

## INTAKE POLICY

- I. **Purpose:** It is the intent of San Andreas Regional Center to provide an intake process for any person believed to have a developmental disability in order to determine eligibility for regional center services.
- II. **Definitions:**
  - ***Consumer, Individual, and person served are used interchangeably in regional center policy and the Lanterman Development Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.***

Developmental disability means a disability that is attributable to intellectual disability, cerebral palsy, epilepsy, autism or other conditions closely related to intellectual disability or to require treatment similar to that required for intellectually disabled individuals. The developmental disability shall:

- Originate before age eighteen
- Be likely to continue indefinitely
- Constitute a substantial handicap for the individual

The developmental disability shall not include handicapping conditions that are

- Solely psychiatric disorders where there is impaired intellectual or social functioning which originated as a result of psychiatric disorder or treatment given for such a disorder. Such psychiatric disorders include psycho-social deprivation and/or psychosis, severe neurosis or personality disorders, even where social and intellectual functioning have become seriously impaired as an integral manifestation of the disorder.
- Solely learning disabilities. A learning disability is a condition which manifests as a significant discrepancy between estimated cognitive potential and actual level of educational performance and which is not a result of generalized intellectual disability, educational or psycho-social deprivation, psychiatric disorder, or sensory loss.
- Solely physical disabilities. These conditions include congenital anomalies or conditions acquired through disease, accident, or faulty development which are not associated with a neurological impairment that results in a need for treatment similar to that required for intellectual disability.

*Substantial handicap* means a condition which results in major impairment of cognitive and/or social functioning. A substantial handicap shall be determined through an assessment which shall address three aspects of functioning including, but not limited to: receptive and expressive language skills, learning, self-care, mobility, self-direction, capacity for independent living, economic self-sufficiency

*Intake* is the process of determining a person's eligibility for regional center services. The applicant for services shall have a timely, comprehensive, multi-disciplinary evaluation of his or her needs and level of functioning in order to determine eligibility for regional center services.

- III. **Policy:** In order to be eligible for regional center services, an applicant must be determined to have a developmental disability which is a substantially handicapping condition. Persons with a psychiatric disorder who are also determined by the regional center to have a developmental disability are eligible for services.

Each applicant shall be a resident of California and intend to reside in the San Andreas Regional Center catchment area, which includes Santa Clara, San Benito, Santa Cruz and Monterey Counties (See Attachment A). A resident consumer who has moved to this catchment area will be considered to be eligible for services if the consumer was determined to be eligible by another regional center in the state.

Intake services should be provided in the primary language of the applicant/family. San Andreas Regional Center shall provide interpreters, if requested, from within the agency or other community agencies.

Regional center services are provided without regard to religion, race, ethnicity, gender, financial status, or sexual orientation.

All information and records obtained in the course of providing intake, assessment, and services shall be confidential.

- IV. **Intake Process:** The intake process includes initial interviews, introduction to the regional center, information gathering, assessment and a determination of eligibility, and if eligible, the development of a person-centered Individual Program Plan (IPP). During this process, the applicant will be provided with information and advice about the nature and availability of services provided by the regional center and by other agencies in the community.

An initial intake shall be performed within fifteen (15) working days following the initial contact.

Assessment to determine eligibility shall be performed within 120 days following the initial intake interview. Where any delay would expose the applicant to unnecessary risk to his or her health and safety, every attempt will be made to complete the process in sixty (60) days following the initial intake interview.

Assessment may include the following:

- Collection and review of available historical and diagnostic data
- Provision or procurement of necessary tests and evaluations;
- Summarization of developmental levels and service needs.

Each intake case record shall include a psychological evaluation or developmental assessment and medical information.

The involvement of other specialists and/or consultants may be considered in the assessment process, dependent upon the type of disability, the age of the consumer and the developmental needs.

If the applicant is determined to be eligible, an Individual Program Plan (IPP) shall be developed by the Interdisciplinary Team (IDT) within 60 days of completion of the assessment. If the applicant is determined not to be eligible, the IDT will discuss the reasons for the finding of ineligibility. Within five (5) days of the IDT meeting, a letter will be sent to the applicant. The letter will describe in detail the reasons that the applicant is not eligible and will make appropriate referrals to alternative resources. The letter will include a Notice of Action and a Fair Hearing Request Form that includes a description of the appeal process.

- V. **Purchase of Service Standard:** If a purchase of service is required the POS policy would be followed accordingly.
- VI. **Exceptions to this Policy:** The exception process is not pertinent/relevant to this policy.
- VII. **Notice of Action:** The Notice of Action is described in the final paragraph of Section IV, Intake Process.

**Adopted: 10/17/2016**

Attachment A

CALIFORNIA GOVERNMENT CODE  
SOVEREIGNTY & PEOPLE OF THE STATE  
Title 1

'244. Determination of place of residence

In determining the place of residence the following rules shall be observed:

- (a) It is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which he or she returns in seasons of repose.
- (b) There can only be one residence.
- (c) A residence cannot be lost until another is gained.
- (d) The residence of the parent with whom an unmarried minor maintains his or her place of abode is the residence of such unmarried minor child.
- (e) The residence of an unmarried minor who has a parent living cannot be changed by his or her own act.
- (f) The residence can be changed only by the union of act and intent.
- (g) A married person shall have the right to retain his or her legal residence in the State of California notwithstanding the legal residence or domicile of his or her spouse.