

MAXABILITIES OF YORK COUNTY

POLICY TITLE: Eligibility, Intake and Referral

EFFECTIVE DATE: January 24, 2002

POLICY REVISION: September 25, 2025
July 28, 2011

REFERENCE: OIDD Departmental Directive 100-30
SC Code Ann. § 88-705-715
SC Code Ann. § 44-20-390 (D) (Supp. 2018)
SC Code Ann. § 88-505-520 (Supp. 2022)

RELATED PROCEDURAL DOCUMENTS: None

PURPOSE: The purpose of this policy is to identify the role of the state Office of Intellectual and Development Disabilities (OIDD) in determining service eligibility and related tasks. It is to further outline the local process of assistance for individuals seeking an eligibility determination from OIDD.

POLICY STATEMENT: It is the responsibility of MaxAbilities to serve as a resource for York County applicants seeking eligibility with the Office of Intellectual and Development Disabilities (OIDD) as outlined in the most current version of the OIDD Directive 100-30.

STATE ELIGIBILITY PROCESSES:

Overview: Criteria designated within SC Code of Laws indicates seven (7) categories of eligibility under the OIDD authority

- Intellectual Disability (ID)
- Related to Intellectual Disability (RD)
- High Risk Infant
- Autism Spectrum Disorder (ASD)
- Head Injury (TBI)
- Spinal Cord Injury (SCI)
- Similar Disability (SD)
- Some individuals may meet eligibility criteria under more than one (1) category. In such situations, OIDD will consider which category will offer the more appropriate resources to address identified needs. Individuals with primarily

medical conditions (i.e. Diabetes, Hypertension, Multiple Sclerosis, Parkinson's Disease etc.) will not necessarily meet the OIDD eligibility criteria under any category.

- OIDD services are available to those who meet specific criteria and meet residency requirements in at least one of the following categories:
 - The applicant, spouse, parent, with or without legal custody, or legal guardian lives in SC.
 - The applicant, spouse, parent, with or without legal custody, or legal guardian lives outside of SC but retains legal residency in SC and demonstrates to OIDD's satisfaction his/her intent to return to SC.
 - The applicant, spouse or parent, with or without legal custody, or legal guardian is a legal resident of a state which is an active member of the Interstate Compact on Mental Health and qualifies for services under it.
- Eligibility for OIDD services is determined solely by OIDD in four (4) phases which are outlined in 100-30 DD:
 - Screening
 - ✓ Screening is used to determine that those interested in OIDD services are likely to qualify under one of the categories established by the SC Code of Laws. During screening the individual or someone who knows them well will need to assist in the process. If an individual's needs can be met by another entity, he/she will be referred elsewhere.
 - ✓ The applicant, his/her legal guardian or someone familiar with the applicant must call OIDD's call center at 1-800-289-7012 to request screening and to answer questions about the applicant.
 - ✓ If deemed by the responses to the questions to likely be eligible for services, the OIDD screener will refer the applicant to the provider of their choosing for intake.
 - Intake
 - ✓ Intake is the more formal process of collection and submission of a complete set of documents in order of OIDD to determine if an individual is eligible for services. This include a "permission to evaluate" form, current and appropriate psychological, medical, social and/or educational records/reports required in order for OIDD eligibility to be determined.
 - ✓ For children who have a diagnosis, as recognized by the Individuals with Disabilities Education Act (IDEA), Part C Program (BabyNet) Established Risk Condition List, confirmed by a medical professional and are actively receiving Early Intervention (EI) services through BabyNet, intake will be conducted in one of the two following ways:

- ❖ Children actively receiving EI services through BabyNet from an OIDD qualified provider, the EI provider may begin intake for the child when the child's legal guardian requests. Actively receiving is defined as having received EI services within six (6) months prior to the submission of intake documents.
- ❖ Children actively receiving EI services through BabyNet but not from an OIDD qualified provider, Intake begins when the child is determined to be eligible for services under the ID/RD category and their legal guardian chooses to:
 - Personally collect and submit the complete set of documents needed to OIDD
 - Select an OIDD- qualified provider to collect and submit the documents on their behalf
- ✓ Intake ends when the complete set of documents is submitted to OIDD.
 - ❖ For applicants determined to likely be eligible for services under the categories of ID, RD, TBI, SCI, SD, intake begins when the individual or legal guardian chooses to:
 - Personally collect and submit the complete set of documents needed to OIDD
 - Select an OIDD- qualified provider to collect and submit the documents on their behalf
 - ❖ For applicants determined to likely be eligible for services under the ASD category, intake is not required.
- Determination of Eligibility
 - ✓ As outlined in law, no individual believed to have a qualifying disability may be admitted to the services of OIDD until he/she has been determined eligible by OIDD on the basis of acceptable data to have a qualifying disability and in need of services.
 - ✓ The determination of eligibility is made by OIDD following procedures outlined in SC Code Ann. Regs 88-505-520 (2022).
- Notification of Decision and Right to Appeal
 - ✓ Following the determination of eligibility by OIDD, OIDD will provide written notice of the results of the determination to the applicant/legal guardian. If the applicant is deemed not eligible for OIDD services, the notice will outline the basic reasons why the applicant did not meet eligibility requirements. Upon request, an OIDD representative may read or explain the eligibility decision and

appeals process to the applicant/legal guardian. This notice will include information on the applicant's right to appeal the determination and process for doing so. As established in SC Code of Laws the Director of OIDD has the final authority over applicant eligibility.

- ✓ Eligibility information for applicants and those determined eligible is available to providers through OIDD's electronic health record system.

LOCAL ASSISTANCE WITH ELIGIBILITY PROCESSES:

INFORMATION COORDINATION: As part of this agency's responsibility to coordinate and plan on behalf of individuals with disabilities, MaxAbilities will maintain working relationships and communicate with other entities also coordinating services for persons who are or may be eligible for services. Examples of such entities include but are not limited to York County School Districts, Department of Social Services and Community Long Term Care. MaxAbilities will provide information about services and eligibility as requested via written material, direction to appropriate websites, and response to telephone inquiries.

INTAKE ASSISTANCE: MaxAbilities Case Managers and Early Interventionists may assist the applicant/family in gathering required information as part of the intake process once MaxAbilities has been chosen as the applicant's provider. MaxAbilities has an assigned Intake Coordinator who works with applicants and their families to provide information and to assist throughout the intake process to ensure prompt movement through the state OIDD eligibility system. This assigned staff member is a local contact who can assist families in obtaining greater understanding of this process. Any potential applicant for eligibility who calls MaxAbilities will be directed to the Intake Coordinator.

LEVEL OF CARE DETERMINATIONS: Once a person is deemed eligible for OIDD services, has received funding via one of the OIDD waivers and has chosen MaxAbilities as their service provider, Level of Care determinations must be done to maintain that funding. The chosen Case Manager is responsible to ensure that LOC determinations are completed at required frequencies to maintain funding as outlined in the various OIDD waiver manuals.

PROCEDURE: All related procedural documents/ practices are to be developed and maintained as needed by the MaxAbilities Executive Director/designee in keeping with the dictates of the most current version of 100-30 DD.