



Policy Number: SE4.022	Policy Section: Supports and Services	Effective: February 1, 2010
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 adult eligibility. It also defines specific responsibilities for applying the eligibility policy.

The policy applies when adults or youth apply for CLBC adult 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

Adult: a person 19 years of age or older

Diagnostic and Statistical Manual of Mental Disorders (DSM): A manual published by the American Psychiatric Association providing diagnostic criteria for mental disorders. This policy refers to the fourth edition Revised (DSM-IV-TR).

Fetal Alcohol Spectrum Disorder (FASD): A diagnosis determined by a registered practitioner and a medical practitioner in accordance with the Canadian Guidelines for diagnosis. Fetal Alcohol Spectrum Disorder (FASD) includes: Fetal Alcohol Syndrome (FAS) with confirmed exposure, FAS without confirmed exposure, Partial FAS with confirmed exposure and Alcohol Related Neurodevelopmental Disorder (ARND) with confirmed exposure.

Key contact person: A person such as a family member or friend, a person named as a representative in a Representation Agreement, a parent or a guardian for a youth or a Committee or other person who has been appointed or assumed responsibility as a representative for an adult applying for CLBC services.

Personalized Supports Initiative (PSI): Distinct CLBC supports for individuals who have both significant limitations in adaptive functioning and either a diagnosis of a Fetal Alcohol Syndrome Disorder or a diagnosis of a Pervasive Developmental Disorder.

Pervasive Developmental Disorder (PDD): A diagnosis determined by a registered practitioner, Psychiatrist, or Paediatrician, in accordance with the DSM-IV-TR. According to the DSM-IV-TR, a Pervasive Developmental Disorder (PDD) includes: Rett's Disorder, Childhood Disintegrative Disorder,

Autistic Disorder, Asperger's Disorder, and Pervasive Developmental Disorder, Not Otherwise Specified (PDD-NOS).

Qualifying practitioner: A person who is either a registered practitioner (a psychologist or a psychological associate registered with the College of Psychologists of British Columbia) or a psychologist certified by the British Columbia Association of School Psychologists.

Registered practitioner: A person who is either a psychologist or a psychological associate registered with the College of Psychologists of British Columbia.

Significant limitations in adaptive functioning: A global composite score that is at least 3 standard deviations below the mean assessed by a qualifying practitioner using the current edition of one of the following measurement tools:

- the Scales of Independent Behaviour
- the Vineland Adaptive Behaviour Scales
- the Adaptive Behaviour Assessment System

Youth: A person who is 16 years of age or over, but under the age of 19.

3. POLICY

The Community Living Authority Act and regulations mandate CLBC to provide supports and services to adults with developmental disabilities and their families and to adults with significant limitations in adaptive functioning and either a Pervasive Developmental Disorder (PDD), or a Fetal Alcohol Spectrum Disorder (FASD) and their families.

To be eligible for CLBC services, adults must meet all the requirements defined by the Community Living Authority Act Regulations for either:

- i) a developmental disability **or**
- ii) significant limitations in adaptive functioning and a diagnosis of either FASD or PDD.

CLBC facilitators confirm eligibility for supports and services based on assessments completed by a qualifying practitioner.

4. PROCEDURES

Confirming Eligibility for CLBC Services

4.1 Adults or youth who meet all requirements for a developmental disability or who have significant limitations in adaptive functioning and a diagnosis of either FASD or PDD will have eligibility confirmed for CLBC services as follows:

- i) facilitators will confirm eligibility for adults and youth with developmental disabilities.
- ii) facilitators responsible for PSI will confirm eligibility for adults and youth who have significant limitations in adaptive functioning and a diagnosis of either FASD or PDD.

4.2 Adults or youth and their families applying for CLBC services must provide required documents completed by a qualifying practitioner to determine eligibility.

4.3 Confirming Eligibility for CLBC Services Based on Developmental Disability

a. Adults or youth and their families applying for CLBC services must provide an assessment completed by a qualifying practitioner. The CLBC Eligibility Assessment Summary Form may also be submitted if a qualifying practitioner has completed section A of the form which indicates if the person meets the “Diagnostic Criteria for Mental Retardation” cited in the DSM-IV-TR.

b. CLBC facilitators review assessments completed by qualifying practitioners to determine if a qualifying practitioner has stated that the adult or youth has a diagnosis of developmental disability. To determine if a person has a diagnosis of a developmental disability, qualifying practitioners apply the “Diagnostic Criteria for Mental Retardation” cited in the DSM- IV-TR which include measurement of intellectual functioning (IQ), adaptive functioning and age of onset. If the CLBC Eligibility Assessment Summary Form has been submitted, the facilitator reviews it to determine if section A of the form indicates that the adult or youth meets the “Diagnostic Criteria for Mental Retardation” cited in the DSM- IV-TR.

c. The facilitator confirms eligibility if the assessment states or the CLBC Eligibility Assessment Summary Form indicates that the adult or youth meets the “Diagnostic Criteria for Mental Retardation” cited in the DSM- IV-TR. If the assessment does not state that the adult meets the “Diagnostic Criteria for Mental Retardation” the facilitator confirms they are not eligible. If the assessment does not state clearly whether or not the adult meets the “Diagnostic Criteria for Mental Retardation”, the facilitator requests that the qualifying practitioner completes a CLBC Eligibility Assessment Summary Form.

d. If the assessment does not state that the adult meets the “Diagnostic Criteria for Mental Retardation” and indicates the individual may be eligible for CLBC services based on significant limitations in adaptive functioning and a diagnosis of either PDD or FASD, the facilitator forwards the assessment to a PSI facilitator for review.

4.4. Confirming Eligibility for CLBC Services based on significant limitations in adaptive functioning and either PDD or FASD

a. Adults or youth and their families applying for CLBC services must provide a CLBC Eligibility Assessment Summary Form completed by a qualifying practitioner in which section B of the form indicates if the person meets the diagnostic criteria for either PDD or FASD and has significant limitations in adaptive functioning.

b. Facilitators responsible for PSI review the CLBC Eligibility Assessment Summary Form completed by qualifying practitioners to determine whether a qualifying practitioner indicates that the adult or youth:

- i) does not meet DSM-IV-TR criteria for mental retardation;
- ii) has a diagnosis of either PDD or FASD and
- iii) has significant limitations in adaptive functioning.

c. **Confirming a diagnosis of Pervasive Developmental Disorder:** Facilitators responsible for PSI confirm that a qualifying practitioner has completed section B (i) - Pervasive Developmental Disorder diagnosis of the CLBC Assessment Summary Form, indicating that a registered practitioner, Psychiatrist, or Paediatrician has assessed and diagnosed the person as having a Pervasive Developmental Disorder in accordance with the DSM-IV-TR.

d. Confirming a diagnosis of Fetal Alcohol Spectrum Disorder: Facilitators responsible for PSI confirm that a qualifying practitioner has completed section B (ii) - Fetal Alcohol Spectrum Disorder diagnosis of the CLBC Eligibility Assessment Summary Form, indicating that a registered practitioner and a medical practitioner have assessed and diagnosed the person as having a Fetal Alcohol Spectrum Disorder in accordance with the current Canadian Guidelines.

In certain circumstances relevant diagnostic reports may exist which indicate the person was diagnosed with a Fetal Alcohol Spectrum Disorder prior to the publishing of the Canadian Guidelines in 2005. In these unique situations, the facilitator may request a review of diagnostic reports by a specialized diagnostic centre with expertise in the diagnosis of FASD.

e. Confirming significant limitations of adaptive functioning: Facilitators responsible for PSI confirm that a qualifying practitioner has completed section B (iii) - Adaptive Functioning Assessment of the CLBC Assessment Summary Form, attesting that the person has significant limitations in adaptive functioning and that global composite scores from one of three specific measures of adaptive functioning is at least 3 standard deviations below the mean.

4.5 Confirming Eligibility for Youth

a. Families with youth requesting CLBC adult services must have eligibility confirmed by a facilitator as per section 4.1 to 4.4. To support effective transition planning for youth, eligibility should be determined during their 16th year and ideally should be confirmed before their 17th birthday.

b. Youth who are confirmed eligible for CLBC adult services will be eligible to receive service on their 19th birthday. Youth who have been confirmed eligible may be added to the request for service list for CLBC adult services (refer to the CLBC Request for Service Policy).

4.6 Communicating Eligibility Status

Facilitators advise the adult and/or family or key contact person in writing of the CLBC eligibility status based on the Community Living Authority Act regulation and policy.

4.7 Recording the Eligibility Decision

Once eligibility determination is made, the facilitator takes the following steps:

- i. records the eligibility decision in the adult's or youth's PARIS file
- ii. changes the file status in PARIS: Adults to "Eligible, Active" and Youth to "Eligible, Not Active"
- iii. ensure that there is an electronic copy in the Paris file of the letter about eligibility status sent to the adult and /or family
- iv. ensures that there is an electronic copy of all submitted documentation in the adult's or youth's file

4.8 Eligibility for Adults or Youth Moving out of BC

Adults or youth who have been deemed eligible for CLBC who move out of British Columbia retain their eligibility and their PARIS files remain open. Their file status is changed to "Not Active". This status is changed back to "Active" if they return to BC and request CLBC services and are 19 years old.

4.9 Eligibility for Adults and Youth Applying From Outside BC

Adults and youth living outside BC may apply for CLBC services prior to moving to BC. The process for confirming eligibility outlined in Procedures 4.1 to 4.7 is followed for all applicants, even if they are currently receiving services in another jurisdiction. Individuals who are determined eligible may be listed for CLBC service requests (refer to the CLBC Request for Service Policy) but are not able 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 individual arrives in BC and is 19 years old.

4.10 Discontinuing CLBC Services and Withdrawal of Request for Services

Once confirmed eligible for CLBC services, the adult or youth remains eligible. If an adult and /or their family choose to stop CLBC services or withdraw their request for CLBC services, the adult’s file will remain open in PARIS with no change in eligibility and the file status is changed to “Not Active”. The file is changed to “Active” if services are requested again. If a youth and their family withdraw their request for adult CLBC services, the youth’s file will remain open in PARIS with no change in eligibility or file status.

5. DOCUMENTATION

CLBC Eligibility Assessment Summary Form

6. PRACTICE

6.1 When a CLBC Eligibility Assessment Summary Form is unavailable and the assessment does not state clearly whether the adult or youth has a developmental disability and meets the “Diagnostic Criteria for mental retardation” cited in the DSM IV-TR, a facilitator may request the qualifying practitioner who completed the assessment report to provide a CLBC Eligibility Assessment Summary Form

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

7. REFERENCES

Diagnostic and Statistical Manual of Mental Disorders (*4th edition, Text Revision, American Psychiatric Association 2000*)

“Fetal alcohol spectrum disorder: Canadian guidelines for diagnosis” by A.E. Chudley, J Conry, J.L. Cook, C. Look. T Rosales and N. LeBlanc, published in the Canadian Medical Association Journal, Volume 172 (5 Supplement), pages S1- S21 in 2005.

CLBC Request for Service Policy