



Highland County Board of Developmental Disabilities
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Larry Gray, Superintendent

Please find enclosed an Application for Eligibility and Authorization to Release Records to be completed by you or your supports to determine if you are eligible for services from the Highland County Board of Developmental Disabilities. This letter serves as notification of our intent when serving individuals in our community as well as our commitment from you, your supports, and other related team members.

Application for Services

Please ensure that all information on the application is accurate and complete. Upon receiving your application, the intake coordinator will reach out regarding the next steps. It is important that you provide a phone number where you can be contacted or a message can be left. If possible, it is best to obtain documentation of your diagnosis to submit with your application. If you are unable to obtain a copy, please complete the release of information for our intake department to request what is needed. Additional signatures may be required if a request is made to another entity who sets the requirement for their release to be used.

Eligibility Determination

Once all required documentation is received, the intake coordinator has 45 days to complete the assessment, often referred to as C/OEDI or OEDI (Children's/ Ohio Eligibility Determination Instrument). Services are provided starting at age 3 through the remainder of life who qualify under standards established by the Ohio Department of Developmental Disabilities. Services are provided without regard to age, race, color, sex, religion or national origin to Highland County residents who are determined to meet eligibility. The individual must have a documented qualifying diagnosis of a developmental disability made by a qualified professional.

To be eligible for services, a person must meet both of the following criteria:

1. A person must have a developmental disability that presents or "manifests" before the age of 22 and is likely to continue throughout the person's life.

2. Eligibility criteria for functional limitations are determined through an assessment conducted by the county board. For children ages 6-15, this assessment is called the Children's Ohio Eligibility Determination Instrument or "COEDI." For people aged 16 and older, this assessment is called the Ohio Eligibility Determination Instrument, or "OEDI." For those aged 3-5, two risk factors must be present with a qualifying diagnosis.

Once review of the documentation is complete and the assessment is processed, you will be notified if you are eligible for services. Appeal rights will be provided along with a letter of our findings. If you do not qualify for services, we will provide you with resources for further assistance. For further information regarding the eligibility process, please visit our website or the Ohio Department of Developmental Disabilities website.

Role of the Service and Support Administrator

Once you have been determined eligible for County Board services, you will be assigned a Service and Support Administrator. SSA services connect individuals with services and seek resources to assist in addressing identified needs utilizing community supports, local funds, and waiver services.

Services Include:

- *Assessment and plan development*
- *Coordination of support services*
 - *Advocacy*
 - *Community connections*
- *Employment navigation and referrals*
 - *Transition planning*
 - *Monitoring of services*
- *Emergency response via on-call service*

Shared Commitment

All team members—including you, your support network, and your Service and Support Administrator (SSA)—agree to work together to support your needs and goals through open communication, mutual respect, and person-centered planning.

Your SSA will help assess needs, coordinate and monitor services, and support you in navigating available resources. They will maintain regular contact as required and strive to respect your time, values, and preferences.

In return, you and your team agree to communicate needs, concerns, and updates openly and to participate in planning and scheduled meetings in a way that supports a productive and respectful environment for everyone involved. Meetings will be arranged at times and in settings that are comfortable and accessible whenever possible.

All team members will treat one another with respect, listen to different perspectives, and work collaboratively to resolve concerns. Service plans will be reviewed regularly and updated as needed, with timely communication between all parties. If scheduling conflicts or unexpected situations arise, everyone will make a good faith effort to communicate and reschedule as needed.

Maintaining open and honest communication helps ensure that services are effective, responsive, and aligned with your needs.

Signature of Agreement

Date