

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Protocol**

**System Partner: Cuyahoga County Board of Developmental Disabilities (CCBDD)**

**Policy Chapter: Referral Procedures - Other Agencies**  
**Policy Number: 4.03.01**  
**Policy Name: Referrals and/or Transfers to the Cuyahoga County Board of Developmental Disabilities (CCBDD)**

**Original Effective Date: 08/01/2012**  
**Revision Date(s): 04/01/2019, 04/01/2016**  
**Current Revision Date: 05/01/2022**  
**Approved By: Cynthia G. Weiskittel**

Cuyahoga County Division of Children and Family Services (CCDCFS) believes that children, and their families, being serviced by CCDCFS and the Cuyahoga County Board of Developmental Disabilities (CCBDD) deserve coordinated effective interventions that simplify the referral and transition process for children to CCBDD.

**PURPOSE:** The purpose of this protocol is to increase cooperation and understanding between CCDCFS and CCBDD for the purposes of creating plans of care aimed at assessing youth and connecting them to community supports; it also establishes procedures for referring or transitioning youth for services to CCBDD.

**SCOPE:** This protocol applies to all CCDCFS direct service staff and is written in accordance with the Ohio Administrative Code (OAC), 5101:2-40-02 Supportive Services for Prevention of Placement, Reunification, and Life Skills.

### **POLICY**

The CCDCFS refers identified youth to the CCBDD to determine their eligibility for services. Youth **must** be in the custody of CCDCFS for the CCBDD Liaison to submit the referral. Youth **who are not** in the custody of CCDCFS can be referred by Worker of Record (WOR), parents/guardians, or other service providers.

### **PROCEDURES**

The WOR shall contact CCBDD Liaison to initiate the referral process, when it has been identified that a youth, ages 0 through 21 years old, involved with CCDCFS has been diagnosed with one or more of the following conditions:

AIDS, Amputation, Aphasia/Dysphasia, Attention Deficit Disorder, Attention Deficit/ Hyperactivity Disorder, Autism, Cancer, Cerebral Palsy, Clubfoot, Cystic Fibrosis, Down Syndrome, Epilepsy or Seizure Disorder, Hemi-paresis, Hemophilia, Huntington's, Hydrocephalus, Juvenile Arthritis, Learning Disability (specify type, e.g., Auditory Decoding, Dyscalculia, Agraphia, Dyslexia), Lesh-Nyhan, Lung Disease, Mental Retardation (specify level), Muscular Dystrophy, Osteogenesis Imperfecta, Pervasive Developmental Disorder, Prader-Willi, Rett's Syndrome, Severe Cardiac and Circulatory Conditions, Sickle Cell Anemia, Spina Bifida, Spinal Cord Injury, Stroke, Tourette's Syndrome, Traumatic Brain Injury, Tuberous Sclerosis, Usher's Syndrome, or other degenerative or neurological conditions.

- I. The WOR makes a referral to the CCBDD to assess eligibility for services.
  - A. CCBDD does not provide initial diagnostic testing or evaluations. They require "documentations/preponderance" to be submitted to their agency in order for the eligibility process to continue. This would include the following:
    - 1) Multi-Factored Evaluation (MFE) Educational Team Review (ETR) from the child's school, from within the last 3 years.
    - 2) Current medical information from the child's pediatrician of a developmental disability, within the last year.
    - 3) Psychological evaluation (with an I.Q. below 70) from the child's psychiatrist/psychologist that gives the child a diagnosis of a developmental disability.
  - B. If the documentation / preponderance supports the likelihood of a qualifying disability, CCBDD conducts an assessment using the Children's Ohio Eligibility Determination Instrument (COEDI) or Ohio Eligibility Determination Instrument (OEDI) to determine admission for services. This instrument is the determining factor of eligibility for CCBDD. The WOR participates in the administration of the tool in order to provide additional information to the administrator.
  - C. WOR receives correspondence from CCBDD regarding the outcome of COEDI/OEDI. If eligible, a Support Administrator (SA) will be assigned to the case. If the youth is not deemed eligible, the correspondence will be included in the (DUE PROCESS) rights. The WOR is encouraged to exercise those rights.
- II. WOR provides supporting documentation in order for the COEDI/OEDI to be completed; including but not limited to the following:
  - A. If the youth is 18 years old or older, the youth and WOR initials and signs the release of information. The young adult's signature gives CCDCFS permission to discuss the case with relevant parties. The WOR's signature gives permission to release pertinent information from the CCDCFS record.

- 1) A copy of the following documents are also required to accompany the referral:
  - a) Consent for release of information signed by WOR
  - b) Birth Certificate
  - c) Social Security Card
  - d) Journal Entry placing the child in the custody of CCDCFS
  
- III. WOR documents that the youth has been identified as developmentally delayed in SACWIS via the Person Profile Screen, Characteristic Tab.
  
- IV. WOR adds the assigned support administrator to the invitee list in the Semi-Annual Review Application (SARA) schedule system for three-month case reviews and semi-annual reviews.

### CCBDD ELIGIBILITY POINTS

CCBDD determines eligibility at four different developmental points:

<sup>1*</sup> Age	Criteria	Process
0-2	<ul style="list-style-type: none"> <li>• Establish Risk or Developmental Delay</li> </ul>	Record Review
3-5	<ul style="list-style-type: none"> <li>• Establish Risk or Developmental Delay</li> </ul>	Record Review
6-15	<ul style="list-style-type: none"> <li>• Establish Clinical Diagnosis of Developmental Delay as a result of Substantial Functional Limitations on the Children’s Ohio Eligibility Determination Instrument (COEDI)</li> </ul>	Record Review and Administration of the COEDI
16+	<ul style="list-style-type: none"> <li>• Clinical Diagnosis of Developmental Delay as a result of Substantial Functional Limitations on the Ohio Eligibility Determination Instrument (OEDI)</li> </ul>	Record Review and Administration of the OEDI

### PROCEDURES FOR TRANSITIONING YOUTH

The primary objective of referring transitioning youth to the CCBDD is to properly assess, develop plans of care and connect youth to community supports with a smooth transition from care. Youth must be in the custody of CCDCFS, reached the age of 18, and graduating from high school. Transition planning may occur earlier if a youth is approaching 18 years of age and at risk of placement disruption.

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<sup>1</sup> \* Youth **must** re-establish eligibility at the ages of 3, 6, and 16.

- 1) WOR collaborates with CCBDD support administrator or intake staff regarding re-determination and transition planning.
- 2) If the WOR is unsure if the child is eligible, he/she must contact the DCFS System Liaison in the Multi-System Kids Unit to confirm eligibility, re-determination, or initiate eligibility.
- 3) Once it has been identified that a youth will transition to CCBDD for adult support, frequent planning meetings are held to select services and to discuss home and provider arrangements. WOR attends all planning meetings to prepare the youth.
- 4) Agency maintains custody of youth, until the age of 21. If a youth has graduated prior to the age of 21, and an appropriate guardian has been identified, the agency may recommend termination.
- 5) Prior to reunification or termination, WOR contacts DCFS System Liaison and CCBDD Support Administrator to make certain they're included in any planning meetings to ensure that appropriate In-home supports are available and in place.
- 6) All activities are documented in SACWIS by the WOR; if unavailable, DCFS System Liaison completes entry.

### **PROCEDURES FOR NON-CUSTODY YOUTH**

If WOR identifies a youth whom has been diagnosed with one of the conditions listed on pages 1 & 2, in the above, he/she must contact the DCFS System Liaison to confirm eligibility and involvement with CCBDD.

- 1) If the youth is deemed eligible for services and already linked with CCBDD, WOR contacts the DCFS System Liaison to schedule a team meeting with DCFS, CCBDD, and the parent/guardian to determine what additional supports can be provided to the family.
- 2) If the youth has **not** been assessed to be eligible for services, the WOR provides the parent/guardian with the contact number for the CCBDD Intake Office, (216) 736-2673, to initiate the eligibility process.

#### **SEE ALSO:**

#### **Ohio Administrative Code**

Section: 5101:2-40-02

Supportive Services for Prevention of Placement, Reunification and Life Skills