

Lilia Teninty

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Number: APD-AR-16-002

Issue date: 1/8/2016

Topic: Developmental Disabilities

Due date: 1/8/2016

Subject: DD Intake Form

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental
Disabilities Services(ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive
In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's
Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Eligibility
specialists and CDDP staff involved with
intake |
| <input type="checkbox"/> Child Welfare Programs | |

Action required:

ODDS has posted a revised DD intake form (SDS 0552) on the [DHS forms website](#). CDDPs may begin using the revised form immediately. Effective February 1, 2016, CDDPs must provide the revised DD intake form for all new requests for services. This will require CDDPs to upload the new version to their website as well as print copies of the new version, if the application is mailed to applicants or left in a lobby for applicants.

CDDPs may accept the previous version of the intake form (09/2011) through June 30, 2016. If an individual submits the previous version of the intake form on or after July 1, 2016, the CDDP should contact the individual to provide an explanation, provide the applicant with a copy of the new form, and request the individual submit a new form.

Reason for action:

The purpose of the intake form is to gather evidence of an applicant's developmental disability, reveal existing evaluations of the applicant's disability by a qualified professional, and collect information necessary to determine the applicant's eligibility for developmental disability services. ODDS revised the DD intake form (SDS 0552) to comply with 42 CFR § 435.406, OAR 943-070-0030 and 943-070-0040, and to include

a notice of rights for applicants, as well as a definition of intake and complete application.

Under OAR 411-320-0080(1), an individual does not need to complete the intake form if the individual has made a request for services within 12 months of a closure, denial or termination. In these instances, the CDDP should document the date of the individual's new request for services and review the information provided on the initial intake form with the individual, as well as have the individual sign new authorizations to obtain records.

Field/stakeholder review: Yes No

If yes, reviewed by: DD program managers, eligibility specialists, DHS Equity and Multicultural Services

If you have any questions about this action request, contact:

Contact(s):	Mike Paul; Becky Smallwood		
Phone:	503-945-5865	Fax:	503-373-7274
Email:	michael.p.paul@state.or.us; rebecca.smallwood@state.or.us		