



COMMUNITY LIVING
BRITISH COLUMBIA

Policy Number: SE4.024	Policy Section: Supports and Services	Effective: July 1, 2010 Amended: March 31, 2018
Title: Eligibility		Executive Sponsor: Vice President, Strategic Initiatives Vice President, Regional Operations

1. PURPOSE

This policy sets out direction for Community Living British Columbia (CLBC) staff involved in confirming eligibility. It outlines who is eligible for CLBC services and the processes staff use to confirm eligibility. CLBC's eligibility requirements are based on criteria outlined in the *Community Living Authority Act* (CLAA) and *Community Living Authority Regulation* (Regulation). The policy applies to adults or youth applying for CLBC services.

The *Eligibility Policy* should be reviewed together with CLBC's *Eligibility Procedures* document. Policy and Procedures are applied together as one set of guidance to support an informed, fair and consistent approach to confirming eligibility.

2. DEFINITIONS

Adult: A person 19 years of age or older.

IQ of 70: An IQ score of 70, according to one or more standardized intelligence tests, allowing for a measurement error of +/- 5 consistent with the diagnostic criteria for Intellectual Disability in accordance with DSM-5.

Personalized Supports Initiative: CLBC services for individuals who have both significant limitations in adaptive functioning and a diagnosis of Fetal Alcohol Spectrum Disorder (FASD) or Autism Spectrum Disorder (ASD).

Qualifying practitioner: A registered practitioner, as defined below, or a psychologist certified by the British Columbia Association of School Psychologists.

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

Significant limitations in adaptive functioning: Defined by a global composite score that is at least 3 standard deviations below the mean on one of the following measurement tools:

- The Scales of Independent Behaviour – Revised (1996)
- The Vineland Adaptive Behaviour Scales – Second Edition (2005)
- The Adaptive Behaviour Assessment System, Second Edition (2003) or Third Edition (2015)

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

3. POLICY

Legislative Authority

3.1 The *Community Living Authority Act* (CLAA) and Community Living Authority Regulation (Regulation) mandate CLBC to provide supports and services to adults and their families when the adult meets all requirements for either:

- i) A developmental disability
- OR**
- ii) The Personalized Supports Initiative.

3.2 The eligibility requirements established in the CLAA and Regulation are consistent with diagnostic criteria outlined in the *American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders* (DSM) and the *Fetal Alcohol Spectrum Disorder: Canadian Guidelines for Diagnosis* (2005 and 2015).

3.3 CLBC is not able to make exceptions to eligibility requirements established in the CLAA and Regulation.

CLBC Role

3.4 CLBC determines eligibility based on documents submitted by adults or youth and their families. CLBC verifies that submitted documents have been completed by required professionals.

3.5 CLBC supports and guides youth, adults and their families through the eligibility process. This includes assisting people to gather or access required eligibility documents and assessments when they are applying to CLBC.

3.6 If the documents completed by required professionals indicate that the adult or youth does not meet the required criteria, CLBC confirms that he or she is not eligible. CLBC may reconsider an adult or youth's eligibility if there is new information (e.g. information that indicates the assessment information was completed incorrectly or in error).

- 3.7 CLBC may need to co-ordinate with required professionals to review the diagnostic reports to confirm criteria are met, when assessment documents do not clearly meet established requirements (e.g. FASD assessments completed prior to the publication of the 2005 *Fetal Alcohol Spectrum Disorder: Canadian Guidelines for Diagnosis*).
- 3.8 As per the *Youth Transition Support Policy*, CLBC works in collaboration with youth, their families, and other government organizations and ministries to support youth transitioning to adulthood. When possible, CLBC provides information regarding government and non-government agencies that may be able to provide services when an adult or youth is confirmed **not** eligible for CLBC.
- 3.9 Staff are **not** responsible for interpreting psychological test results.

Eligibility and Required Documents: Developmental Disability

- 3.10 To be eligible on the basis of a developmental disability, adults or youth must meet all three of the criteria established in the CLAA and Regulation:
- i. Significantly impaired intellectual functioning with
 - (a) An IQ of 70 or below when tested by a qualifying practitioner
 - OR**
 - (b) An IQ of more than 70 if, when tested by a registered practitioner, impairments in adaptive functioning are so severe that actual intellectual functioning is comparable to that of persons who attain a score of 70 or below.
 - ii. Impaired adaptive functioning that is a contributing factor in making a diagnosis of Intellectual Disability in accordance with DSM-5 (or the DSM-IV-TR disorder that was replaced in the DSM-5 by Intellectual Disability)
 - iii. Onset of impaired intellectual functioning and impaired adaptive functioning before age 18
- 3.11 In order to meet these criteria, CLBC requires:
- i. That the adult or youth meets the DSM-5 diagnostic criteria for Intellectual Disability (or meets criteria for the DSM- IV-TR disorder that was replaced in the DSM-5 by Intellectual Disability).
 - AND**
 - ii. That the onset of the Intellectual Disability occurred prior to age 18.
- 3.12 If the reported IQ is greater than 70 a review by a CLBC contracted psychologist is required to confirm that the submitted information is sufficient to support a diagnosis of DSM-5 Intellectual Disability.

- 3.13** Documentation requirements include:
- i. An assessment report completed by a qualifying practitioner confirming the adult or youth meets the DSM-5 diagnostic criteria for Intellectual Disability **PLUS** confirming that the onset of the Intellectual Disability was prior to age 18 (or meets criteria for the DSM- IV-TR disorder that was replaced in the DSM-5 by Intellectual Disability)
AND
 - ii. Section A of a *CLBC Eligibility Form* completed by a qualifying practitioner.
- 3.14** If the documents submitted do not clearly indicate that the requirements are met, **OR** if the documents include conflicting or contradictory information, a review by a CLBC contracted psychologist may be required to confirm eligibility.

Eligibility and Required Documents: Personalized Supports Initiative

- 3.15** To be eligible on the basis of the Personalized Supports Initiative, adults or youth must meet all three of the criteria established in the CLAA and Regulation:
- i. Does **not** have a developmental disability
 - ii. Has significant limitations in adaptive functioning as defined in this policy
 - iii. Has a diagnosis of either:
 - (a) Autism Spectrum Disorder made in accordance with the DSM-5 (or pervasive developmental disorder in accordance with the DSM-IV-TR) by a registered practitioner, or a medical practitioner with a specialty in paediatrics or psychiatry
OR
 - (b) Fetal Alcohol Spectrum Disorder made in accordance with the *Fetal Alcohol Spectrum Disorder: Canadian Guidelines for Diagnosis* (2005 and 2015) by a multidisciplinary team including a registered practitioner and a medical practitioner.
- 3.16** Documentation required to confirm the first criterion (3.15 i above): Section A of a *CLBC Eligibility Form* completed by a qualifying practitioner indicating the adult or youth does not meet criteria for developmental disability.
- 3.17** Documentation required to confirm the second criterion (3.15 ii above) of significant limitations in adaptive functioning:
- i. An assessment report completed by a qualifying practitioner indicating the measurement tool used and the outcome of the assessment
AND

- ii. Section B of a *CLBC Eligibility Form* completed by a qualifying practitioner indicating the measurement tool used and confirming the adult or youth's significant limitations in adaptive functioning.

- 3.18** Documentation required to confirm the third criterion (3.15 iii (a) above) based on a diagnosis of Autism Spectrum Disorder: A document completed by a registered practitioner, psychiatrist, or paediatrician confirming an assessment was completed by one of the aforementioned required professionals and clearly stating that the DSM-5 diagnostic criteria for Autism Spectrum disorder or DSM- IV-TR diagnostic criteria for Pervasive Developmental Disorder are met.
- 3.19** In situations where the submitted document does not clearly state whether diagnostic criteria are met, written clarification by a registered practitioner, psychiatrist, or paediatrician is required.
- 3.20** Documentation required to confirm the third criterion (3.15 iii (b) above) based on a diagnosis of Fetal Alcohol Spectrum Disorder: an assessment report completed by either a registered practitioner or medical practitioner registered with the College of Physicians and Surgeons of BC confirming a Fetal Alcohol Spectrum Disorder diagnosis in accordance with the *Fetal Alcohol Spectrum Disorder: Canadian Guidelines for Diagnosis* (2005 and 2015).
- 3.21** In situations where the assessment report does not clearly state whether diagnostic criteria are met, written clarification by either a registered practitioner or medical practitioner registered with the College of Physicians and Surgeons of BC is required.

Youth

- 3.22** Eligibility may not be confirmed before the youth is 16 years old. Youth who are confirmed eligible are not able to receive services before their 19th birthday.

Individuals Eligible for Community Living Services as Adults on July 1, 2005

- 3.23** All individuals who were eligible for Community Living Services through MCFD on July 1, 2005 remain eligible as outlined in the CLAA.

Adults or Youth Applying from Outside of BC

- 3.24** Adults or youth living outside of BC may apply to CLBC prior to moving to BC. Eligible adults can only receive services once they reside in the province.

Communication with Adults, Youth and Families

3.25 CLBC communicates clearly and openly with adults, youth and their families throughout the eligibility process. Specifically, CLBC must:

- i. Explain the process and requirements.
- ii. Inform an adult or youth about what further information is required, if there is insufficient information submitted to complete the eligibility process.
- iii. Inform adults or youth and/or family about the outcome (Eligible/Not Eligible) and any required next steps, first by phone and then in writing.

4. REFERENCES

Legislation and CLBC Policies

Community Living Authority Act

Community Living Authority Regulation

Eligibility Procedures

Youth Transition Support Policy

Diagnostic Tools

Diagnostic and Statistical Manual of Mental Disorders (4th and 5th edition, *American Psychiatric Association* 2000 and 2013)

Fetal Alcohol Spectrum Disorder: Canadian Guidelines for Diagnosis (2005 and 2015)