



# DDRC

**Developmental Disabilities Resource Center**

“Our mission is to create opportunities for people with intellectual and developmental disabilities and their families to participate fully in the community.”

## **Resource Coordination Intake Packet**

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Developmental Disabilities Resource Center is a private non-profit agency located in Lakewood, Colorado, which supports people with intellectual and developmental disabilities living in a four county area of Colorado. These counties are Jefferson, Clear Creek, Gilpin, and Summit.

The Colorado Rules effective 8/1/2013 (10 CCR 2505-10 Section 8.600) define Developmental Disability as a disability that:

- A. Is manifested before the person reaches twenty-two (22) years of age;
- B. Constitutes a substantial disability to the affected individual, as demonstrated by the criteria below at C.1 and/or C.2; and
- C. Is attributable to mental retardation or related conditions, which include cerebral palsy, epilepsy, autism or other neurological conditions, when such conditions result in either impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation.
  - 1. Impairment of "general intellectual functioning" means that the person has been determined to have a Full Scale intellectual quotient which is two or more standard deviations below the mean (70 or less assuming a scale with a mean of 100 and a standard deviation of 15).
    - a. A secondary score comparable to the General Abilities Index for a Wechsler intelligence scale that is two or more standard deviations below the mean may be used only if a Full Scale score cannot be appropriately derived.
    - b. Score shall be determined using a norm referenced standardized test of intellectual functioning comparable to a comprehensively administered Wechsler intelligence scale or Stanford-Binet intelligence scales, as revised or current to the date of administration. The test shall be administered by a licensed psychologist or a school psychologist.
    - c. When determining the intellectual quotient equivalent score, a maximum confidence level of ninety percent (90%) shall be applied to the Full Scale score to determine if the interval includes a score of 70 or less, and shall be interpreted to the benefit of the applicant being determined to have a Developmental Disability.
  - 2. "Adaptive behavior similar to that of a person with mental retardation" means that the person has an overall adaptive behavior Composite or equivalent score that is two or more standard deviations below the mean.
    - a. Measurements shall be determined using a norm-referenced, standardized assessment of adaptive behaviors that is appropriate to the person's living environment and comparable to a comprehensively administered Vineland scale of adaptive behavior, as revised or current to the date of administration. The assessment shall be administered and determined by a professional qualified to administer the assessment used.



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- b. When determining the overall adaptive behavior score, a maximum confidence level of 90 percent shall be applied to the overall adaptive behavior score to determine if the interval range includes a score of 70 or less and shall be interpreted to the benefit of the applicant being determined to have a developmental disability.

D. A person shall not be determined to have a Developmental Disability if it can be demonstrated such conditions are attributable to only a physical or sensory impairment or a mental illness.

“Request for Developmental Disability Determination” means written formal documentation, on the standardized form signed by the individual or legal guardian, which is submitted to a community centered board requesting that a determination of Developmental Disability be completed.

Once DDRC has made a Developmental Disability Determination, a person can be placed on waiting lists for services or begin the process of determining eligibility for and accessing services that do not have waiting lists.

DDRC’s normal business hours are Monday through Thursday, 8:00-5:30. Accommodation will be made to meet outside of these hours as necessary when prearranged. If you are interested in requesting a Developmental Disability Determination and in applying for services through Developmental Disabilities Resource Center, please complete the enclosed forms and return as soon as possible. If you have any questions, feel free to contact an Adult Intake Resource Coordinator at 303.233.3363.



There are several different program options available to individuals with developmental disabilities including Resource Coordination, Family Support Services (FSSP), and Medicaid Waiver programs based on age, support needs, Medicaid eligibility, and funding availability. Due to limited funding, there may be waiting lists for services, so it is a good idea to have your Developmental Disability Determination completed as soon as possible. Below is an explanation of the different service options. In addition, enclosed are fact sheets on Children and Family Services, Supported Living Services, and HCBS-DD Services. The Intake Resource Coordinator can help you through the process of identifying program options and the process for accessing services.

### **RESOURCE COORDINATION SERVICES**

Resource Coordination includes intake, information and referral, and disability determination for DDRC services. Resource Coordinators are available to answer questions and to provide consultation and support regarding DDRC services, other community resource options, and future planning. Resource Coordinators also assist families with the development of their Service and Support Plan and help to coordinate services chosen by the family.

### **FAMILY SUPPORT SERVICES PROGRAM (FSSP)**

The Family Support Services Program (FSSP) is available to any family who has a family member with a developmental disability living in their home. FSSP strives to reduce the added stress on families that occurs as a result of supporting a family member who has a developmental disability. FSSP offers both money and Resource Coordination. It is a state and mill levy funded program and is not income based. FSSP funds are tax-exempt and can be used to pay for items or services that support the family in caring for their family member at home.

### **BEHAVIORAL HEALTH SERVICES**

DDRC's Behavioral Health Services are funded through Jefferson County Mill Levy dollars and are available to any individual determined to have a developmental disability and residing in Jefferson County. There may be a waiting list for services. Available services include psychiatric care provided by a psychiatrist and Applied Behavioral Analysis under the guidance of Board Certified Behavior Analysts. These services include assessment, direct intervention, consultation, and education. Services can include working directly with the individual, with the family, or in a group setting.

### **SELF DETERMINATION INITIATIVE**

Self-Determination Initiative supports people with disabilities to get involved in community activities, become more independent, and experience authority over their own lives. It helps individuals find resources within the community outside of limited disability services. Funding has been used for things like: tutoring to learn how to read or write, equipment or technology supports to start a business, communication supports, career development, learn how to ride the bus independently, music skills to play in a band, camp experiences to build social skills and/or self-esteem, and to pay for initial fees for a recreation/fitness center to start a healthier lifestyle. This initiative is purposely intended to be flexible and fluid in contrast to our Medicaid and State funding streams. It is designed to "jumpstart supports" without creating a reliance on continued funding and services. Self Determination funding may be available to individuals who have been determined to have a developmental disability, are age 18 years or older, and live in Jefferson County.



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## STEPS TO ACCESSING SERVICES FOR PERSONS WITH DEVELOPMENTAL DISABILITIES THROUGH DDRC

If you want developmental disabilities funded services, what do you need to do? This checklist was developed to help you.

- **Developmental Disability Determination:**
  - ❑ Submit Request for Developmental Disability Determination
  - ❑ Submit most recent psychological evaluation and/or
  - ❑ Submit current Adaptive Behavioral Testing
- **Accessing Services And Getting on Waitlist Lists:**
  - ❑ Provide evidence of legal guardian (if applicable)
  - ❑ Provide evidence of US Citizenship
    - ❖ Copies of Social Security Card, Birth Certificate, Passport, or other proof of citizenship
  - ❑ Provide copies of Medicaid Card, Medicare Card, Social Security Award Letter, and other benefit information as applicable
  - ❑ Identify service options and needs, and be placed on waitlists as appropriate. Each program has age and specific targeting criteria so may not be available for all people. Options include:
    - ❖ Children's Extensive Services Waiver (under age 18, medical and/or behavioral support needs)
    - ❖ Children's Home & Community Based Services Waiver (under age 18, medical support needs)
    - ❖ Supported Living Services (age 18+, Medicaid & State Funded options)
    - ❖ HCBS-DD Services (age 18+, Medicaid funded only, waitlist)
    - ❖ Family Support Services (State and County Mill Levy Funding)
  - ❑ Determine service need timelines. Options include:
    - ❖ Specific Date
    - ❖ Safety Net
    - ❖ As Soon As Available
- **Long-Term Care Functional Assessment/100.2 (If Applicable)**
  - ❑ If applying for Medicaid Waiver funded services such as CES, CHCBS, SLS, and HCBS-DD
- **Enrollment Becomes Available**
  - ❑ The Intake Resource Coordinator will contact you to discuss available service options and the details of the next steps.

Please also visit the DDRC website, [www.ddrcco.com](http://www.ddrcco.com), for additional information programs and services.



## ADULTS AT AGE 18 – OTHER THINGS TO CONSIDER

At age 18 there are a number of things individuals and families should consider as the person transitions into adult life.

### LEGAL STATUS AND GUARDIANSHIP

At age 18, every individual becomes an emancipated adult under Colorado law. It is important to know emancipation is automatic unless a parent purposefully goes through the legal process to obtain guardianship. Guardianship can be obtained through the county Probate Court. Additional information on guardianship is available at [www.courts.state.co.us](http://www.courts.state.co.us).

### FINANCIAL ISSUES

At the age of 18 individuals with developmental disabilities can apply for Supplemental Security Income (SSI) through the Social Security Administration ([www.ssa.gov](http://www.ssa.gov) or 800.772.1213). SSI is a Federal income supplement program designed to help the disabled, blind, or those age 65 or older with limited income and resources under \$2,000. Individuals must apply through their local SSA office. SSI recipients can also qualify for Medicaid benefits by virtue of being an SSI recipient.

### MEDICAID

At age 18 individuals with developmental disabilities can also apply for Medicaid under their own consideration. Medicaid is a free or low cost public health insurance for Coloradoans who qualify. Persons must meet have income and resource levels under \$2,000. Most services for adults with developmental disabilities are through Medicaid Waivers, so individuals must have Medicaid to access programs. It is recommended that all adults with developmental disabilities apply for Medicaid. For more information visit [www.colorado.gov/hcpf](http://www.colorado.gov/hcpf).

### TRANSITION ALLIANCE GROUP (TAG)

Jeffco Transition Alliance Group (or TAG) is a collaboration among The Arc – Jefferson, Clear Creek & Gilpin Counties, the Developmental Disabilities Resource Center and Jeffco Public Schools. In partnership and with grant funding from DDRC, a series of family-focused trainings have been delivered throughout past school years to equip students and their families in navigating a successful transition in their Life After High School. All of the training online to be accessible at any time and to anyone who is interested. <http://jeffcotag.info/>

## Children's Extensive Support (CES) Fact Sheet

<b>HCBS-CES</b>	<b>Home and Community Based Services Children's Extensive Support</b>
Purpose	CES provides a variety of individualized and flexible Medicaid waiver services and supports to children with developmental disabilities or delays who have the most intensive behavioral and/or medical needs and are at high risk of out-of-home placement. These intense services and supports provided to the child are intended to enable the parents/guardian to keep their child at home as part of their family and community.
Who is served?	Children (birth through age 17) who have significant medical and/or behavioral needs. These children require near constant line-of-sight supervision due to one or more of the following: (a) self-injurious or self-endangering behavior or medical condition which, without intervention, will result in a life threatening condition or situation; (b) a demonstrated pattern of serious aggression toward self, others or property; or (c) constant vocalizations which are a significant disruption to family life.
Is there a waiting list?	No.
Program is ideal for:	Children/youth with intensive behavioral and/or medical needs at high risk of out-of-home placement.
What are the functional and financial eligibility criteria?	<ol style="list-style-type: none"> <li>1. Must meet functional guidelines for ICF-MR level of care</li> <li>2. Child's income and resources must meet financial qualifications for Long Term Care Medicaid.</li> </ol>
What services are available?	Respite, Personal Care, Homemaker, Home Accessibility Adaptations, Vehicle Modifications, Specialized Medical Equipment and Supplies, Behavioral and other Professional Services.
Where do I apply?	The Community Centered Board (CCB) serving the county in which you reside. For Jefferson, Clear Creek, Gilpin and Summit Counties the CCB is <b>DDRC, 303-233-3363</b> . <a href="http://www.ddrcco.com">www.ddrcco.com</a>



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## Supported Living Services (SLS) Fact Sheet

HCBS-SLS or State SLS	Home and Community Based Services Persons Supported Living Services or State Funded SLS
Purpose	HCBS-SLS provides a variety of individualized and flexible Medicaid waiver or funded services and supports to enable adults to continue living within the family home or independently in the community.
Who is served?	Adults aged 18 and older who have a developmental disability.
Is there a waiting list?	No. There is no longer a waitlist for Medicaid funded SLS services. There is a waitlist to access State funded SLS services at this time.
Program is ideal for:	Adults, 18 and older, who either can live independently with limited supports or who, if they need extensive support, are getting that support from other sources, such as their family.
What are the functional and financial eligibility criteria?	<ol style="list-style-type: none"> <li>1. Must be determined to have a developmental disability by a CCB</li> <li>2. Must meet functional guidelines for ICF-MR level of care</li> <li>3. Must meet financial qualifications for Long Term Care Medicaid.</li> </ol>
What services are available?	Respite, Personal Care, Homemaker, Home Accessibility Adaptations, Vehicle Modifications, Specialized Medical Equipment and Supplies, Assistive Technology, Dental, Vision, Mentorship, Day Habilitation, Supported Employment, Non-Medical Transportation, Behavioral and other Professional Services. All of these services with the exception of behavioral and professional services as well as services considered “goods” (e.g. Accessibility Adaptations, Vehicle Modifications, and Medical Equipment) can be provided by a Family Caregiver.
Where do I apply?	The Community Centered Board (CCB) serving the county in which you reside. For Jefferson, Clear Creek, Gilpin and Summit Counties the CCB is <b>DDRC, 303-233-3363</b> . <a href="http://www.ddrcco.com">www.ddrcco.com</a>





## HCBS-DD (Comprehensive) Waiver Fact Sheet

HCBS-DD	Home and Community Based Services Persons with Developmental Disabilities
Purpose	<p>HCBS-DD provides Medicaid waiver funded residential services for adults who require extensive supports to live safely in the community (including access to 24-hour supervision) and who do not have other sources for meeting those needs.</p> <p>Individuals may choose to live and receive services in the family home, or may elect to live and receive services outside of the family home. Options for living outside of the family home include group home, host home, and apartment settings. The level of supervision and support provided to the individual in each setting is based on individual need.</p> <p>Whether living within or outside of the family home, individuals may choose to receive services by staff of a Program Approved Service Agency or by a family member under the Family Caregiver Act. To be a paid provider, family members must become an employee of a Program Approved Service Agency.</p>
Who is served?	Adults aged 18 and older who have a developmental disability.
Is there a waiting list?	Yes.
Program is ideal for:	Adults, 18 and older, who require extensive supports to live safely in the community (including access to 24-hour supervision) and who do not have other sources for meeting those needs.
What are the functional and financial eligibility criteria?	<ol style="list-style-type: none"> <li>1. Must be determined to have a developmental disability by a CCB</li> <li>2. Must meet functional guidelines for ICF-MR level of care</li> <li>3. Must meet financial qualifications for Long Term Care Medicaid.</li> <li>4. Require access to services and supports 24 hours a day</li> </ol>



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<p>What services are available?</p>	<p>Residential Habilitation Services and Supports, Specialized Habilitation, Supported Community Connections, Pre-vocational Services, Supported Employment, Dental, Vision, Non-Medical Transportation, Behavioral Services. All of these services, with the exception of behavioral, dental, and vision services, can be provided by a paid family member.</p>
<p>Where do I apply?</p>	<p>The Community Centered Board (CCB) serving the county in which you reside. For Jefferson, Clear Creek, Gilpin and Summit Counties the CCB is <b>DDRC, 303-233-3363</b>. <a href="http://www.ddrcco.com">www.ddrcco.com</a></p>



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## RESOURCE LIST

### GENERAL

The Action Center	<a href="http://theactioncenterco.org/">http://theactioncenterco.org/</a>	303.237.7704
United Way	<a href="http://www.unitedwaydenver.org">www.unitedwaydenver.org</a>	211 (information line)
DRCOG	<a href="http://www.DRCOG.NetworkOfCare.org">www.DRCOG.NetworkOfCare.org</a>	303.455.1000
Volunteers of America, CO Branch	<a href="http://www.voacolorado.org">www.voacolorado.org</a>	303.297.0408

### SUPPORTS

Brain Injury Alliance	<a href="https://biacolorado.org">https://biacolorado.org</a>	303.355.9969
National Down's Syndrome Society	<a href="http://ndss.org">http://ndss.org</a>	800.221.4602
American Association on Intellectual and Developmental Disabilities	<a href="http://aamr.org">http://aamr.org</a>	202.387.1968
CP of Colorado	<a href="http://www.cpcolorado.org">www.cpcolorado.org</a>	303.691.9339
Easter Seals of CO	<a href="http://co.easterseals.com">http://co.easterseals.com</a>	303.233.1666
Transition Alliance Group (TAG)	<a href="http://jeffcotag.info/">http://jeffcotag.info/</a>	

### RESOURCES

Elderly, Blind, & Disabled Waiver (Jeffco Options for Long-Term Care)	<a href="http://jeffco.us/adultsvc/index.htm">http://jeffco.us/adultsvc/index.htm</a>	303.271.4216
Jefferson County Human Services (Medicaid)	<a href="http://jeffco.us/hs/">http://jeffco.us/hs/</a>	303.271.1388
Social Security	<a href="http://www.ssa.gov">www.ssa.gov</a>	800.772.1213
Jeffco ARC	<a href="http://www.arcjc.org">www.arcjc.org</a>	303.232.1338
CO Department of Health Care Policy & Financing	<a href="https://www.colorado.gov/hcpf">https://www.colorado.gov/hcpf</a>	303.866.2993

### SPECIALIZED MEDICAL NEEDS & EQUIPMENT

PASCO Home Health	<a href="http://www.pascohh.com">www.pascohh.com</a>	303.233.3122
Metro Community Provider Network (MCPN)	<a href="http://www.mcpn.org">www.mcpn.org</a>	303.360.6276
Philips Lifeline	<a href="http://www.lifelinesystems.com">www.lifelinesystems.com</a>	800.380.3111
Accessible Systems, Inc.	<a href="http://www.accessiblemed.com">www.accessiblemed.com</a>	303.693.7787



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### MENTAL HEALTH

Jefferson Center for Mental Health	<a href="http://www.jeffersonmentalhealth.org">www.jeffersonmentalhealth.org</a>	303.425.0300
Developmental Disability Consultants	<a href="http://ddconsultants.org/">http://ddconsultants.org/</a>	303.337.2210
Life Support Behavioral Institute	<a href="http://www.lifesupportinstitute.com">www.lifesupportinstitute.com</a>	888.516.5995
Behavior Services of the Rockies	<a href="http://bsotr.com/">http://bsotr.com/</a>	720.837.2348

### HOUSING

Personal Affordable Living (PAL)		303.422.5345
Arvada Housing Authority	<a href="http://arvada.org/">http://arvada.org/</a>	720.898.7488
Jeffco Housing Authority	<a href="http://www.jcha.org">www.jcha.org</a>	303.422.8600
Lakewood Housing Authority	<a href="http://www.lakewood.org">www.lakewood.org</a>	303.987.7580
MetroWest Housing Solutions	<a href="http://www.mwhsolutions.org">www.mwhsolutions.org</a>	303.987.7580
Hero Alliance	<a href="http://www.heroalliance.org">www.heroalliance.org</a>	720.941.8901

### TRANSPORTATION

RTD/Access-A-Ride	<a href="http://www.rtd-denver.com">www.rtd-denver.com</a>	303.299.6000
Lakewood Rides	<a href="http://www.lakewood.org">www.lakewood.org</a>	303.987.4835
Red Cross/Senior Resource Center		303.235.6972
Mobility Plus (Yellow Cab)	<a href="http://www.denveryellowcab.com">www.denveryellowcab.com</a>	303.777.7777

### VOCATIONAL

Division for Vocational Rehabilitation (DVR)	<a href="http://www.dvrcolorado.com">www.dvrcolorado.com</a>	303.866.4150
Colorado Association for Persons in Supported Employment (APSE)	<a href="http://www.apse.org">www.apse.org</a>	303.636.5610

### THERAPEUTIC RECREATION & SOCIAL ACTIVITIES

DDRC Therapeutic Learning Connections (TLC)	<a href="http://www.ddrcco.com">www.ddrcco.com</a>	303.420.7385
Lakewood RISE	<a href="http://www.lakewood.org">www.lakewood.org</a>	303.987.4869
APEX (formally North Jeffco)	<a href="http://apexprd.org/">http://apexprd.org/</a>	303.467.7158
Wheat Ridge	<a href="http://www.ci.wheatridge.co.us">www.ci.wheatridge.co.us</a>	303.231.1300
Foothills Park & Rec	<a href="http://www.ifoohills.org">www.ifoohills.org</a>	303.409.2100
CO Special Olympics	<a href="http://www.specialolympicsco.org">www.specialolympicsco.org</a>	303.592.1361
People First/Coffee House	<a href="http://www.arcjc.org">www.arcjc.org</a>	303.232.1338



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CAMPS/RESPITE

Lakewood Camp PAHA	<a href="http://www.lakewood.org">www.lakewood.org</a>	303.987.4869
Camp Hope	<a href="http://www.camphopeco.org">www.camphopeco.org</a>	970.484.2508
CO Lion's Camp	<a href="http://www.coloradolionscamp.org">www.coloradolionscamp.org</a>	719.687.2087
Easter Seals Camp/Rocky Mountain Village	<a href="http://co.easterseals.com">http://co.easterseals.com</a>	303.569.2333

OTHER

CO Legal Services	<a href="http://www.coloradolegalservices.org">www.coloradolegalservices.org</a>	303.837.1321
Legal Center for People with Disabilities & Older People	<a href="http://www.thelegalcenter.org">www.thelegalcenter.org</a>	303.722.0300
The Family Center on Technology and Disability	<a href="http://www.fctd.info/">http://www.fctd.info/</a>	
The Association of Colorado Centers for Independent Living	<a href="http://www.accil.net/">http://www.accil.net/</a>	
The Center for People with Disabilities	<a href="http://www.cpwd-ilc.org/">http://www.cpwd-ilc.org/</a>	303.422.8662