Steps to Register a Child with the Office of Developmental Programs

Why Register a Child?

Registering a child with the Office of Developmental Programs will allow them to receive Targeted Support Management (TSM), which is a valuable service that assists individuals with creating a vision of how they want to live an everyday life now and in the future. It includes planning for how to achieve that vision. TSM also helps individuals gain access to needed medical, social, educational and other services. The purpose of TSM is to promote an individual's right to an everyday life utilizing Person Centered Planning and Self-Determination principles

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Identify if a Child is Eligible for ID/DD/A Programs

SEE PAGE 2 FOR SPECIFIC REQUIREMENTS

- Does the child have a diagnosis of Intellectual Disability (ID)?
- Does the child have a diagnosis of Autism (ASD)?
- Is this child under the age of 9 AND have a diagnosis of Developmental Disability (DD)?
- Is this child under the age of 22 AND require medically necessary skilled nursing intervention due to having 3 or more organ systems impacted by a chronic medical condition?

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Complete Registration Process

SEE PAGE 2 FOR DOCUMENTATION NEEDED

- Contact the County Mental Health/Intellectual Disabilities Program Office (determined by child's permanent residency).
- Supporters should facilitate the connection between the family and the county office.
- See next page for a checklist of documents you will need to bring to your County MH/ID Office.

Required Documentation for Registration in the Office of Developmental Programs

☐ **Documents Supporting the Diagnosis**

A signed evaluation from a doctor or licensed clinician (i.e., licensed psychologist, developmental pediatrician, certified school psychologist, psychiatrist, licensed physician, licensed physician assistant or certified registered nurse practitioner).

ID and/or ASD
- Evidence of onset prior to age of 22.
- Documentation indicating diagnosis.

* for ID an IQ below 70 is required

DD in children under the age of 9 years
- The individual is 8 years of age or younger

Medically Complex Condition in children age 0 through 21 years
- The child requires medically necessary skilled nursing intervention to execute medical regimens to use technology or medical equipment for respiration, nutrition, medication administration or other bodily functions
- The child has three or more organ systems impacted by the chronic medical conditions

☐ **Adaptive Functioning Assessment**

Indication of skill deficits in three or more areas (self-care, receptive and expressive language, learning, mobility, self-direction, capacity of independent living) based on either: Vineland Adaptive Behavior Scales OR Adaptive Behavior Assessment System (ABAS)

☐ **Copy of birth certificate**

☐ **Copy of social security card or other documentation of citizenship status**

☐ **Copy of MA card and other insurance cards if you are also covered by private insurance or Medicare**
(The MA card might be an ACCESS card or a card from a Managed Care Organization. Some examples of Managed Care Organizations are AETNA Better Health, AmeriHealth Caritas, Gateway Health Plan, etc.)

☐ **Medical Evaluation** completed by a licensed physician, physician's assistant, or certified register nurse practitioner that indicates the individual is recommended for ICF level of care.
- Any child registering under Medically Complex Condition eligibility will need a completed Supplement to the Medical Evaluation form (DP 1090)

☐ **Custody documents** *(if applicable)*

☐ **Proof of Address**
(for example, utility bill, lease, etc.)

If you do not have documentation of an Autism, ID, or DD diagnosis or proof of adaptive functioning, the county will provide you with resources that will assist you in obtaining the necessary assessments.

If you have additional questions, please contact your county of residence.

This resource was developed for the Department of Human Services, Office of Developmental Programs, by the ASERT Collaborative.