

Knox County Board of  
DEVELOPMENTAL  
DISABILITIES

# REFERRAL APPLICATION

**Knox County Board of  
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: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_  N/A

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 KCBDD 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 KCBDD

### **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 KCBDD 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 KCBDD is authorized to receive the records listed below for the above-named individual to/from:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

LIST INFORMATION BEING RELEASED/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 box(es))**

- Photos/Videos of me for positive public relations on items produced by the Knox County Board of 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 DD Board because the DD Board cannot get information necessary to determine eligibility for 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 of DD may receive funds as a result of using my protected health information.



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

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

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

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

(Continued on Back)



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

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

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Signature of personal representative

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**For Office Use Only:**

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

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

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

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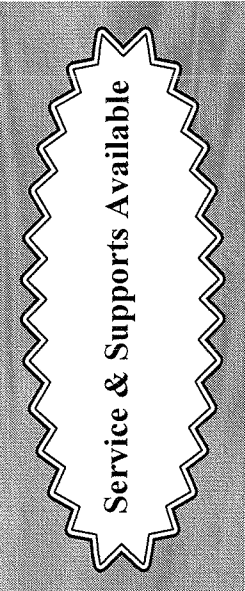
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## Service & Supports Available

### 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

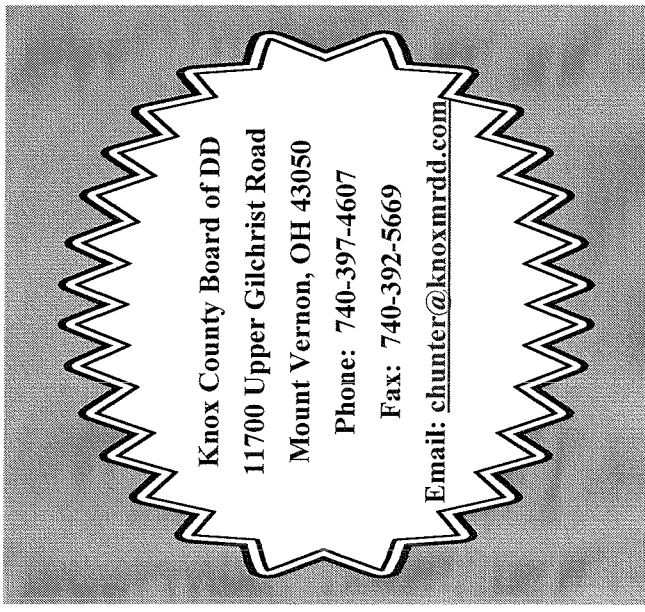
There are several agencies in the community that will help support an individual in their employment. Through the agency of your choice, we can arrange for you to have help in finding or keeping a job. Supports may include, helping you complete an application, helping you write a resume, going with you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

### Day Services

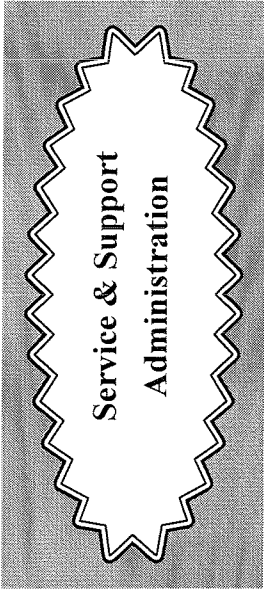
There are several options for individuals during the day if they wish to participate in activities. You can choose from several agencies that provide a variety of services including community activities, interestbased activities and workshop activities, including pre-employment training. Each agency 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 waitinvc lists for these services, so families and individuals are encouraged to plan for their future needs.



**Knox County Board of DD**  
11700 Upper Gilchrist Road  
Mount Vernon, OH 43050  
Phone: 740-397-4607  
Fax: 740-392-5669  
Email: [chunter@knoxmrrdd.com](mailto:chunter@knoxmrrdd.com)



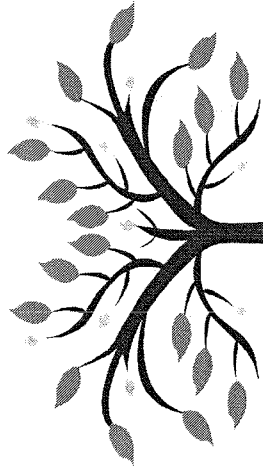
Once you are enrolled, you will have a Service and Support Administrator (SSA) assigned to you who will meet with you to help you clarify your wants and needs. The SSA will give you information that can help you make choices, help you understand and how to use community agencies, help you find and choose 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.

KNOX COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES

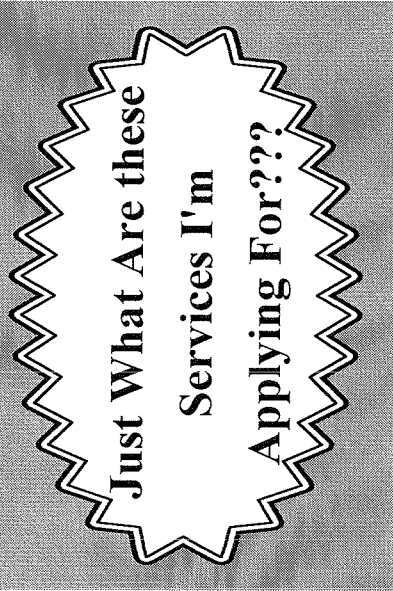
Phone: 740-397-4607

Fax: 740-392-5669

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



Knox County Board of  
DEVELOPMENTAL  
DISABILITIES



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)

There may be times when you have a complaint about the services or operation of the County Board. If you have applied for services or receive services from the County Board you have the right to appeal a decision you disagree with. You would begin with the informal *Administrative Resolution of Complaints* process. To help you with complaints that you may have, step-by-step directions are also included in the law. (ORC.) These directions are called "Due Process" This brochure explains both of these processes.

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.

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 Individual Plan.

Individuals, families or advocates can also request a person to help them in using any of the complaint procedures.

## Important Addresses & Phone Numbers

**Knox County Board of DD**

**Administration & Service and**

**Support Administration**

**11700 Upper Gilchrist Road**

**Mount Vernon, Ohio 43050**

**740-397-4656**

**24-Hour Crisis Coverage**

**740-501-4592**

**Ohio Legal Rights**

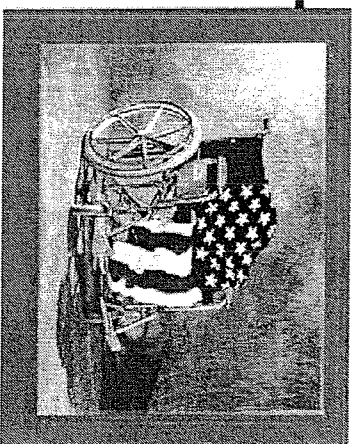
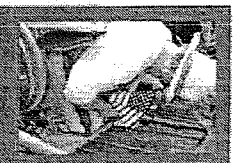
**1-800-282-9181**

**Ohio Department of**

**Developmental Disabilities**

**Complaint Hotline**

**1-800-231-5872**



# DUE PROCESS

## What Are My Rights?

Knox County Board of  
Developmental Disabilities  
Policy & Procedure for Resolution of Complaints

Most services offer the option of self-determination of decisions. This means you make decisions about what you want and need. If you have complaints or have suggestions to improve our services, we are interested in your ideas and suggestions. The following four steps are suggested as the *Administrative Resolution of Complaints* process:

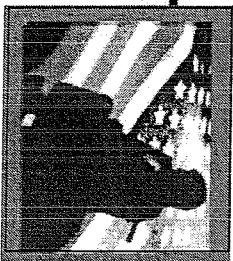
**1. Start with the right person.** The people who have the best and quickest solutions are the SSAs (Service & Support Administrators), county board staff, and department managers. If they cannot answer your concerns, they will help you find someone who can.

**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. It may take several steps to get to a solution you like, but County Board staff will help you understand the process and what is needed to reach your goals.

By using the above guides, you will be able to have most of your questions answered quickly.



If these informal verbal requests are not successful, it may be time to use the formal *Due Process* procedures.

Formal appeals have timelines that have to be followed. The procedures need to be in writing and given to the department manager involved in the complaint. If you have trouble reading and writing, you can give a verbal report that will be recorded.

The department manager will meet with you to discuss your concerns. Within ten (10) days of meeting with the department manager you will receive a decision about your concerns. If you don't agree with the department manager's decision, you can then appeal to:

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

The 1st appeal must be done within ten (10) days of receiving the department manager's decision.

When the Superintendent gets a complaint or suggestion, within 10 days of receiving it he will meet with you to review your ideas and the manager's decision.

He will inform you of his decision within five (5) working days of your meeting about what, if anything, will be done to make changes. 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, within 15 days of receipt of the Board's decision, you can appeal to the Director of the Ohio Department of DD. The director or his/her designee will review the appeal within 30 days, and will respond, in writing, to you or your guardian within 14 days of this review.

If you or your guardian are not satisfied with the state director's decision, you may file a lawsuit in court. You should discuss this with your lawyer.

### **Health Insurance Portability and Accountability Act (HIPAA)**

You have a right for your information to remain private and confidential. If you wish to make a complaint about the Board's HIPAA (Health Insurance Portability and Accountability Act) policies and procedures and/or the Board's compliance with those policies and procedures, you should notify the Board's Privacy Officer in writing.

The Board will not take any retaliatory actions against you as a result of your complaint.

The Privacy Officer will investigate your complaint, and if you are not happy with the response, you may appeal to the Secretary of The U.S. Department of Health and Human Services or The Office of Civil Rights.

## ***KNOX COUNTY RESOURCE LIST***

<p style="text-align: center;"><b>ACTS Center</b> 474 Wooster Road; 397-1065 Thrift shop &amp; food pantry</p>	<p style="text-align: center;"><b>Adult Day Care</b> Box 251, Rian Hall; 393-2804 Services 18 + that need assistance, supervision, socialization &amp; care during the day.</p>
<p><b>Alcohol &amp; Drug FREEDOM CENTER of Knox Co.</b> 106 East Gambier Street; 397-2660 Services to treat and prevent alcohol &amp; drug abuse.</p>	<p style="text-align: center;"><b>Alternative Center of Knox County</b> 900 W. Vine St.; 393-6769 Motivate, empower and educate at risk youth.</p>
<p style="text-align: center;"><b>American Red Cross</b> 300 North Mulberry Street; 397-6300 Disaster assistance, courses in CPR, First Aid, Babysitting &amp; Child Abuse.</p>	<p style="text-align: center;"><b>Bureau of Children with Medical Handicaps</b> 11660 Upper Gilchrist Rd.; 392-2200 Funding for services such as home visits and service coordination for families of children with special medical health needs.</p>
<p><b>CHAP (Community Health Access Project)</b> 418 South Market Street, Danville; 599-7921 Links individuals and families to available services. Primary focus pregnant women &amp; young children.</p>	<p style="text-align: center;"><b>Community Mental Health &amp; Recovery Board</b> 1435-B W. Main St., Newark; 522-1234 Fund, plan, educate publicly funded mental health and alcohol &amp; drug services</p>
<p style="text-align: center;"><b>Echo Talkline</b> 397-9878 or 392-2828, twenty-four hour Mental Health Crisis Hotline, listening &amp; supportive conversations, information &amp; referral.</p>	<p style="text-align: center;"><b>Family Health Services of East Central Ohio</b> 155 McMillen Dr., Newark; 344-9291; 800-688-3266, Family planning, reproductive health exams, well-child immunizations.</p>
<p style="text-align: center;"><b>Christopher Fiumera, Ph.D., Psychologist</b> 204 S. Gay St.; 392-5399; emergency: 614-447-4332. Psychotherapy, counseling: individual, marital and family therapy, psycho-educational assessment - Medicare and most insurance accepted.</p>	<p style="text-align: center;"><b>Foster Grandparent Program</b> 1250 Vernonview Dr.; 392-6251. Stipend volunteer opportunities for low-income adults 60 years or older.</p>
<p style="text-align: center;"><b>Heartbeats of Licking County</b> 336 E. Main St., 349-7558. Christian ministry, free &amp; confidential services including pregnancy tests, limited ultrasound, material assistance, classes &amp; support.</p>	<p style="text-align: center;"><b>Independent Living Center of NCO, Inc.</b> Box 136, Fredericktown; 392-3191, referral, personal advocacy, assistance with purchase of rehabilitative devices, ramps and small home modifications.</p>
<p style="text-align: center;"><b>Interchurch Social Services</b> 114 E. Gambier St.; 397-2407. Christian faith-based ministry services, financial aid, food pantry, clothing, medical transportation, information &amp; referral.</p>	<p style="text-align: center;"><b>Kno-Ho-Ko-Ashland Community Action</b> 71 Sychar Rd.; 397-0378. Rental &amp; utility assistance, homeless shelter, women's reproductive health care, weatherization.</p>
<p style="text-align: center;"><b>Knox County Health Department</b> 11660 Upper Gilchrist Road; 392-2200, Medical &amp; dental services, WIC, Help Me Grow, BCMH, birth &amp; death records, home health services, health education presentations, etc. Sliding scale fee schedule.</p>	<p style="text-align: center;"><b>Knox County Department of Job &amp; Family Services</b> 117 E. High St.; 397-7177 Public Assistance: ext. 1261, Child &amp; Family Services: ext. 1264, Child Support Enforcement: ext. 1100</p>
<p style="text-align: center;"><b>KCDJFS - Workforce Development</b> 17604 Coshocton Rd.; 392-9675. Assessment, training, skill building and work experience.</p>	<p style="text-align: center;"><b>Knox Community Hospital</b> 1330 Coshocton Rd.; 393-9000</p>
<p style="text-align: center;"><b>Knox County Parent Mentor Program</b> 308 Martinsburg Rd.; 392-6767. Support network for parents of children in special education</p>	<p style="text-align: center;"><b>Knox Co. Society for Crippled Children &amp; Adults</b> 8486 Burtnett Rd.; 427-2430. Provides services on first come basis to enhance quality of life.</p>
<p style="text-align: center;"><b>Knox Metropolitan Housing Authority</b> 236 S. Main St.; 2nd Floor; 397-8787. Provides rental assistance for income eligible families.</p>	<p style="text-align: center;"><b>Mental Health Association of Knox County</b> 11 W. Gambier St.; 397-3088. Public information &amp; education Services.</p>
<p style="text-align: center;"><b>Mid-Ohio Transit Authority (MOTA)</b> 25 Columbus Rd.; 392-7433. Transportation services Fees apply.</p>	<p style="text-align: center;"><b>Moundbuilders Guidance Center</b> 8420 Blackjack Rd.; 397-0442. Comprehensive community mental health services.</p>

<p><b>Mount Vernon Developmental Center</b> 1250 Vernonview Dr., Box 762; 393-6200 Supportive, vocational &amp; rehabilitative services for people with MR/DD</p>	<p><b>Mount Vernon Psychological Services</b> 102 E. Gambier St.; 392-5416. Comprehensive mental health services, Medicare/Medicaid accepted</p>
<p><b>Ohio District 5 Area Agency on Aging, Inc.</b> 780 Park Avenue W., Mansfield; 419-524-4144. Variety of services for elderly, caregiver support program, home repair assistance, information &amp; referral, etc.</p>	<p><b>Ohio State Legal Right Service</b> 8 East Long St., Columbus; 800-282-9181. Protection and advocacy agency for Ohio's citizens with disabilities.</p>
<p><b>Chandravadan Patel, M.D. (Psychiatry)</b> 126 E. Vine St.; 397-1900; emergency: 397-9339</p>	<p><b>Pathways of Licking County</b> 1627 Bryn Mawr Dr.; 345-6166. Crisis Line: 800-544-1601. Information &amp; referral, parenting education</p>
<p><b>Physical Therapy Services of Mount Vernon</b> 1220 Yauger Rd.; 393-1144. Comprehensive physical therapy practice for pain specialty. All insurances.</p>	<p><b>Rehabilitation Services of North Central Ohio</b> 270 Sterckel Blvd., Mansfield; 419-756-1133. Comprehensive rehabilitation center.</p>
<p><b>The Salvation Army</b> 206 East Ohio Ave.; 393-3633. Religious charitable organization. Activities for whole family. Comprehensive assistance.</p>	<p><b>The Sanctuary Community Action</b> 302 S. Market St.; 599-7224. Prepares meals for homebound residents. Hot Meal kitchen located at Danville Church of Christ.</p>
<p><b>Social Security</b> 1671 W. Main St., Newark; 800-772-1213, Newark Office: 345-3603</p>	<p><b>United Way of Knox County</b> 110 E. High St.; 397-5721. Information &amp; referral services.</p>
<p><b>FISH</b> 397-4825. Free emergency transportation to medical appointments. 24 hour notice in town, 48 hour advanced notice out-of-town.</p>	<p><b>Poison Control Center</b> 800-682-7625. Have container in hand when calling.</p>
<p><b>Sheriff's Department</b> 11540 Upper Gilchrist Rd.; 397-3333</p>	<p><b>Police Department (Mount Vernon)</b> 5 North Gay St.; 397-2222</p>

For a more comprehensive list of resources, please refer to the Community Resources Directory published by the Mental health Association of Knox County  
11 West Gambier Street, Mount Vernon, OH 43050. Phone Number: 397-3088