

## **Madison County Board of Developmental Disabilities Request Review Committee**

<b>Effective Date:</b>	January 1, 2017
<b>Revision Date:</b>	February 1, 2018
<b>Subject:</b>	Request Review Committee Guidelines (Critical Need, Emergency Waiver Enrollment, and Participant Directed Goods and Services)
<b>Purpose:</b>	The Madison County Board of Developmental Disabilities is committed to supporting individuals served by the board utilizing various funding streams available to enrich the lives of individuals with disabilities. As these funds are limited, only needs that are related to the health & safety of the individual and needs that cannot be met by other funding means will be approved.
<b>Attachments:</b>	Critical Needs Request Form, Emergency Waiver Allocation Request Form, and the Participant Directed Goods and Services Request Form.

### **Request Review Committee Members**

A total of five individuals employed by the Madison County Board of Developmental Disabilities will sit on the committee to review and recommend allocation of funding and/or action for requests in the areas of Critical Need, Emergency Waiver Allocation, and Participant Directed Goods and Services. Three members must be present to constitute a meeting where reviewing requests can occur and recommendations be made. The committee members will be appointed annually by the Superintendent. The Chairperson of the Request Review Committee will be determined on an annual basis in January by the members of the committee by a majority vote. An alternate Chairperson will be determined by the Request Review Committee in the event that the elected Chairperson is presenting information.

The Request Review Committee is comprised of the following:

- Family Support Services Staff (3)
- Fairhaven Staff (1)
- Health Service Coordinator (1)

### **Request Review Committee Meetings**

Committee meetings will be held on Fridays at 10:30 am (as needed) at the Madison County Board of Developmental Disabilities Administrative Office. The Request Review Committee (RRC) Chairperson will notify the committee members, by email, by the end of business on Thursday if no requests have been made and no meeting is required. All requests reviewed must be completed in full before being brought to the committee for review. The service coordinator assisting with completion of the request will be available to answer questions during the meeting if requested by any committee member. Meeting

minutes of all requests reviewed will be recorded by the RRC Chairperson for review by the Management Team (if needed).

To ensure standardization in the application of this process, the following actions will occur:

- A) During committee meetings three of five committee members must be present to review any requests and make recommendations.
- B) Meeting minutes will be kept of all RRC meetings for review by the Management Team (if applicable).
- C) On a quarterly basis, the RRC will review and discuss the log of all expenditures to ensure consistency and an awareness of all Priority Requests made to the committee.

The Madison County Board of DD staff keep the individual's information and records strictly confidential unless the individual consents in writing to release them. This includes sharing information with treatment providers and family members. However, release of information about the individual and the request may occur in order to obtain services for them OR if/when required by law. An individual should always discuss disagreements about the committee recommendation or outcome of the request made with his/her Support Service Coordinator at the Madison County Board of DD.

The Madison County Board of DD values individuals and informed choice in selecting appropriate services to meet the needs of the individual. Sometimes the individual and committee may not agree on the outcome of a request for service. When this occurs, the individual may seek resolution through the applicable review or appeal process.

## **Critical Need Requests**

The Madison County Board of Developmental Disabilities has established a fund for critical need requests for an annual period of time beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>. The Critical Need funding allocated and the amount per individual is established annually by the Board. The Superintendent may override the authorized maximum amount to meet the critical need at his/her discretion.

### **Critical Need Requests - Guidelines**

All requests will be submitted to the Madison County Board of DD, RRC Chairperson to be reviewed through the committee process. The RRC will review the request and make a recommendation for authorization of funding when all criteria below for a critical need is met:

- A) Expenses will be related directly to the health and/or safety of the individual.
- B) No other resources are available to financially assist.
- C) The household cannot make further contributions and is unable to meet the need.

The Support Service Coordinator at the Board may assist with the completion of the request for funding on behalf of the individual with consent. All request amounts not exceeding \$250.00 may be approved or disapproved based on the RRC recommendation. All requested amounts exceeding \$250.00 will require the committee's recommendation and will be submitted to the Family Support Services Director with a recommendation from the committee for approval.

The "Details of Request" section of the Critical Needs Request form should be completed with enough information to clearly communicate what services are being requested, estimated cost for the service, the recommended provider of service, and applicable contact information. In addition, the "Alternate Contributions" section should indicate the other payers contributing to this need (i.e. the individual OR other local supports like Job and Family Services, Family Council, Health Insurance, etc.). All requests will be submitted to the Family Support Services Director following review by the RRC members.

### **Critical Need Requests – Notification and Distribution of Funds**

Following recommendation of the committee, the request for Critical Need funds will be reviewed by the Family Support Services Director. The RRC Chairperson will notify the party making the request and the assigned Support Service Coordinator (when applicable) that the request was reviewed and the determined outcome and/or recommendation. On approved requests, payment will only be issued to the selected vendor prior to services being rendered.

- A) Requests \$250.00 or less will be submitted for payment directly from the committee.
- B) Request exceeding \$250.00 will require the Family Support Services Director or designee signature prior to processing payment.

For denial of Critical Need requests, the individual has 30 calendar days from the date he/she has notice of the RRC decision to give written notice of request for this decision to be reviewed by the Family Support Services Director. The individual must provide written notification outlining the disagreement and the justification for the review request.

This request may be sent to:

Madison County Board of Developmental Disabilities  
Attn: Family Support Services Director  
500 Elm Street  
London, Ohio 43140

OR email

[cansel@co.madison.oh.us](mailto:cansel@co.madison.oh.us)

Upon receipt of the written review request, the Family Support Services Director will schedule a review of the information within 15 days. A letter will be mailed to the individual, from the Director, advising of the date and time of the review.

This review is an informal meeting with the Family Support Services Director to discuss the individual's concerns and seek immediate resolution. Following the review, the individual will receive a written summary of the meeting within 7 days.

#### **Critical Need Requests - Tracking**

The Madison County Board of DD, RRC Chairperson or designee, will maintain a spreadsheet to track all "requests made" and "outcome of requests" for Critical Needs funding. Tracking will reflect expenditures per individual and a potential balance of remaining funds allocated for each individual accessing this funding.