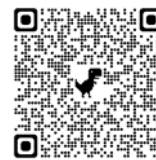


Allegheny County Office of Developmental Supports Registration and Intake Process

Allegheny County Department of Human Services (DHS) Office of Developmental Supports (ODS) registers eligible Allegheny County residents with Intellectual Disability (ID), Autism, Developmental Disability (DD) prior to age 9 and Medically Complex Condition (MCC) prior to age 22 to connect them to Supports Coordination and other supports and services.

Learn more at www.alleghenycounty.us/Services/Human-Services-DHS/DHS-Offices/Office-of-Developmental-Supports or the QR code above. There, find our brochure and related guides. You can email the ODS Community Liaison from the link provided. Reach an Intake Specialist, who will assess eligibility, at 412-253-1250. For general questions about ODS call 412-253-1399.

Connections to supports and services information and resources can be shared with all, regardless of eligibility. Contact the ODS Community Liaison at the link above or call 412-253-1251.



Everyone registering must meet all PA Department of Human Services (PA DHS) Office of Developmental Programs (ODP) established criteria. For complete eligibility criteria and requirements call 412-253-1250. Learn more on this document [Diagnosis Eligibility Requirements for Stakeholders](#) found at www.alleghenycounty.us/Human-Services/About/Offices/Developmental-Supports.aspx Everyone registered with ODS receives Supports Coordination. [Why connect with the Allegheny County DHS Office of Developmental Supports and get to know a Supports Coordinator now?](#) Find this document on the ODS webpage link above.

How does the registration and intake process begin?

Call ODS at 412-253-1250. An Intake Specialist will guide you through the process. The following information will be requested by the Intake Specialist for the person whom services are being requested:

- ✓ Full name and any nicknames or preferred names
- ✓ Current address and telephone number
- ✓ Social Security Number
- ✓ Information about current involvement with the Allegheny County Department of Human Services (AC DHS)? Examples include mental health, justice related services, aging or children, youth and family. *Find information about DHS services at <https://connect.alleghenycounty.us/>*
- ✓ Date of birth
- ✓ Medical / Health Insurance information including the name of the health insurance carrier and identifying numbers of the health plan
- ✓ Current and / or history of intellectual disability / autism or early intervention services
- ✓ Current and / or history of educational services and schools attended

Persons supporting the individual seeking registration and intake may make this initial call. They will be asked for their contact information and to share the type of assistance being sought. Interested individuals over 18 that are being assisted with the call will need to confirm they agree with the request (unless it is their legal guardian making the call). ODS will provide a packet of information that includes a *Consent to Obtain Confidential Information* form. This form is essential to the process.

Allegheny County Office of Developmental Supports

Registration and Intake Process

What happens after the initial contact with ODS?

After ODS receives the signed *Consent to Obtain Confidential Information* form they will seek current and historical eligibility documentation that confirms the person's diagnosis.

Once the person is determined eligible an intake specialist will schedule an intake meeting. This can be virtual or in person. Possible locations for the meeting include:

- at home
- at school
- an ODS office (Two locations—Green Tree and North Hills)
- a place in the community, such as a library

What is needed for the intake meeting?

- ✓ A copy of the Social Security Card and Birth Certificate
- ✓ If not a U.S. citizen, accepted documentation of green card holder or visa status
- ✓ Information as requested by ODS (this will be explained before the meeting occurs)

At the intake meeting an ODS Intake Specialist will:

- ✓ Review Right to Hearing and Appeal information and may review other information such as Life Sharing and Employment and Day Activity
- ✓ If applicable, ask if the individual is registered to vote
- ✓ Provide information about Supports Coordination and information about Supports Coordination Organizations (SCO). *Everyone registered receives Supports Coordination and chooses their SCO. This choice can be made during the meeting or by contacting the Intake Specialist afterwards. A list of SCOs can be found at www.alleghenycounty.us/Human-Services/About/Offices/Developmental-Supports.aspx under 'ODS Fact Sheets and Informational Documents'.*
- ✓ Assist in the completion of the following:
 - HIPAA (Health Insurance Portability and Accountability Act) form
 - Service Preference Form for individuals who are already approved for Medical Assistance (also referred to as MA or Medicaid)
 - PA 600 (MA Application) for individuals who do not already receive MA
 - SCO Choice Form
 - Consent For Release of Information Form
 - Intake Checklist (to be sure all needed information has been explained)

What happens after the intake meeting?

- ✓ The ODS Intake Specialist will assign the newly registered person to the SCO of their choice in the statewide information system (HCSIS).
- ✓ The SCO will provide a Supports Coordinator (SC) who will contact them to schedule a meeting.
 - The SC will be responsible for locating, coordinating, and monitoring services.
 - Find more information about Supports Coordination on this [Fact Sheet](http://www.alleghenycounty.us/Human-Services/About/Offices/Developmental-Supports.aspx) found at www.alleghenycounty.us/Human-Services/About/Offices/Developmental-Supports.aspx under 'ODS Fact Sheets and Informational Documents'.