



<b>Policy Number:</b> SE4.023	<b>Policy Section:</b> Supports and Services	<b>Effective:</b> July 1, 2010
<b>Title:</b> Eligibility for CLBC Supports and Services		<b>Executive Sponsor:</b> 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 outlining 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.

**Fetal Alcohol Spectrum Disorder: Canadian Guidelines for Diagnosis:** Guidelines for the diagnosis of Fetal Alcohol Spectrum Disorder in Canada developed by the subcommittee of the Public Health Agency of Canada's National Advisory Committee on Fetal Alcohol Spectrum Disorder.

**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 Spectrum 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.

### **4. PROCEDURES**

#### **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 for determination of eligibility as outlined in sections 4.3 to 4.4.

#### **4.3 Eligibility for CLBC Services Based on a Developmental Disability**

- a.** Adults or youth and their families applying for CLBC services must provide documentation completed by qualifying practitioners indicating if the adult or youth has a developmental disability. To determine if a person has 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.
- b.** One of three forms of documentation completed by a qualifying practitioner is required to confirm eligibility on the basis of a developmental disability:
- i)** An assessment report stating that the adult or youth has a developmental disability which meets “Diagnostic Criteria for Mental Retardation” cited in the DSM- IV-TR
  - ii)** A letter stating that the adult or youth has a developmental disability which meets “Diagnostic Criteria for Mental Retardation” cited in the DSM- IV-TR
  - iii)** A CLBC Summary Assessment Form which indicates that the individual meets DSM-IV-TR criteria for Mental Retardation
- c.** The facilitator confirms eligibility if the documentation indicates that the adult or youth meets the “Diagnostic Criteria for Mental Retardation” cited in the DSM- IV-TR.
- d.** If the documentation provided does not state clearly whether or not the adult or youth meets the “Diagnostic Criteria for Mental Retardation” cited in the DSM- IV-TR, the facilitator requests that the original qualifying practitioner completes a CLBC Assessment Summary- Assessor Report Form. In some circumstances, a review from a different qualifying practitioner may be required and the qualifying practitioner conducting the review will be asked to complete a CLBC Assessment Summary-Review Form.
- e.** Facilitators review completed CLBC Assessment Summary Forms and confirm eligibility if the form indicates that the individual meets the DSM-IV-TR criteria for Mental Retardation. If the qualifying practitioner has indicated that the individual does not meet DSM-IV-TR criteria for Mental Retardation then the facilitator confirms that they are not eligible based on a developmental disability.
- f.** If the documentation indicates that the adult or youth does not meet the “Diagnostic Criteria for Mental Retardation”, when submitted reports indicate that an individual may meet the PSI criteria, the CLBC facilitator should consult with a facilitator responsible for PSI or forward assessment information to a facilitator responsible for PSI.

#### **4.4. 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 the required documentation stating diagnostic information (outlined in sections 4.41 and 4.42 below) for either PDD or FASD and a CLBC Assessment Summary Form which has been completed by a qualifying practitioner.
- b.** Facilitators responsible for PSI first confirm that the adult or youth does not meet DSM-IV-TR criteria for Mental Retardation either by ensuring that the individual’s CLBC PARIS file indicates they have been confirmed ‘Not Eligible’ on the basis of a developmental disability as outlined in section 4.3 or by

reviewing the required documentation as outlined in section 4.3 to confirm they are not eligible on the basis of a developmental disability.

**4.41. Confirming a diagnosis of Pervasive Developmental Disorder:** One of five forms of documentation completed by a registered practitioner, Psychiatrist, or Paediatrician is required to confirm that the person has a Pervasive Developmental Disorder:

- a. A *British Columbia Autism Assessment Network (BCAAN) Clinical Outcome Form* that indicates the child or youth has a '**DIAGNOSIS OF ASD\*** (which) **FULFILLS CRITERIA OF DSM-IV-TR/ICD10**'.
- b. A *Ministry of Children and Family Development Autism Programs - Non-BCAAN (Private) Diagnosis of Autism Spectrum Disorder Form* that indicates the child or youth has a '**DIAGNOSIS OF ASD\*** (which) **FULFILLS CRITERIA OF DSM-IV-TR/ICD10**'.
- c. A *Ministry of Children and Family Development Autism Programs Confirmation of Previous Diagnosis of Autism Spectrum Disorder Form* that indicates the child or youth has a '**DIAGNOSIS OF ASD\*** (which) **FULFILLS CRITERIA OF DSM-IV-TR/ICD10**'.
- d. A letter completed by a registered practitioner, Psychiatrist, or Paediatrician stating that the adult or youth has a Pervasive Developmental Disability which meets the Diagnostic Criteria cited in the DSM- IV-TR.
- e. An assessment document completed by a registered practitioner, Psychiatrist, or Paediatrician clearly stating that the adult or youth has a Pervasive Developmental Disability which meets the Diagnostic Criteria cited in the DSM- IV-TR.

Facilitators responsible for PSI confirm that submitted documents indicate that the registered practitioner, Psychiatrist, or Paediatrician assessed and diagnosed the person as having a Pervasive Developmental Disorder in accordance with the DSM-IV-TR.

**4.42. Confirming a diagnosis of Fetal Alcohol Spectrum Disorder:** One of two forms of documentation is required to confirm that the person has a Fetal Alcohol Spectrum Disorder in accordance with the current Canadian Guidelines:

- a. An assessment report that states 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.
- b. A letter that states in accordance with the current Canadian Guidelines, a registered practitioner and a medical practitioner have assessed and diagnosed the person as having a Fetal Alcohol Spectrum Disorder.

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 and request that a diagnostician specifically trained in FASD diagnosis, in accordance with the current Canadian Guidelines, confirm in writing that the person has been assessed and diagnosed as having a Fetal Alcohol Spectrum Disorder.

**4.43 Confirming significant limitations of adaptive functioning:** Facilitators responsible for PSI confirm that a qualifying practitioner has completed section B – "Assessment of Adaptive Functioning" of the CLBC Assessment Summary Form, determining 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 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. Eligibility for adult services may not be confirmed before the youth is 16 years old. To support effective transition planning for youth, eligibility should be confirmed after their 16<sup>th</sup> birthday and ideally should be completed before their 17<sup>th</sup> birthday.

b. Youth who are found eligible for CLBC adult services will not be eligible to receive CLBC adult services until their 19<sup>th</sup> birthday. Youth who have been found 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:

- a. records the eligibility decision in the adult's or youth's PARIS file and documents the actions taken in an Eligibility Note (refer to the CLBC Documentation and Recording Policy)
- b. ensures that there is an electronic copy in the PARIS file of the letter about eligibility status sent to the adult and /or family
- c. ensures that there is an electronic copy of all submitted documentation in the adult's or youth's PARIS file

#### **4.8 Eligibility for Adults or Youth Moving out of BC**

Adults or youth who have been found 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**

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.

#### **4.11 Adults who were receiving Community Living Services as adults on July 1, 2005**

All adults who were eligible for Community Living Services as adults, through the Ministry of Children and Family Development on July 1, 2005, remain eligible for CLBC services as indicated in the Community Living Authority Act. If an adult had a disruption in services and no PARIS file exists, MIS documentation must confirm they were eligible and had an open MH file when the Community Living Authority Act came into force on July 1, 2005.

- a. When MIS documentation indicates an individual had an open MH file the facilitator consults with their manager to confirm eligibility. When documentation indicates they were receiving services the facilitator creates a PARIS file, provides an explanation in an Eligibility Note, and ensures that there is an electronic copy of the MIS documentation in the adult's file.
- b. Adults who received Community Living Services, through the Ministry of Children and Family Development prior to July 1, 2005 but did not have an open MH file on July 1, 2005 must have documents to meet current eligibility requirements as outlined in section 4.3.

### **5. DOCUMENTATION**

CLBC Assessment Summary Form - Assessor Report Form

CLBC Assessment Summary - Review Report Form

### **6. PRACTICE**

**6.1** When a CLBC Assessment Summary Form has not been provided and the submitted documentation 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 Assessment Summary-Assessor Report Form. In some circumstances, a review from a different qualifying practitioner may be needed and the qualifying practitioner conducting the review will be asked to complete a CLBC Assessment Summary - Review Form.

**6.2** When a facilitator determines that an adult or youth is not eligible for CLBC, documentation as outlined in the sections above is required to be recorded in the individual's PARIS file.

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

**6.4** Facilitators may request that adults and youth and their families submit assessment reports as they are valuable sources of information for planning purposes. However, assessment reports are not required documentation when other forms of documentation such as a letter or CLBC Assessment Summary Form state the required information.

### **7. REFERENCES**

Community Living Authority Act and Regulations

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

Documentation and Recording Policy (April 2008)

Fetal Alcohol Spectrum Disorder: Canadian Guidelines for Diagnosis (*Canadian Medical Association Journal March 1, 2005*)

Request for Service Policy (March 2010)