

1.2	Eligibility and Intake (ID.RC)	Page 1 of 3
Issue date: 1/00	Revision date: 9/14	Division Staff
Form(s): 1-1 Intake and Referral Form; Form 19 or 19C Eligibility for ID.RC Services; Form 842L Social History	Authorizing Utah Law: 62A-5-103	

I. Directive Purpose:

The purpose of this Directive is to establish for the Division of Services for People with Disabilities (Division) a procedure for the intake and eligibility determination of people with Intellectual Disabilities or Related Conditions for non-waiver services.

II. Procedure:

- A. An applicant or applicant's representative who is interested in applying for services should be referred to an intake caseworker specialist by instructing the applicant or applicant's representative to call 1-844-ASK-DSPD or 1-844-275-3773 and choose the apply for services option to speak with an intake worker.
- B. The intake caseworker specialist will enter the applicant's contact information into the USTEPS Contact Screen.
- C. Within 5 business days of the initial contact, the intake case specialist shall mail out a Form 1-1 to the applicant or applicant's representative, to be completed and returned to the Division.
- D. Once the Form 1-1 has been completed and returned, the intake case specialist shall enter the return date into the USTEPS Contact Decision Screen, which begins the 90-day intake period.
- E. Assigning a Case:
 1. The Intake and Referral Program Manager will re-assign the applicant's case to an intake caseworker specialist assigned to the geographic location nearest the applicant or otherwise as the Intake/Eligibility Supervisor deems appropriate.
 2. After being assigned the new case, the intake case specialist shall mail out an intake packet to the applicant or applicant's Representative within 5 business days of being assigned the case.
- F. It is the responsibility of the applicant or applicant's representative to provide the necessary information and supporting documentation necessary to make an eligibility decision. The assigned intake caseworker specialist will assist the applicant or applicant's representative as needed. Information and supporting documentation needed to determine eligibility include but are not limited to:
 1. Social History:
 - a. Must be completed by or for the applicant within one year of the date of application.
 2. Psychological Evaluation: A formal diagnosis that is backed by observation or appropriate testing.
 - a. The diagnosis must be provided by a licensed psychologist, a certified school psychologist, or a medical doctor.
 - i. Individual Education Plan (IEP) classifications are not considered a diagnosis.
 - b. If applicable, a narrative must be included to explain why an individual was deemed "untestable."
 - c. For children under seven years of age, a developmental assessment may be used as an alternative to a psychological evaluation.

3. If the applicant's eligibility is in question, the intake caseworker specialist will, prior to the 90-day intake deadline:
 - a. Request additional information from the applicant or applicant's representative;
 - b. Consult with the Intake and Referral Program Manager;
 - c. Forward the applicant's information to the State Eligibility Review Committee for review and recommendation; or
 - d. Request a psychological consultation or evaluation with a contracted psychologist, if Division funding is available.
- I. If the applicant or applicant's representative chooses to receive services in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/ID), the applicant or applicant's representative may do so.
 1. The Division will include the ICF FACT sheet in the intake packet sent out initially to the applicant or applicant's representative, which contains resources regarding ICF/ID facilities for the applicant or applicant's representative.
 2. If the applicant is on the waiting list, and subsequently becomes a resident of an ICF/ID, the applicant or applicant's representative should notify the Division Representative. The Division Representative will change the requested services from "immediate" to "future" need in USTEPS.