

## Referral Procedure SCL Program

11-15-13

In order to meet the criteria for admission to the SCL program the individual must:

1. Have a mental health diagnosis, diagnosis of an intellectual disability, be developmentally disabled or have a brain injury.
2. Qualify for funding under the HCBS/ID program, the HCBS/ BI program, Habilitation Services, have county funding or be able to privately pay for services.

The following information will be requested in order for a referral to be considered for services with the SCL Program:

1. Application for Services.
2. A psychological or psychiatric evaluation, if available.
3. Social History

Applications and related information will be received by the SCL Program Leader or Associate. The Program Leader or Associate will meet with the applicant in order to share information regarding the services offered by the SCL program. The applicant will receive a copy of the SCL Service Description. At the initial meeting, the Program Leader or Associate will also gather information in order to determine the ability of the program to provide the services that the individual is requesting. In order to gather this information, it may be necessary for the Program Leader or Associate to have the applicant sign an Authorization to Release Protected Healthcare Information to other service providers, case management, doctors, or family members.

The Program Leader or Associate will review the referral information at the residential admissions meeting and will make a recommendation regarding the ability of the program to provide services to the applicant. The applicant may be placed on a waiting list in order to wait for funding approval, or for a staff member to become available to work with them.

A decision will be made and the referral source will be notified with a Referral Decision Notice within 30 days of receiving the application. The decision may be to accept the application for services; defer for more information or funding; or to not accept the application.

If the decision is made not to accept the applicant for services, the SCL Program Leader or Associate will notify the referral source of an alternative service and/or service provider.

In the event that an applicant, referral source or family member disagrees with an admission decision an appeal may be submitted in writing to the Residential Director within 15 days after notification.

Once an individual starts services if it is determined that there are additional needs that LifeWorks is not able to meet and the individual does not have case management services the case coordinator will notify the individual and family members of additional services that may be utilized. The case coordinator will make referrals to other agencies as appropriate.

*All applicants will receive consideration for services without regard to race, creed, color, sex, national origin, religion or age.*