



# REFERRAL APPLICATION

Knox County Board of Mental Retardation  
& Developmental Disabilities  
11700 Upper Gilchrist Road, Mt. Vernon, Ohio 43050  
(740) 397-4607

Individual's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Medicaid Billing #: \_\_\_\_\_

Street Address: \_\_\_\_\_  MALE  FEMALE

City, State & Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

If under age 22, name of school: \_\_\_\_\_  N/A

***Please indicate your interests:***

**COMMUNITY SUPPORTS:**

- Family Support Services
- Home Supports
- Service & Support Administration
- Service & Support Admin. for Children  
3 years through 9 years old

**ADULT SERVICES:**

- Supported Employment
- Day Habilitation  
(Workshop)
- Community Activities
- Interest-Based Activities

**WAIVER SERVICES:**

- IOW
- Level I
- Supported Living

**Information needed about you:**

We will need documentation/records, such as: school records, physician records (including diagnosis), Bureau of Vocational Rehab (BVR) and psychological evaluations. This documentation will be used to determine your eligibility for supports. Please provide a signed release (attached) for any agency that may have the information listed above.

**Note:** Some services are not available immediately and may require us to place you on a waiting list. Some services may require that you complete a separate qualification process.

\_\_\_\_\_  
Signature of Individual, Legal Guardian or Parent (if child under the age of 18) \_\_\_\_\_ Date

\_\_\_\_\_  
Signature of person filling out form \_\_\_\_\_ Date

**FOR KCBMRDD USE ONLY:**

Date application received: \_\_\_\_\_ Time: \_\_\_\_\_ Received by: \_\_\_\_\_

Date/type of documentation received: \_\_\_\_\_, \_\_\_\_\_: \_\_\_\_\_, \_\_\_\_\_:  
\_\_\_\_\_, \_\_\_\_\_: \_\_\_\_\_, \_\_\_\_\_: \_\_\_\_\_, \_\_\_\_\_:

Date eligibility is established: \_\_\_\_\_ Eligible:  Yes  No

Enrollment Date: \_\_\_\_\_

Notes:



## FACTS ABOUT ELIGIBILITY FOR SUPPORTS FROM THE KCBMR/DD

### **Being eligible for supports:**

You must do three things for us to find out if you are eligible for supports:

- You will fill out an application so we can have basic information about you and tell us on the application what supports you want.
- You will supply records and tests verifying a disability and the age of onset (see *Information we will need from you* section).
- We will then complete an assessment called an OEDI if you are over sixteen (16) years old or a COEDI if you are less than sixteen years old. This assessment will look at different life areas and how well you can do these on your own.

### **Information we will need from you:**

Under Ohio's rules, you will need to show that your disability occurred **before your 22<sup>nd</sup> birthday**.

You will be asked to give us:

- School records, including the Multifactorial Evaluation with signed psychological testing;
- Records from Rehabilitation Services Commission or similar agencies where you have received services.
- Psychological and medical information from physicians, hospitals, or clinics verifying a developmental disability and the date of onset.
- Other records giving a diagnosis or explaining significant functional limitations.

### **How long will this take?**

First we need all the information to determine initial eligibility. Then a Service & Support Administrator (SSA) will contact you to arrange to complete the (C)OEDI. We will then send you a letter within 30 days telling you whether you qualify for our supports. If you do not qualify, we will send you a letter by certified mail.

### **What can you do if you do not qualify for our supports?**

If we find that you do not qualify for our supports and you feel that you do, you have the right to an "appeal". This means that you want to have a meeting where you or someone on your behalf (an advocate or lawyer) can give information that will possibly show that you may be eligible for county board supports. Your rights in an appeal are explained below.

- You have the right to bring an advocate with you to help you talk or talk for you.
- You have the right to have more evaluations done to try to show that you may qualify for our supports, but you must pay for these evaluations.
- You have the right to have a KCBMRDD employee at the appeal who may have information to help.
- You have the right to bring a lawyer who you choose. You will have to pay the lawyer.
- You have the right to look at any records or evaluations that we used in deciding that you did not qualify for our supports.
- You have the right to give us new or more medical or psychological information at a hearing that may help you qualify for our supports.
- If you want to request an appeal, you have to contact the Superintendent of the county board and the president of the county board. We will be glad to provide you with their names, addresses and phone numbers.



## AUTHORIZATION TO RELEASE INFORMATION

Name of Individual: \_\_\_\_\_ Name of Guardian, Parent, or Representative:  N/A

Address: \_\_\_\_\_ Address:  N/A

Birth Date: \_\_\_\_\_ SS#: \_\_\_\_\_ Date: \_\_\_\_\_

The KCBMRDD is authorized to receive the records listed below for the above-named individual from:

Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

LIST INFORMATION BEING REQUESTED IN DETAIL:	THE PURPOSE OF THIS AUTHORIZED DISCLOSURE IS:
Any testing or supporting diagnosis of mental retardation or developmental disability.  Psychological Evaluation  Most recent Multi-factored Evaluation (MFE) or Evaluation Team Report (ETR) and Individual Education Plan (IEP).  Other assessments, evaluations and/or testing (as applicable)	To establish eligibility for services.

- I understand that the information to be released includes: (Check the appropriate boxe(s))**
- Photos/Videos of me for positive public relations on items produced by the Knox County Board of MR/DD
  - Diagnoses and/or treatment for alcohol and/or drug abuse
  - HIV test results;
  - AIDS/AIDS Related Complex (ARC) diagnoses and/or treatment;
  - Diagnoses and/or treatment relating to other communicable diseases
- Except as limited as follows: \_\_\_\_\_

*This consent is valid for 90 Days and may be revoked at any time.*

Signature of Individual: \_\_\_\_\_ Minor:  N/A  Date: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

(Continued on Back)

**IF THE INFORMATION DISCLOSED INCLUDES RECORDS OF DIAGNOSIS AND/OR TREATMENT OF DRUG OR ALCOHOL CONDITION:**

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

If a personal representative on behalf of an individual has signed this authorization, his/her authority to act on behalf of the individual must be set forth here:

\_\_\_\_\_  
Signature of personal representative

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**For Office Use Only:**

Staff person releasing information: \_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Print Name)

Date information released: \_\_\_\_\_

**If the individual refuses to sign, check what is applicable:**

- I understand that if I refuse to sign this authorization, I may not be enrolled for services in the MR/DD Board because the MR/DD Board cannot get information necessary to determine eligibility for MR/DD Board services. This authorization for information to determine eligibility is not for the use or disclosure of psychotherapy notes.
- I understand that if I refuse to sign this authorization, I may not receive research related treatment.
- I understand that this authorization is solely for the purpose of creating protected health information for disclosure to \_\_\_\_\_. If I refuse to sign, I will not receive health services necessary to develop protected health information to be disclosed by the Board to \_\_\_\_\_.
- This authorization is for release of protected health information for fundraising or levy purposes. The Knox County Board MR/DD may receive funds as a result of using my protected health information.



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Name of Guardian, Parent, or Representative:  N/A

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Minor:  
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Signature of Parent or Guardian \_\_\_\_\_

Date: \_\_\_\_\_

(Continued on Back)

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## Knox County Resource List

### DISABILITY SERVICES

<p><b>Knox County Board of MRDD</b> 11700 Upper Gilchrist Rd., Mt. Vernon Referral and services for individuals with mental retardation or a developmental disability, 397-4656</p>	<p><b>Community Mental Health &amp; Recovery Board</b> 1435-B W. Main St., Newark Fund, plan, educate publicly funded mental health and alcohol &amp; drug services. 522-1234</p>
<p><b>Knox Co. Society for Crippled Children &amp; Adults</b> 8486 Burtnett Rd., Gambier, Ohio 43050 Provide services on first come basis to enhance quality of life. 427-2430.</p>	<p><b>Bureau of Children with Medical Handicaps</b> 11660 Upper Gilchrist Road, Mount Vernon Funding for services such as home visits, &amp; service coordination for families of children with special medical health needs. 392-2200</p>
<p><b>Knox County Parent Mentor Program</b> 308 Martinsburg Rd., Mount Vernon Support network for parents of children in special education 392-6767.</p>	<p><b>Adult Day Care</b> Box 251, Rian Hall, MVDC, Mt. Vernon Serves 18 + that need assistance, supervision, socialization &amp; care during the day, 393-2804</p>
<p><b>Knox County Health Department</b> 11600 Upper Gilchrist Road., Mt. Vernon Medical &amp; dental services, WIC, Help Me Grow, home health services, health education presentations, etc. Sliding scale fee schedule, 392-2200</p>	<p><b>Knox County Department of Job and Family Services</b>, 117 E. High Street, Mt. Vernon 397-7177 Public Assistance: ext 1261, Child &amp; Family services: ext. 1264, Child Support Enforcement; ext. 1100</p>
<p><b>KCDJFS – Workforce Development</b> 17604 Coshocton Rd., Mount Vernon Assessment, training, skill building, and work experience. 392-9675.</p>	<p><b>Mount Vernon Developmental Center</b> 1250 Vernonview Drive, Box 762 , Mt. Vernon Supportive, vocational, &amp; rehabilitative services for people with MR/DD. 393-6200.</p>
<h3>COMMUNITY ASSISTANCE AGENCIES</h3>	
<p><b>Kno-Ho-Ko-Ashland Community Action</b> 71 Sychar Road., Mt. Vernon Rental &amp; utility assistance, homeless shelter, health care, winterization. 397-0378.</p>	<p><b>Independent Living Center of NCO, Inc.</b> Box 136, Fredericktown. Referral, personal advocacy, assistance with purchase of rehabilitative devices, ramps, and small home modifications. 392-3191.</p>
<p><b>Interchurch Social Services</b> 114 E. Gambier St. Christian faith-based ministry services; financial aid, food pantry, clothing, medical transportation, information &amp; referral. 397-2407.</p>	<p><b>American Red Cross</b> 300 North Mulberry Street Disaster assistance, courses in CPR, First Aid, Babysitting, &amp; Child Abuse. 397-6300.</p>
<p><b>The Sanctuary Community Action</b> 302 S. Market St. Prepares meals for homebound residents. Hot Meal kitchen located at Danville Church of Christ. 599-7224.</p>	<p><b>Salvation Army</b> 206 E. Ohio Ave. Religious charitable organization. Activities for whole family. Comprehensive assistance. 393-3633.</p>
<p><b>Knox Metropolitan Housing Authority</b> 236 S. Main Street, 2<sup>nd</sup> Floor. Provides rental assistance for income eligible families. 397-8787.</p>	<p><b>Ohio District 5 Area Agency on Aging, Inc.</b> 780 Park Avenue W., Mansfield. Services for elderly: caregiver support program, home repair assistance, information, referral, etc. 419-524-4144.</p>
<p><b>Pathways of Licking County</b> 1627 Bryn Mawr Dr. Information &amp; referral, parenting education 345-6166. Crisis Line: 800-544-1601.</p>	<p><b>United Way of Knox County</b> 110 E. High St. Information &amp; referral services. 397-5721.</p>
<p><b>Social Security</b> 1671 W. Main Street, Newark. Automated Services: 800-772-1213 Newark office: 345-3603</p>	<p><b>Ohio State Legal Right Service</b> 8 East Long Street, Columbus Protection and advocacy agency for Ohio's citizens with disabilities. 800-282-9181.</p>

**MENTAL HEALTH**

<p align="center"><b>Echo Talkline</b> Twenty-four hour Mental Health Crisis Hotline. Listening &amp; supportive conversations, information &amp; referral. 397-9878 or 392-2828</p>	<p align="center"><b>Christopher Fiumera, Ph.D., Psychologist</b> 204 S. Gay St., Mount Vernon. Psychotherapy, counseling: individual, marital and family therapy, psycho-educational assessment – Medicare/ most insurance accepted 392-5399. Emergency: 614-447-4332.</p>
<p align="center"><b>Mental Health Association of Knox County</b> 11 W. Gambier St., Mt. Vernon Public information &amp; education services. 397-3088.</p>	<p align="center"><b>Moundbuilders Guidance Center</b> 8420 Blackjack Rd.; 397-0442. Comprehensive community mental health services.</p>
<p align="center"><b>Chandravadan Patel, M.D. (Psychiatry)</b> 126 E. Vine St. 397-1900, emergency: 397-9339.</p>	<p align="center"><b>Mount Vernon Psychological Services</b> 102 E. Gambier St.; 392-5416. Comprehensive mental health services, Medicare/Medicaid accepted.</p>

**EMERGENCY CONTACTS**

<p align="center"><b>Sheriff's Department</b> 11540 Upper Gilchrist Rd., Mt. Vernon 397-3333</p>	<p align="center"><b>Police Department (Mt.Vernon)</b> 5 N. Gay St., Mt. Vernon 397-2222</p>
<p align="center"><b>Poison Control Center</b> 800-682-7625. Emergency assistance if poison has been ingested. Have container in hand when calling!</p>	<p align="center"><b>Knox Community Hospital</b> 1330 Coshocton Rd., Mount Vernon Adverse Drug Reaction Hotline: 393-9009. Emergency services: 393-9000.</p>

**MEDICAL**

<p align="center"><b>Knox County Health Department</b> 11600 Upper Gilchrist Road, Mt. Vernon Medical &amp; dental services, WIC, Help Me Grow, home health services, health education presentations, etc. Sliding scale fee schedule: 392-2200</p>	<p align="center"><b>Knox Community Hospital</b> 1330 Coshocton Road, Mount Vernon Emergency Services: 393-9711. Adverse Drug Reaction Hotline: 393-9009</p>
<p align="center"><b>Physical Therapy Services of Mount Vernon-</b> 1220 Yauger Rd., Mt. Vernon Comprehensive physical therapy practice for pain specialty. All insurances. 393-1144.</p>	<p align="center"><b>Rehabilitation Services of North Central Ohio</b> 270 Sterckel Blvd., Mansfield. Comprehensive rehabilitation center. 419-756-1133.</p>

**TRANSPORTATION**

<p align="center"><b>Mid-Ohio Transit Authority (MOTA)</b> 25 Columbus Rd., Mt. Vernon Transportation services. Fees apply. 392-7433.</p>	<p align="center"><b>FISH</b> Free emergency transportation to medical appointments. 24 hour advanced notice in town, 48 hour advanced notice out-of-town. 397-4825.</p>
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For a more comprehensive list of resources, please refer to the Community Resources Directory published by the Mental Health Association of Knox County, 11 W. Gambier Street, Mount Vernon, Ohio 43050. Phone number: 740-397-3088

When the Superintendent gets a complaint or suggestion, he will meet with you to review your ideas and the directors decision. He will inform you of his decision within 5 days about what will be done to make changes, if anything. With his decision, you will be given a copy of the county Board policy on *Administrative Resolution of Complaints*. If you do not agree with his decision, you have 10 more days to file an appeal to the County Board President. If no agreement is made with the County Board appeal, it then can go to the Director of the Ohio Department of MRDD.

If you have concerns in the following areas, you can also contact other agencies.

**Delegated Nursing** practices can be referred to the Ohio Board of Nursing or the Ohio Department of MRDD.

**Medicaid-Funded Services:** Contact the Ohio Department of Job and Family Services (ODJFS) about any decision to stop, reduce or deny Medicaid-funded services.

**Early Intervention (EI) Services:** Families have the right to appeal decisions relating to a their child's EI program. Ask your child's EI specialist.

## Important Addresses & Phone Numbers:

Ohio Legal Rights  
1-800-282-9181

Ohio Department of MRDD  
Complaint Hotline  
1-800-231-5872

Knox County Board of MRDD  
11700 Upper Gilchrist Road  
Mount Vernon, OH 43050  
740-397-4656 or Crisis #: 740-501-4592

Creative Foundations  
614-832-2121

Concepts in Community Living, Inc.  
740-397-7545

Donkeys, Goats, Horses & More  
740-393-2709

Easter Seals Day Program  
740-397-1022

Mid West Innovations  
740-397-0047

New Hope Industries, Inc.  
740-397-4601

# Direct

# Process



# What are My Rights?

## What is Due Process?

### How do I find out about it?

Any person who is found not eligible for services or who receives services from the County Board has the right to appeal a decision he or she disagrees with. To help you with complaints that you may have, step-by-step directions are included in the law. These directions are called "Due Process".

Every year you will be given information about Due Process that is available to you through the County Board. It will be explained to you during intake and every year when you write your Essential Lifestyle Plan.

### If You Have Concerns

There may be times when you have a complaint about the services or operation of the County Board. You may also have suggestions to improve our services. We are interested in your ideas and suggestions. The following four steps are suggested:

**1. Start with the right person.** The people who have the best and quickest solutions are the SSAs (Service & Support Administrators), direct-service staff, and department managers. If they cannot answer your concerns, they will help you find someone who can.

**2. Do it right away.** The best time to correct a problem or to consider a new idea is when it is fresh. It is harder to deal with a problem that happened days or weeks earlier.

**3. Tell us what you want.** We need to know your concern, who the people involved are, and when it did (or did not) happen. Be sure to tell us what you think should have happened. Tell us how you would like it to be handled in the future.

**4. Let's talk about one issue at a time.** Some concerns can be addressed quickly and completely. Others will take more time.

By using the above guides, you will be able to have most of your questions answered quickly and simply. If verbal requests don't get results, please write down your concerns and give it to the program director. Most services offer the option of self-determination of decisions. This means you make decisions about what you want and need.

Within 10 days of meeting with the program director you will receive a decision about your concerns. If these informal procedures are not successful, it may be time to use the formal *Administrative Resolution of Complaint Process*.

The *Administrative Resolution of Complaints* policy explains the steps to follow to settle concerns filed by:

- ✳ individuals who are eligible for services
- ✳ individuals who are seeking eligibility,
- ✳ a legal guardian or advocate for an individual, or
- ✳ a person who is a provider to the Board.

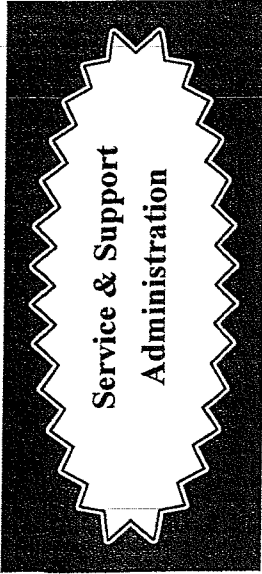
**Individuals, families or advocates can request a person to help them in using any of the complaint procedures.** Written concerns and suggestions need to begin with the four steps listed earlier in this brochure.

If you have trouble reading and writing, you can give a verbal report that will be recorded. If you don't get results by talking with the staff or director, you can begin the formal appeal to the Superintendent.

Formal appeals have timelines that have to be followed. The procedures need to be in writing and given to the director of the program involved in the complaint. If you don't like the director's decision, you can then appeal to:

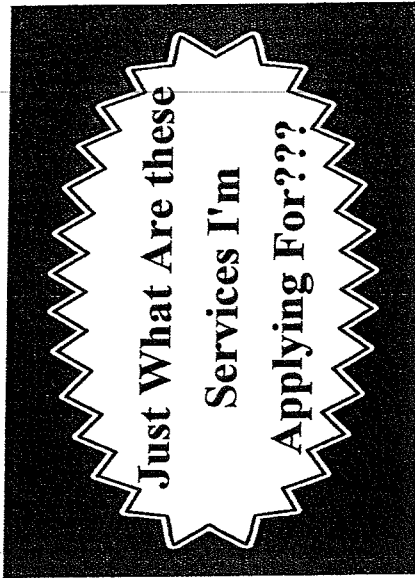
- 1st:** the County Board Superintendent,
- 2nd:** the County Board President, and
- 3rd:** the Director of the ODMRDD

The 1st appeal must be done within ten days of receiving the program director's decision.



**Service & Support  
Administration**

Once you are enrolled, you will have a Service and Support Administrator (SSA) assigned to you who will meet with you to help you clarify your wants and needs. The SSA will give you information that can help you make choices, help you understand and how to use community agencies, help you find and choose providers, help you understand your rights, help you speak out for yourself to solve problems and provide help 24 hours a day if a crisis should happen. Together you, your support team and your SSA will create a plan that will help build supports to improve your life, assist you in planning for the future and make sure you have everything you need to be healthy and safe. They may arrange to come to you in your home, to your job or in the community to be a resource for you in meeting your needs and to support you in exploring all your options. Eligibility for Service and Support Administration can begin at age three (3) and can continue throughout your life.



**Just What Are these  
Services I'm  
Applying For???**

**Services & Supports**

Through the  
**KNOX COUNTY BOARD OF  
MENTAL RETARDATION &  
DEVELOPMENTAL DISABILITIES**

**11700 UPPER GILCHRIST ROAD  
MOUNT VERNON, OH 43050  
740-397-4607**

[www.knoxmrdd.com](http://www.knoxmrdd.com)

**KNOX COUNTY BOARD OF  
MENTAL RETARDATION &  
DEVELOPMENTAL DISABILITIES**

Phone: 740-397-4607  
Fax: 740-392-5669

Email: [sbeck@knoxmrdd.com](mailto:sbeck@knoxmrdd.com)

## Service & Supports Available

### Family Support Services

Family Support Services (FSS) aids families in meeting the unique needs of an individual with a disability. Families are repaid for expenses necessary to take care of the family member in their home. FSS reimburses the costs of temporary care (respite), home modifications, special equipment, special diet and training or counseling for families. FSS is flexible to support families in meeting their unique needs. The amount of the expense that is reimbursed is based on family income and the availability of funds. Families must enroll yearly.

### Home Supports

Planning for Home Supports is built around the individual's or the families wants and needs. You may want to live in your own home, in an apartment, with your family or you may want to live and share expenses with roommates. Services may include hiring a provider who can help with living skills, transportation assistance or purchasing adaptive equipment. There are a variety of funds available to help pay living expenses, including Medicaid.

We can help you apply for residential services or to plan a budget for the things you need.

### Supported Employment

There are several agencies in the community that will help support an individual in their employment. Through the agency of your choice, we can arrange for you to have help in finding or keeping a job. Supports may include, helping you complete an application, helping you write a resume, going with you to the interview, helping you learn your job or talking to your employer to help you keep a job.

### Day Services

There are several options for individuals during the day if they wish to participate in activities. You can choose from several agencies that provide a variety of services including community activities, interestbased activities and workshop activities, including pre-employment training. Each agency offers different services and has a unique schedule of activities available. If you would like to receive Day Services, your Service and Support Administrator will assist you in arranging interviews or visits to the available providers.

### Waiver Services

The County Board is a gateway to many other services, including, Waiver Services. Waiver Services are a funding source to assist individuals in maintaining a quality of life when they may otherwise lack the resources. There are currently two (2) types of Waiver Services available. We can help you determine if you are eligible for these services and we can help you apply. There are waiting lists for these services, so families and individuals are encouraged to plan for their future needs.

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