



FactSheet: How to Register for Intellectual Disability Services

DHS Office of Intellectual Disability

How does the registration and intake process begin?

Registering in Allegheny County begins with a call to a Registration Specialist at the Allegheny County Office of Intellectual Disability (OID) at 412-253-1250.

Be prepared to provide the following information regarding the person for whom services are being requested:

Full name	Current address and telephone number
Social Security Number	Has there been or is there currently involvement with the Allegheny County Department of Human Services (DHS). Examples include mental health, justice related services, aging or children youth and family.
Birth Date	Medical/Health Insurance information including the name of the Health Insurance carrier and identifying numbers of the Health Plan
History of intellectual disability / mental retardation services	Educational Services such as the name(s) of schools that the person attended

Persons supporting the individual seeking registration may make this initial call. They will be asked for their contact information and to share the type of services being sought. Individuals over 18 seeking registration and being assisted with the call will need to confirm they are in agreement with the request (unless it is their legal guardian making the call).

What happens after the initial contact with the Registration Specialist?

After receiving back the signed *Consent to Obtain Documentation* form the Registration Specialist will seek documentation that confirms the person diagnosis.

Please see FactSheet: Eligibility for Intellectual Disability Services for more information.

Once the diagnosis is confirmed the Registration Specialist will contact the person and/or family to schedule an intake meeting. The meeting will be scheduled in a convenient location such as:

- The person’s or family’s home
- The person’s school
- The Allegheny County Office of Intellectual Disability (Two locations—Green Tree and Forest Hills)
- A place in the community convenient for the person/family

What is needed for the intake meeting?

- A copy of the person's Social Security Card and Birth Certificate
- If the individual is not a U.S. citizen, documentation of qualified alien status
- Other information as identified by the Registration Specialist (this will be communicated before the meeting occurs)

What happens at the intake meeting?

- The Registration Specialist will work with the person and the family to complete the Personal Planning Information (PPI) form.
- The Registration Specialist will review Right to Hearing and Appeal information and may, when appropriate, also review Lifesharing and Employment and Day Activity information.
- The Registration Specialist will ask you if you are registered to vote.
- The Registration Specialist will provide the person/family with information about Supports Coordination and contact information for Supports Coordination Organizations (SCO). The person/family will have a chance to choose one of the SCOs. There are three SCOs located in Allegheny County. This choice can be made during the meeting or by contacting the Registration Specialist once the decision has been made.
- Completion of the following forms:
 - HIPAA (Health Insurance Portability and Accountability Act)
 - Service Preference Form for individuals who are already approved for Medical Assistance or a PA 600 (Medical Assistance Application) for individuals who do not already receive Medical Assistance
 - Supports Coordination Organization Choice Form
 - Consent For Release of Information Form
 - Intake Checklist, to be sure all needed information has been explained

Additional FactSheets are available regarding Hearings and Appeals, Lifesharing, Employment and Day Activities and Supports Coordination.

What happens after the intake meeting?

- The Registration Specialist will assign the newly registered person to the Supports Coordination Organization of the person/family's choice.
- The Supports Coordination Organization will provide the person/family with a Supports Coordinator who will contact the person/family to schedule a meeting where they will follow up on any recommendations and begin to assist in future planning.
- The Supports Coordinator will be responsible for locating, coordinating and monitoring services.

Additional information on services and supports is available at the following websites:

- Allegheny County Department of Human Services, Office of Intellectual Disability
- PA Department of Human Services (formerly DPW)

Allegheny County Department of Human Services, Office of Intellectual Disability
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For more information regarding OID, including additional FactSheets visit <http://alleghenycounty.us/Human-Services/Programs-Services/Disabilities/Intellectual-Disability.aspx>