EC presentation and complete the Request for Eligibility Determination form as outlined in the Foothills Gateway, Inc. Intake Procedures. This form provides the identifying information about the applicant, the documentation of medical and/or psychological information to support eligibility, and requested services. Recommendations of eligibility or ineligibility, the rationale for the determination, the date of review, eligibility dates and order of selection dates are recorded on the form along with recommendations for admission to DDD funded service.
7. The individual, parent or guardian will be notified of the scheduled meeting.

8. If an eligibility determination must be made prior to a scheduled EC meeting, the Case Manager will conduct a poll by emailing the EC members. The Request for Eligibility determination forms will be circulated and signed at the next scheduled meeting.
9. Children ages 0-3, are determined PART C eligible by a Childfind Assessment Team. The child with PART C eligibility is also DDD eligible as a child with developmental delay when the Part C eligibility determination includes documentation of the extent of the developmental delays and/or the categorical reason for the Part C eligibility.
 - FGI Applications and Child Find Assessments will be obtained by the assigned Service Coordinator once Part C eligibility is determined.
 - The Service Coordinator will complete the FGI Request for Eligibility Determination form and submit it to the Intake Case Management Coordinator for review, signatures, documentation and tracking.
10. A determination of developmental delay for children ages 0 to 5 is effective only until age 5. The EC will review additional documentation of cognitive and adaptive skills and make a determination of age 5 eligibility based on established DDD criteria.
11. Results of all the EC reviews will be recorded in meeting minutes and on the Individual Request for Eligibility Determination form.
12. The completed form is signed by the EC members in attendance, and filed in the person's master record.
13. Notification of the EC decisions regarding eligibility or ineligibility, and recommendations for referral to the waiting list for DDD services, will be sent in a letter to the person, parent of a minor, family and/or guardian within seven working days of the EC meeting.
14. For applicants who do not meet DDD eligibility guidelines over the age of 5 and living in Colorado, the results of the ineligibility decision will be documented on the Benefits Utilization System (BUS). They will receive an 803 Notice of the decision. The notice gives information concerning the individual's right to appeal a decision of ineligibility.
15. Applicants found to be DDD eligible, and also receive Medicaid or have applied for Medicaid, will receive a LTC 100.2 Functional Assessment within 10 days of eligibility. An 803 Notice will be sent indicating the results of the assessment.
16. Appeals of decisions made by the EC can be made by the person, family or guardian using the Dispute Resolution Policy for other individuals not entered into the BUS .

8/89...4/10; 4/11; 5/12