



Those who may be eligible to register with Allegheny County Office of Intellectual Disability (OID) and access Supports Coordination include individuals with intellectual disability, individuals with autism and children with developmental delays. Everyone 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.

How does the registration and intake process begin?

By calling the OID at 412-253-1250. A Community and Systems Resource Navigator will guide you through the process.

This information, regarding the person for whom services are being requested, will be asked for:

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/ autism services	Educational services, such as schools 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).

OID will provide, usually by U.S. Mail, a packet of information that includes a *Consent to Obtain Documentation* form.

What happens after the initial contact with OID?

After OID receives the signed *Consent to Obtain Documentation* form they will seek documentation that confirms the persons diagnosis.

Once the diagnosis is confirmed OID will schedule an intake meeting at a convenient time and location for the individual / family. The location may be

- the individuals home,
- the individuals school,
- an OID office (Two locations—Green Tree and Forest Hills) or
- a place in the community.

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What is needed for the intake meeting?

- A copy of the Social Security Card and Birth Certificate
- If not a U.S. citizen, documentation of qualified alien status
- Information as requested by OID (this will be explained before the meeting occurs)

At the intake meeting an OID Community and Systems Resource Navigator 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 services and chooses their SCO. This choice can be made during the meeting or by contacting the Community and Systems Resource Navigator once the decision has been made.
- 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 (MA)
 - 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?

- OID will assign the newly registered person to the SCO of their choice.
- 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.

For further information please refer to additional Fact Sheets including Eligibility for Intellectual Disability/Autism Services in Allegheny County and Supports Coordination.



Allegheny County Department of Human Services
Office of Intellectual Disability
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For more information regarding OID, including additional Fact Sheets visit
www.alleghenycounty.us/Human-Services/Programs-Services/Disabilities/Intellectual-Disability.aspx