

Coshocton County Board of MR/DD
Adult Services New Enrollee Process

Staff Involved: Service and Support Coordinator (SSC), Adult Services Director, Habilitation Manager, Production Manager, Community Employment Manager and Adult Services Secretary.

After eligibility has been established AND the enrollee has informed the SSC that he/she wants or is interested in Adult Services the following occurs:

1) The SSC distributes Intake/Referral Form (ADM-IIF-03) to the Adult Services Director. Date service requested placed on Intake/Referral Form ADM-IIF-03). This form communicates that an initial team meeting will soon occur. Director notifies Adult Services Managers and Secretary.

2) The SSC coordinates the initial team meeting. SSC will invite Adult Services Director, Habilitation Manager, Production Manager, and Community Employment Manager as appropriate (based on requested services).

3) Initial Plan meeting (date of meeting recorded on Intake/Referral Form ADM-IIF-03) discusses the desires and services requested. Date services are to begin is established and placed in ISP.

4) The SSC provides the Adult Services program the following forms or copies to Adult Services Secretary (who establishes a new case binder) Once case binder is established with all items in #4 and #5, it is given to the Director:

- Copy of Social Security Card
- Copy of Medicaid Card
- Copy of Medicare Card
- Guardianship Information
- Copy of Birth Certificate
- Copy of OEDI
- Copy of FED
- Completed Emergency Medical Form
- Authorization to Administer Medication (if necessary)
- Associated Assessments (PT/OT, Psychological, Speech, etc)

5) Habilitation Manager will coordinate the following:

- Enrollee Photo
- Picture Release
- Consent for Records Release
- Permission to Release Enrollee
- Orientation and Completed Orientation Forms

6) The SSC writes the Plan in accordance with the initial Plan meeting information. (Date of Plan established and recorded onto Case Binder Checklist Form) Plan is distributed to Director. The Plan is reviewed and distributed to the Habilitation Manager.

7) Habilitation Manager writes or coordinates goals and documentation, summaries and informing staff of new enrollee via meetings and paperwork distribution. Case Binder is filed in Record Room