

Eligibility information for DD services

Where do I start?

If you live in Butler County, you can begin the eligibility process for ages 3 and above by calling (513) 785-4683. For ages birth through 3 years old, contact Help Me Grow at (513) 785-6850.



What are the steps in determining eligibility?

For ages 3 - 5 years old:	Documentation of at least two developmental delays or an established risk. This can usually be documented through the child's Individualized Education Plan, Evaluation Team Report, or medical records.
For ages 6 and over:	The eligibility process in Ohio is a two-step process:

1. Diagnosis verification

- A. Board staff will assist you with obtaining medicals records from your treatment providers to verify a medical diagnosis. They will also assist with obtaining educational records to support documentation of functional abilities.
- B. A qualifying diagnosis of a developmental disability must meet the following criteria:
 - a. Onset of disability must be documented prior to age 22.
 - b. Diagnosis must be made by a licensed, qualified professional and be supported by the appropriate diagnostic assessments.
 - c. The disability must be likely to continue indefinitely.
- C. The diagnosis must be a physical or mental impairment other than mental illness.

Examples of acceptable diagnoses and documentation:	
Diagnosis	Documentation
Intellectual Disability	Psychological evaluation by Ph.D. which includes both IQ scores and adaptive functioning scores.
Down Syndrome	Medical documentation signed by MD
Autism Spectrum Disorder	Comprehensive evaluation incorporating clinically appropriate assessment tools used to diagnose ASD signed by MD or Ph.D.
Seizure Disorder	Current medical documentation signed by MD
Cerebral Palsy	Medical documentation signed by MD

Examples of educational terms/informal labels that are **not acceptable as qualifying diagnoses for ages 6 and over include:** global developmental delay, Borderline Intellectual Functioning, Cognitive delay/disability, non-specific learning disabilities, and any diagnosis using the terms 'features of' or 'history of' a certain disorder.

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2. Administration of the COEDI or LOC

Once the diagnosis is verified, either the COEDI (Children's Ohio Eligibility Determination Instrument) or LOC (Level of Care) is completed by a trained COEDI Rater or certified LOC Assessor. The COEDI and LOC are screening instruments developed by the Ohio Department of Developmental Disabilities and are used to determine if an individual has substantial functional limitations in the major life activity areas of:

COEDI	LOC
<i>Ages 6 -9</i>	<i>Ages 10 and over</i>
Mobility Self Care Self Direction Capacity for Independent Living Learning Receptive and Expressive Language	Mobility Self Care Self Direction Capacity for Independent Living Learning Receptive and Expressive Language Economic Self Sufficiency (16 and over)

If the person has a qualifying diagnosis and at least three (3) areas of substantial functional limitations according to the COEDI or LOC, then the person is eligible for services through the County Board of Developmental Disabilities.

When is eligibility re-determined?

The state of Ohio requires that eligibility be re-determined when an individual turns 3, 6 and 10 years old. It may also be done when a qualifying diagnosis changes, functional skills change, following an extended "break" in services, or on an annual basis. Also, if you move to another county, your eligibility status may be re-determined. You will maintain your current eligibility status until the re-determination occurs in the new county of residence.

What happens after I am found eligible?

After the individual or legal guardian is notified of the eligibility status, they will be referred for the identified services available through the County Board. Some of the most common services are Support Coordination, Family Support Services and Family Focus.

