



Policy Number	Policy Section Service Delivery	Effective: September 2006 Amended Date: November 12, 2007
Title: Eligibility for CLBC Supports and Services		Executive Sponsor: VP, Policy and Program Development

1. PURPOSE

The CLBC service mandate is set out in the Community Living Authority Act. This policy supports staff to implement that mandate by clearly setting out who is eligible for CLBC-funded supports and services, and the criteria and processes to be used in determining that eligibility. It also defines specific responsibility for applying the eligibility policy.

The policy applies to all adults, children and youth and their families applying for CLBC supports and services. The policy is based on the principle of consistent and fair application of the mandate that is defined in the Community Living Authority Act.

2. DEFINITIONS

At Home Program: A range of health supports and services for children with severe disabilities dependent in the areas of eating, dressing, toileting and washing; children with a palliative condition and children who qualify for direct nursing care through Nursing Support Services

Autism Programs: Contracted services (Early Intensive Behavioural Intervention) or funding (Autism Funding: Under 6 or Autism Funding: Ages 6 to 18) to assist parents in obtaining autism intervention for children with Autism Spectrum Disorder

Autism Spectrum Disorder Diagnosis: A professional determination, using BC diagnostic standards, that a child or youth has autism spectrum disorder

British Columbia Autism Assessment Network (BCAAN): A program of the Provincial Health Services Authority responsible for assessing and diagnosing children who may have Autism Spectrum Disorder

Certified Psychologist: A psychologist certified by the British Columbia Association of School Psychologists

DSM IV: Diagnostic and Statistical Manual of Mental Disorders, 4th edition, American Psychiatric Association

Registered Psychologist or Registered Psychological Associate: A psychologist registered with the College of Psychologists of British Columbia and licensed to practise in British Columbia

3. POLICY

3.1 The Community Living Authority Act mandates CLBC to provide supports and services to adults and children with developmental disabilities and their families.

The Community Living Authority Act defines developmental disability as significantly impaired intellectual functioning that:

- exists concurrently with impaired adaptive functioning
- manifests before the age of 18 years
- meets other prescribed criteria

An adult, child or youth must meet all the requirements of developmental disability as defined in the Community Living Authority Act to be eligible for CLBC services on the basis of developmental disability.

Under a Community Living Authority Act Regulation, CLBC also provides supports and services to two additional groups of children, youth and their families:

- children and youth with an Autism Spectrum Disorder Diagnosis
- children and youth who are eligible for the At Home Program

Eligibility for CLBC services and supports is determined by CLBC facilitators, based on assessment of a developmental disability, meeting criteria for the At Home Program or a diagnosis of Autism Spectrum Disorder, in accordance with this policy.

4. PROCEDURES

4.1 Confirming Eligibility for CLBC Services Based on Developmental Disability

a. Adults, or families on behalf of children and adults, requesting services from CLBC due to the presence of a developmental disability must provide an assessment completed by a registered psychologist, registered psychological associate or certified psychologist.

b. CLBC uses assessments provided by registered psychologists, registered psychological associates or certified psychologists to confirm a diagnosis of developmental disability. In assessing the elements of developmental disability, registered psychologists, registered psychological associates or certified psychologists apply the “Diagnostic Criteria for Mental Retardation” including the criteria for age of onset, intellectual functioning and adaptive behaviour as cited in the DSM IV.

c. Facilitators confirm that the assessment states that the adult or child has a developmental disability and meets the “Diagnostic Criteria for Mental Retardation” as defined in 4.1.b. If the report does not state this clearly, the facilitator requests that the psychologist provide this confirmation in writing.

d. Facilitators advise the adult or family in writing of the adult or child’s CLBC eligibility status under the Community Living Authority Act.

4.2 Confirming Eligibility for the At Home Program

- a. The At Home Program regional contact person confirms eligibility for the At Home Program.
- b. Families submit At Home Program applications to the At Home Program contact person.
- c. The At Home Program contact person arranges for assessments and review by the At Home Program Regional Committee.
- d. Eligibility is determined based on the criteria outlined in the At Home Program Eligibility Guide.
- e. The At Home Program regional contact informs the family and the local CLBC community living centre of the eligibility decision by letter. This does not establish eligibility for adult CLBC supports and services, however the child and his or her family are eligible for other CLBC child and family support services.

4.3 Confirming Eligibility Based on Autism Spectrum Disorder Diagnosis

- a. Families must submit one of the following diagnostic forms to establish eligibility for a child or youth for CLBC services on the basis of an Autism Spectrum Disorder:
 - i. If the child is under six years of age, a BCAAN Clinical Outcomes (PANTER) form or a private diagnosis (Non-BCAAN) of Autism Spectrum Disorder form documenting the multi-disciplinary diagnosis of Autism Spectrum Disorder
 - ii. If the child is six through 18 years of age, a BCAAN Clinical Outcomes (PANTER) form, a private diagnosis (Non-BCAAN) of Autism Spectrum Disorder form, or Confirmation of Diagnosis form (as per the Autism Programs policy) documenting the diagnosis of Autism Spectrum Disorder
- b. A facilitator ensures that the documentation is complete and signed, and confirms that a diagnosis of Autism Spectrum Disorder has been made. An Autism Spectrum Disorder diagnosis does not establish eligibility for CLBC adult supports and services, however the child and their family are eligible for other CLBC child and family support services.

4.4 Accessing Autism Programs

- a. Families with children or youth with a confirmed Autism Spectrum Disorder diagnosis, as outlined in 4.3 above, may apply for an Autism Program (Autism Funding: Under 6 or Autism Funding: Ages 6 to 18 or Early Intensive Behavioural Intervention). Eligibility for these programs, as outlined in the Autism Programs Policy and Procedures Manual or A Parent's Handbook: Your Guide to Autism Funding Programs, requires submission of the following documentation:
 - i. completed application for autism funding
 - ii. birth certificate as proof of the child's age
 - iii. current BC Care Card as proof of the child's residency in BC
- b. The facilitator reviews the documentation, notes the eligibility decision on the application form and then signs and dates the form.
- c. Eligibility for an Autism Program does not establish eligibility for CLBC adult supports and services, however the child and their family are eligible for other CLBC child and family support services.

4.5 Recording the Eligibility Decision for Adults, Children and Youth

- a. Once eligibility determination is made, the facilitator takes the following steps:
 - i. records the eligibility decision in the adult's, youth's or child's PARIS file
 - ii. changes the file status in PARIS
 - iii. sends a letter to the adult or family letting them know the decision
 - iv. ensures that there is an electronic copy of all submitted documentation in the adult's, youth's or child's file

- b. Facilitators record any changes in eligibility status, including the outcome of determination of eligibility for adult services when required for children turning 19.

4.6 Eligibility for Youth Turning 19

- a. Youth receiving CLBC services on the basis of an Autism Spectrum Disorder Diagnosis or eligibility for the At Home Program and not on the basis of a developmental disability, are not eligible for CLBC adult service, unless they submit an acceptable assessment of developmental disability as per section 4.1.

- b. Youth turning age 19, who were deemed eligible for CLBC services on the basis of their developmental disability, continue to be eligible for CLBC services as an adult without the need for re-assessment.

4.7 Eligibility for Adults and Families with Children or Youth Moving out of BC

- a. When adults, children or youth and their families move out of British Columbia, their PARIS files remain open. The eligibility and file status is changed as follows:
 - i. Adults or children or youth who have been deemed eligible for CLBC services on the basis of their developmental disability or Autism Spectrum Disorder retain their eligibility. Their file status is changed to "Not Active." This status is re-activated to "Active" if they return to BC and request CLBC services.
 - ii. Eligibility for Autism Programs requires BC residency. The file status is changed to "Not Active." If the child or youth returns to BC and the family requests re-instatement of an Autism Program, the child's birth certificate and current BC Care Card must be provided again to confirm that the residency and age criteria are met before the file status can be re-activated.
 - iii. Eligibility for the At Home Program requires that the child or youth and their family live in BC. The file status is changed to "Not Active." If the child or youth and family return to BC and the family requests At Home Program benefits, the At Home Program regional contact person can reinstate benefits if the original reassessment date has not passed. The file status is re-activated to "Active." If the reassessment date provided in the original confirmation of eligibility letter has passed, the family must make a new At Home Program application.

4.8 Eligibility for Adults, and Families with Children and Youth Applying From Outside BC

- a. Adults, children and youth with developmental disabilities and their families living outside BC may apply for CLBC services prior to moving to BC. The process for confirming eligibility for adults and children and youth with a developmental disability as outlined above, is followed for all applicants, even if they are currently receiving services in another jurisdiction. Adults, children or youth who are determined eligible on the basis of a developmental disability may be waitlisted for CLBC services (refer to the CLBC Waitlist Policy) but are not eligible to receive services until they arrive in BC. Their PARIS

file is activated as “Eligible, Not Active.” This status is changed to “Active” when the adult, child or youth arrives in BC.

b. Families applying on the basis of an Autism Spectrum Disorder Diagnosis or At Home Program eligibility must be residents of BC at the time of application.

c. If a child or youth has been diagnosed with Autism Spectrum Disorder in another province and the family has moved to BC, a Confirmation of Diagnosis form must be completed by a BC qualified specialist in order to apply for CLBC children’s supports and services.

d. If a child has been diagnosed with Autism Spectrum Disorder in a country other than Canada and the family has moved to BC, a new diagnostic assessment for Autism Spectrum Disorder within BC is required to apply for CLBC children’s supports and services.

4.9 Declining CLBC Services

a. If an adult or family chooses to stop their CLBC services, including removing the adult’s, child’s or youth’s name from CLBC waitlists, the file remains open in PARIS with no change in eligibility. The file status is changed to “Not Active.” The file is re-activated to “Active” if services are requested again. However, eligibility for CLBC services ends at age 19 for a child who had received CLBC services based on Autism Spectrum Disorder Diagnosis or eligibility for the At Home Program, and not on the basis of a developmental disability.

b. If the family of a child or youth who has been found eligible for CLBC services through the At Home Program discontinues service and then requests reinstatement of At Home Program benefits after the reassessment date in the At Home confirmation of eligibility letter, the family must make a new At Home Program application to re-establish eligibility.

4.10 Child Court Settlements

a. Children and their families may as a result of a personal injury request or receive the At Home Program. The child and family are not eligible for the At Home Program as of the date of a settlement of a claim or court order in favour of the child. Refer to the MCFD “Eligibility for Services following a Third Party Settlement or Court Award Policy” for further details. When applicable, as per the policy, the child’s PARIS file status is changed to “Not Eligible, Not Active.”

b. Children or youth with developmental disabilities or Autism Spectrum Disorder and their families who are in receipt of a personal injury settlement or award are eligible for CLBC services.

5. PRACTICE

5.1 To support equitable access, within budget capacity, CLBC will cover the cost of a psychological assessment conducted outside the school system to assess developmental disability. Maximum cost for an assessment will reflect local sessional fees and must be approved by the quality service manager. Information on available registered psychologists trained to carry out full assessments of developmental disability can be found at www.collegeofpsychologists.ca.

Information on psychologists certified by the BC Association of School Psychologists can be found at www.bcasp.ca/index.htm.

5.2 Reassessments of developmental disability are not required for adults or children who have already been accepted as eligible for CLBC services on the basis of their developmental disability, including those found eligible prior to September 2006.

5.3 A facilitator may request further information from the assessing psychologist when a report provides information that does not state clearly that the adult or child has a developmental disability and meets the “diagnostic criteria for mental retardation” as cited in the DSM IV. If the facilitator is unable to contact the assessing psychologist they may arrange for another registered psychologist, registered psychological associate, or certified psychologist, or the Provincial Assessment Centre, to review the assessment to provide the written confirmation of a developmental disability as outlined above, or to provide another assessment if required.

5.4 Facilitators, when possible, provide information regarding government and non-government agencies that may be able to provide services when a child, youth or adult is determined not eligible for CLBC services.

6. REFERENCES

At Home Program Guide – Ministry of Children and Family Development
http://www.mcf.gov.bc.ca/at_home/pdf/ahp_guide_oct_2007.pdf

At Home Program Respite Benefits Policy – Ministry of Children and Family Development

A Parent’s Handbook: Your Guide to Autism Funding Programs – Ministry of Children and Family Development http://www.mcf.gov.bc.ca/autism/pdf/parents_handbook_03-05.pdf

Autism Programs Policies and Procedures – Ministry of Children and Family Development
www.mcf.gov.bc.ca/autism

Eligibility for Services following a Third Party Settlement or Court Award Policy – Ministry of Children and Family Development

Diagnostic and Statistical Manual of Mental Disorders’ (4th edition, American Psychiatric Association)

CLBC Waitlist Policy

BCAAN Website: <http://www.phsa.ca/AgenciesServices/Services/Autism/default.htm>