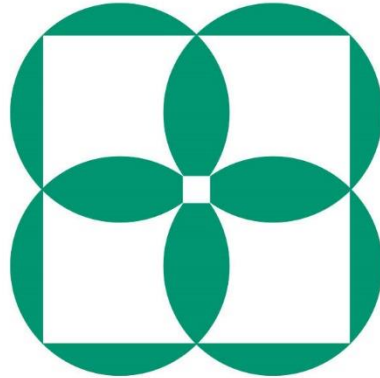


DDR B



**Developmental Disabilities
Resource Board
of St. Charles County**

Navigating Service Systems

School Age K-5

This document with active links can be found on the DDRB website at www.ddrb.org
Parent Resources ⇨ Resource Publications ⇨ Developmental Disability Guidebooks

This quick reference is intended to provide you with a starting point toward understanding the different service systems that may be involved in providing the services and supports you need.

At times, it can be a confusing system to navigate. Having a general idea of what the different federal, state and local programs provide will help you develop your approach toward accessing appropriate services. Links to the organizations have been added to provide you with more detailed information.

Please know the DDRB is here to answer your questions and refer you to organizations that can help to meet your needs.

Feel free to contact us!

Monday through Friday, 8:00 a.m. to 4:30 p.m.

DDRB
1025 Country Club Road
St. Charles, MO 63303

Phone: 636-939-3351
Fax: 636-939-3988

Email at: info@ddrb.org

Visit us at: www.ddrb.org and on Facebook at: www.facebook.com/ddrbfcc



The DDRB is a leader, ensuring that individuals with developmental disabilities living in St. Charles County have quality opportunities and choices to be fully included in society.

Department of Elementary and Secondary Education (DESE)

<https://dese.mo.gov/special-education>

Special Education

Within the Division of Learning Services, the Office of Special Education administers state and federal funds to support services for students and adults with disabilities. This office also oversees the operation of three school systems administered by the State Board of Education. These are the **Missouri School for the Blind**, the **Missouri School for the Deaf** and the **Missouri Schools for Severely Disabled**. Through their outreach programs and consulting services, these school systems assist local school personnel and families throughout the state in meeting the needs of children with disabilities.

The Office of Special Education consists of the following sections:

First Steps (Birth to 3): This section works with other state and local agencies to coordinate the Missouri First Steps program, which provides early intervention services for infants and toddlers with disabilities and their families.

Effective Practices: This section works with local school districts in developing and improving special education services for students (ages 3-21) with disabilities.

Compliance: This section monitors special education programs for students with disabilities ages 3-21, in all public schools and approves private agencies to serve students enrolled in public schools. The section also conducts Child Complaint investigations.

Office of Special Education

Phone: [573-751-5739](tel:573-751-5739)

Fax: [573-526-4404](tel:573-526-4404)

Email: specialeducation@dese.mo.gov

To learn more download DESE's publication:

Parent's Guide to Special Education in Missouri at

http://www.ddrb.org/wp-content/uploads/2016/07/47_ParentGudeSpecialEd-1.pdf

Local School Districts – Comprehensive Screening

Local school districts provide a free comprehensive screening to children. This includes a screening of the child’s health, hearing, vision, and overall development. Services provided vary by school district.

All families should qualify for the free comprehensive screening, but families may want to check with their local school district for more information.

Local School Districts – Special Education

All school districts in Missouri are required to provide a free and appropriate education to all students.

A student must meet eligibility criteria through an educational evaluation that includes:

- A review of medical records (if available),
- Information from parents,
- Performance on classroom assessments,
- Observation of the child’s behavior across multiple environments, and
- An in-depth social history.

Parents may refer their child for the educational evaluation. If they disagree with the outcome of the evaluation, they may request an independent educational evaluation.

Evaluations are performed through the child’s local school district.

Note:

The Individuals with Disabilities Education Act (IDEA) Part B and the Missouri State Plan through Department of Elementary and Secondary Education (DESE) define the eligibility criteria for special education services. Missouri state statutes define the eligibility criteria for developmental disability supports and services through the Missouri Department of Mental Health, Division of Developmental Disabilities (DMH). Therefore, a child age 6 and over may be eligible for an Individualized Educational Plan (IEP) and not meet eligibility requirements for services through DMH.

What is a Developmental Disability?

Missouri Revised Statute 630, Department of Mental Health, Section 630.005 defines a developmental disability as a disability that:

- A. *Is attributable to:*
 - a. *Mental retardation, cerebral palsy, epilepsy, head injury or autism, or a learning disability related to a brain dysfunction*
 - b. *Any other mental or physical impairment or combination of mental or physical impairments.*
- B. *Is manifested before the person attains age 22*
- C. *Is likely to continue indefinitely*
- D. *Results in substantial functional limitations in two or more of the following areas of major life activities:*
 - a. *Self-care*
 - b. *Receptive and expressive language development and use*
 - c. *Learning*
 - d. *Self direction*
 - e. *Capacity for independent living or economic self-sufficiency,*
 - f. *Mobility; and*
- E. *Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, habilitation, or other services which may be of life-long or extended duration and are individually planned and coordinated; and*

Persons diagnosed as developmentally disabled as defined in 42 USCA 6001, as may be amended, solely on the basis of diagnosis of mental disorder or mental illness as defined in Section 630.005 shall be served by appropriate agencies.

All persons determined eligible for services provided by the Division of Developmental Disabilities prior to January 1, 1991 shall be eligible for services on the basis of their earlier determination of eligibility without regard to their eligibility status under the (new) definition of developmental disabilities in 630.005 RSMo.

This is the criteria the Department of Mental Health (DMH) Division of Developmental Disabilities uses to determine eligibility for case management/service coordination services for access to supports and services.

Eligibility assessors rely on supporting documentation by physicians, assessments performed by your child's school district and/or other specialists involved in your child's health care to confirm that your child has a developmental disability.

<http://dmh.mo.gov/dd>

Missouri Department of Mental Health, Division of Developmental Disabilities

The Division of Developmental Disabilities (DD), established in 1974, serves a population that has developmental disabilities such as intellectual disabilities, cerebral palsy, head injuries, autism, epilepsy, and certain learning disabilities. Such conditions must have occurred before age 22, with the expectation that they will continue. To be eligible for services from the Division, persons with these disabilities must be substantially limited in their ability to function independently.

The Division improves the lives of persons with developmental disabilities through programs and services to enable those persons to live independently and productively. In 1988, the Division began participation in the Medicaid home and community-based waiver program, designed to help expand needed services throughout the state.

Missouri Division of Developmental Disabilities Regional Offices

The Department of Mental Health, Division of Developmental Disabilities has offices in several regions of the state. These regional offices are where people apply for eligibility for division services. For eligibility in our region the office is:

St. Louis Tri-County Regional Office

Wainwright Bldg., 111 N. 7th St., 6th Fl.

St. Louis, MO 63101

314-244-8800

314-244-8804 (fax)

To request an eligibility packet, ask for the Intake Department. The eligibility packet must be completed and returned before a determination can be made. Determinations can take up to two months to process.

Once eligible, individuals are assigned a case manager/service coordinator.

Why is this important?

This process is required in order for you to be eligible for supports and services provided through the state Department of Mental Health or the Developmental Disabilities Resource Board of St. Charles County.

Developmental Disabilities Resource Board of St. Charles County (DDRBR)

<http://www.ddrb.org/>

The DDRB is a local public taxing entity, commonly known as a "Senate Bill 40 Board". This public tax was established in 1977 when voters of St. Charles County approved to tax themselves up to sixteen cents per \$100.00 of assessed property valuation to provide community based programs and supports for citizens with developmental disabilities.

With revenue from the tax, the DDRB contracts with agencies that provide supports and services to serve individuals with developmental disabilities in St. Charles County.

<http://www.ddrb.org/about-us/funded-agencies/>

Funded services include:

- Advocacy
- adaptive equipment
- supported child day care
- early intervention
- family support
- education
- socialization and community integration
- employment training and supports
- therapy
- recreation
- independent living assistance, among others.

Individuals deemed eligible through Missouri Department of Mental Health, Division of Developmental Disabilities, regardless of age, are eligible for services funded by the DDRB.

In 2006, in response to growing case load sizes within the Missouri Department of Mental Health (DMH), the DDRB entered into an agreement with the state to begin providing case management services to adults, that over time would improve case management services overall. Today, the DDRB provides case management services to individuals aged 17 and over.

In order to receive services funded by the DDRB, regardless of age, the individual must reside in St. Charles County and must be deemed eligible by the St. Louis Regional Tri-County Office.

What are Case Management Services?

Case management services for individuals with developmental disabilities living in St. Charles County is the service that helps to coordinate the various supports you need in all areas of your daily life. Your case manager is the primary connection to accessing available supports, resources and services across multiple service systems as well as local community supports.

Case Managers and Service Coordinators

Knowing what resources are available, how to access them, or which ones best fit your needs can feel overwhelming. The experienced guidance from a professional service coordinator or case manager helps to sort through these issues, so that you can make informed choices now and in the future. Your case manager has the knowledge and expertise to navigate and work collaboratively with service providers to ensure supports are interconnected with your individual needs.

The Case Management Process

Case management services promote positive outcomes for people with developmental disabilities by overseeing service quality and cost-effective supports. These supports and services are based on the following process:

- Assessment of the person's support need
- Development of an Individualized Support Plan (ISP)
- Implementation, coordination, and monitoring of services

By planning need and support in an organized and professional manner, you are more likely to receive the consistent and reliable help you deserve.

Long Lasting Effects of Case Management Services

These critical services cover all life stages by promoting community participation and social relationships through the following:

- Direct contact and communication
- Resource management
- Advocacy

In addition to making life more enjoyable, building strong community connections is an essential step toward improved mental health, and developing lasting relationships that can lead to natural supports.

Who Provides Case Management?

For individuals age 0-16 years, case management services are provided through the:

*St. Louis Regional Tri-County Office - **St. Charles Office***
Missouri Department of Mental Health
119 Olympic Way
St. Peters, MO 63376
Phone 636-926-1200
Fax: 636-926-1220

Individuals age 17 years and over have a choice of case management providers:

St. Louis Regional Tri-County Office - **St. Charles Office**
Missouri Department of Mental Health
119 Olympic Way
St. Peters, MO 63376
Phone 636-926-1200
Fax: 636-926-1220

or

Developmental Disabilities Resource Board (DDRB) of St. Charles County
1025 Country Club Road
St. Charles, MO 63303
Phone: 636-939-3351
Fax: 636-939-3988

<http://www.ddrb.org/case-management/>

Regardless of choice, individuals maintain the same access to supports and services.

What is Medicare?

<https://www.medicare.gov>

Medicare is a federal program that provides *health coverage* if you are 65 or older or have a severe disability, no matter your income.

What is Medicaid?

<https://mydss.mo.gov/healthcare/mo-healthnet-for-people-with-disabilities>

MO HealthNet (Medicaid) for People with Disabilities provides *medical care* for persons who are Permanently and Totally Disabled (PTD) and meet other eligibility requirements.

Who is eligible?

Any person who:

- is permanently and totally disabled. Disability, as defined and used by the Social Security Administration (SSA), is the individual's inability to be gainfully and substantially employed for one year or longer due to a physical or mental incapacity;
- has net income less than \$834 per month for an individual or \$1129 for a couple. If monthly income exceeds this amount, the participant may become eligible when their incurred medical expenses reduce their monthly income below this limit. See Spend Down information on the Missouri Medicaid Audit & Compliance site at <https://mmac.mo.gov/who-can-pay-for-medicaid-spend-down/>
- who lives in Missouri and intends to remain;

- who is a United States citizen or an eligible qualified non-citizen;
- if single, owns cash, securities or other total non-exempt resources with a value of less than \$2,000, or if married and living with spouse, individually or together, \$4,000 or less (Note: Exempt resources include the home in which the participant or participant's spouse or dependents live, one automobile, household goods and certain other property. If a disabled child under age 18 is living with his parents, the non-exempt resources of the parents will be included); and,
- is not a resident of a public institution except a public medical institution.

What is a Medicaid Waiver?

<https://www.medicaidwaiver.org/>

Medicaid waiver is known as the "home and community-based services waiver" (HCBS) because it allows states to treat certain Medicaid recipient populations in home or other community based settings rather than in institutional or long-term care facilities such as hospitals or nursing homes. States develop home and community-based services waivers to meet the needs of people within their state.

Types of HCBS Waivers:

<https://dmh.mo.gov/dd/progs/waiver/>

The Missouri Children with Developmental Disabilities Waiver (MOCDD)

Also known as the Sarah Lopez Waiver, grants Medicaid eligibility to those children who would be determined eligible for MO HealthNet if they were to reside in an institution, but whose families have chosen to have the child remain home. The MOCDD waiver permits the state to view only the child's income when making the eligibility determination.

The Department of Mental Health, Division of Developmental Disabilities administers the MOCDD Waiver program through an inter-agency agreement with the MO HealthNet Division. The purpose of the **MO HealthNet** program is to provide medical services to persons who meet certain eligibility requirements as determined by the Family Services Division (FSD).

Services provided through the MOCDD waiver include:

- behavior therapy
- community specialist
- crisis intervention
- developmental habilitation
- environmental accessibility adaptations
- personal assistant
- in-home and out-of-home respite
- specialized medical equipment and supplies
- support broker services
- transportation

Comprehensive Waiver

This is the only waiver that provides residential services: Residential and individualized supported living services. This waiver does not have an individual cap on the amount of service an individual may receive annually through the waiver, although the approximate average cost for persons in the Comprehensive waiver is under \$80,000 annually.

The participant must meet a specific level of care and must be at risk of needing institutional care services if waiver services are not provided. In addition, there must be a determination that the individual's needs cannot be met in the Support Waiver.

Although this waiver can provide residential support services when they are necessary for a participant, not every participant accesses residential services. The waiver has a varied population, some who live with their families and receive support services so they may continue to live at home; supported in individualized support living and others are supported in a group home setting.

Services provided through the Comprehensive Waiver include:

- Assistive Technology
- Behavior Analysis Service (Senior Behavior Consultant, Behavior Intervention Specialist, Functional Behavior Assessment)
- Communication Skills Instruction
- Community Specialist (allows self-direction option)
- Community Transition
- Counseling
- Co-Worker Supports
- Crisis Intervention
- Environmental Accessibility Adaptations/Vehicle Modifications
- Group Community Employment
- Group Home
- Host Home (Shared Living)
- Individual Community Employment
- In Home Respite
- Independent Living Skills Development (Home Skills Development, Day Service, Community Integration)
- Individualized Supported Living
- Job Discovery
- Job Preparation
- Occupational Therapy
- Out of Home Respite
- Physical Therapy
- Personal Assistant (allows self-direction option)
- Person Centered Strategies Consultation
- Professional Assessment and Monitoring (Registered Nurse, Licensed Practical Nurse, Registered Dietician)
- Specialized Medical Equipment and Supplies (Adaptive Equipment)
- Speech Therapy
- Support Broker (allows self-direction option)
- Transportation

Support Waiver

The Support Waiver (formerly known as the Community Support Waiver) is for persons who have a place to live in the community, usually with family. However, the family is unable to provide all the other services and supports the person requires, which may include 24-hour care or supervision, seven days a week. This waiver has an individual annual cap on the total amount of services a person can receive of \$28,000. The person must meet criteria for a specific level of care and must be at risk of needing institutional care services if waiver services are not provided.

Services provided through the Support Waiver include:

- Assistive Technology
- Behavior Analysis Service (Senior Behavior Consultant, Behavior Intervention Specialist, Functional Behavior Assessment)
- Communication Skills Instruction
- Community Specialist (allows self-direction option)
- Counseling
- Co-Worker Supports
- Crisis Intervention
- Environmental Accessibility Adaptations/Vehicle Modifications
- Group Community Employment
- Individual Community Employment
- Independent Living Skills Development (Home Skills Development, Day Service, Community Integration)
- In Home Respite
- Job Discovery
- Job Preparation
- Occupational Therapy
- Out of Home Respite
- Physical Therapy
- Personal Assistant (allows self-direction option)
- Personal Assistant-Medical/Behavioral (allows self-direction option)
- Person Centered Strategies Consultation
- Professional Assessment and Monitoring (Registered Nurse, Licensed Practical Nurse, Registered Dietician)
- Specialized Medical Equipment and Supplies (Adaptive Equipment)
- Speech Therapy
- Support Broker (allows self-direction option)
- Transportation

Autism Waiver

A person eligible for the Autism Waiver must be at least three years of age and not more than 18 years of age and be living in the community, with family. The child must have a diagnosis of Autism Spectrum Disorder as defined in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, American Psychiatric Association; pervasive developmental disorder, not otherwise specified; childhood disintegrative disorder, and Rett's Syndrome. Additional criteria for Autism Waiver eligibility include the child experiences behavioral, and/or social or communication deficits that: Require supervision which makes it difficult for the family to provide care in the home, and interfere with the child participating in activities in the

community. The child must meet criteria for a specific level of care and must be at risk of needing out of home placement if waiver services are not provided.

This waiver requires that the person's needs can be met at an annual cost that will not exceed \$22,000. No more than 150 persons can be served at any given time.

Services provided through the Autism Waiver include:

- Assistive Technology
- Behavior Analysis Service (Senior Behavior Consultant, Behavior Intervention Specialist, Functional Behavior Assessment)
- Community Specialist (allows self-direction option)
- Environmental Accessibility Adaptations/Vehicle Modifications
- In Home Respite
- Out of Home Respite
- Personal Assistant (allows self-direction option)
- Personal Assistant-Medical/Behavioral (allows self-direction option)
- Person Centered Strategies Consultation
- Professional Assessment and Monitoring (Registered Nurse, Licensed Practical Nurse, Registered Dietician)
- Specialized Medical Equipment and Supplies (Adaptive Equipment)
- Support Broker (allows self-direction option)
- Transportation

Partnership for Hope Waiver

This is a county-based waiver that waiver can serve adults and children. Eligibility requirements for participants include: being eligible for Missouri Medicaid; meeting eligibility criteria for Division of DD services; confirmation that needs can be met with current community support system and waiver services not to exceed an annual cost of \$12,000; meet criteria for a specific level of care and must be at risk of needing out of home placement if waiver services are not provided; and meet crisis or priority criteria.

Services provided through the Partnership for Hope Waiver include:

- Assistive Technology
- Behavior Analysis Service (Senior Behavior Consultant, Behavior Intervention Specialist, Functional Behavior Assessment)
- Community Specialist (allows self-direction option)
- Co-Worker Supports
- Dental
- Environmental Accessibility Adaptations/Vehicle Modifications
- Job Discovery
- Job Preparation
- Independent Living Skills Development (Home Skills Development, Day Service, Community Integration)
- Occupational Therapy
- Personal Assistant (allows self-direction option)
- Personal Assistant-Medical/Behavioral (allows self-direction options)
- Physical Therapy
- Person Centered Strategies Consultation

- Professional Assessment and Monitoring (Registered Nurse, Licensed Practical Nurse, Registered Dietician)
- Specialized Medical Equipment and Supplies (Adaptive Equipment)
- Speech Therapy
- Support Broker
- Temporary Residential
- Transportation

Why you need to know

It's important that you understand that there are several different entities that play an important part in providing the supports and services that you need. It's equally important that you know what each entity provides and requires in order effectively access appropriate supports and services.

As a summary:

- DESE provides school supports and services.
- Mo HealthNet (Medicaid) services are provided through Missouri Department of Senior Services, Family Support Division.
- Developmental Disabilities Resource Board (DDRB) of St. Charles County provides local tax funding to community-based service provider agencies that help off-set the cost to individuals and families.
- DMH, Division of Developmental Disabilities provides case management/service coordination to help you navigate and work collaboratively with service providers to ensure supports are interconnected with your individual needs.

Need help getting started?

The DDRB has contracted with **Family Advocacy and Community Training (FACT)** to provide the **Family Support Partner Program**. This program connects families with experienced staff who are also parents of individuals with developmental disabilities. Through this shared perspective, the parent partner helps the family navigate service systems to secure needed services and resources that help keep families intact. This program is offered free of charge and is ideal for families who have no previous experience with these service systems. Staff can assist with the eligibility process, provide information and referral resources, and help you better understand your next steps.

If you're new to special education or want to learn more,

Family Advocacy and Community Training (FACT) also offers workshops on topics pertaining to school advocacy such as:

- Special Education
- Individualized Education Program (IEP)
- Effective Communication
- Transitions to Success

Located in St. Charles, FACT is a DDRB contracted agency that also provides school advocacy services. For more go to: <https://www.factmo.org> or call at 636-949-2425. These workshops give you the tools to effectively advocate on your child's behalf to ensure educational plans reflect your child's life course.

Missouri Family to Family Resource Center offers "Charting the Life Course", is a tool to assist you in creating a vision for the future. It's designed to help you think about the questions to ask as well as choices and options to consider that will help you set the course to a full and meaningful life. Remember, no matter where you are in this learning journey, the experiences and environment you shape now will have an impact on how you or your family member will live life in the future.

Charting the Life Course can be found at: <http://www.mofamilytofamily.org> along with many other helpful resources.

This and other resource publications can be found on the DDRB website at: <http://www.ddrb.org/developmental-disability-resources-st-charles/step-by-step-guides/>

What are ISP's and IEP's?

Individual Support Plan (ISP)

Once your child is deemed eligible through Division of Developmental Disabilities, the Division requires that each individual have an Individual Support Plan. Individual support planning encourages a team approach to involve the individual and community networks in planning for the future. The process involves developing a vision for the future, while coordinating resources and supports to make the vision a reality.

Your Regional Office service coordinator will meet with you to develop your ISP. The plan is updated annually unless changes to the plan are necessary.

<http://dmh.mo.gov/docs/dd/ispguide.pdf>

Individualized Education Program (IEP)

An IEP is legal document that identifies your child's learning needs, the services the school will provide and how progress will be measured. Several people, including parents, are involved in creating the document. This document is updated annually unless changes are necessary.

<https://dese.mo.gov/special-education/compliance/individualized-education-program-iep>

In Summary

Your child will have two plans, one through Department of Elementary and Secondary Education (DESE) and one through Department of Mental Health (DMH). Your child will likely have a school case manager and a Regional Office service coordinator (case manager). You can also request your service coordinator attend your child's IEP meeting.

What other services are available?

Each year the DDRB releases its fiscal year funding edition in July which provides a summary of the programs the DDRB funds, the agency that provides the program and the amount funded. The information contained in the funding edition will help you get an idea of the services offered.

The current funding edition can be found on the DDRB website at:

<http://www.ddrb.org/developmental-disability-resources-st-charles/step-by-step-guides/developmental-disability-guide-books/>

or by mail by signing up for the DDRB newsletter also on our website.

Your service coordinator can also help you with identifying available services that are appropriate to your needs.

The website also offers a searchable resource directory of not only the agencies funded by the DDRB, but other organizations that provide services and supports for individuals with developmental disabilities. The resource directory is located under the Parent Resources tab.

In addition to our website, news and program information is posted and shared on our Facebook page at <http://www.facebook.com/scc>