

Discharge Planning for Individuals with ID/DD Diagnoses Toolkit

Procedure Definition:

This procedure details actions that may be taken by care management for identifying linkage options for members diagnosed with an intellectual disability that are unable to live independently and are unable to find success towards their individualized goals in traditional LTC environments. Contact information for relevant parties and advocates in the State of Illinois “DD System” have been included to provide additional guidance towards finding specialized, residential treatment programs for these individuals. This guide is specifically designed for inpatient members admitted to hospital settings.

Resources:

[Developmental Disabilities Customer Information](#)

[Developmental Disabilities Provider Information](#)

[FY2019 Development Disabilities Program Manual](#)

[DDD Pre-Admission Screening \(PAS\) Manual](#)

1. Guardianship

First and foremost, guardianship should be secured for the member if they are not an independent decision maker. If the member does not have a guardian, guardianship should be sought as soon as possible; either by encouraging a family member to become one or to petition for state guardianship.

- [Pro Se Adult Guardianship Help Desk](#)
Richard J. Daley Center
12th floor, Room 1202
50 West Washington Street
Chicago, IL 60602
No appointments, first come, first served
Hours: 9:00 a.m. – 1:00 p.m., Monday through Friday, except court holidays
- [Center for Disability & Elder Law](#)
205 Randolph, Suite 1610
Chicago, IL 60606
T: (312) 376-1880
F: (312) 376-1885

2. Independent Service Coordinator Agency/Pre-Admission Screening

The member should be referred to an **Independent Service Coordinator (ISC)** for a **Pre-Admission Screening (PAS)**. The action is the initial stage towards qualifying for DD funded services by the State of Illinois; the “front door”.

- Independent Service Coordinators are assigned throughout the state and vary based on region. To find the ISC closest to the member, use the [DHS Office Locator](#). Select "Developmental Disability Services" for Office Type. Next to "County," select Cook County and use the member's zip code.
- Once the PAS is completed, the member will be added to the Prioritization of Urgency of Need for Services (PUNS) database and given a designation based on their risk.

3. Psychological Evaluation

In tandem with the aforementioned referral, a **Psychological Evaluation** (current within the last 5 years) will need to be accomplished by a **Licensed Clinical Psychologist**. The PAS completed by the ISC will not substitute for the adaptive and intellectual functioning assessments required in a psychological evaluation. A psychiatric evaluation will also not substitute for a psychological evaluation.

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4. Psychobiosocial History

A thorough compilation of the member's **Psychobiosocial History** will need to be collected by the **ISC** to validate the manifestation of the member's ID diagnosis before adulthood. This may include but is not limited to: medical and behavioral health records (UM, CM, etc.), education background (IEP's), guardianship and power of attorney documents, residency, and familial/relative reports.

5. Community Integrated Living Arrangement (CILA) Referrals

The **ISC** will coordinate referrals to applicable [Community Integrated Living Arrangements \(CILA\)](#) providers. Admission to a CILA is primarily contingent on a member's medical and behavioral complexity, as well as bed availability.

6. Support Services Teams (SST)

If the member is unable to be served in a community setting due to intense behavioral and/or medical difficulties, a referral should be made to a [Support Services Team \(SST\)](#).

Name	Contact Information	Name	Contact Information
Tim Baker (Statewide Director Chicago Region)	tbaker@hope.us	Kim Shontz (Statewide Director)	kshontz@trinityservices.org
Phone	844-841-4276 ext. 30341	Phone	815-717-1717
Mailing Address	4415 W. Harrison Street, Ste. 500 Hillside, IL 60162 T: 844-841-4276 ext. 30341	Mailing Address	301 Veterans Pkwy New Lenox, IL 60451

7. State Operating Development Facility (SODC) Referrals

Once assigned to a **SST**, the member will be carefully evaluated by a **SST** intake coordinator for admission to a [State Operated Developmental Facility \(SODC\)](#). The member will be placed on the DHS "SODC Watchlist" and assigned to a **DHS DDD Region Representative**. This list is reviewed by DHS, SODCs, and SSTs every Friday for determinations of admissions to these programs.

- Contact with a [DHS DDD Region Representative](#) may be necessary to escalate a member's case and/or provide additional, current information collected that DHS does not possess.
- The following DHS employees are the DDD Region Representatives for the City of Chicago

Name	Contact Information	Name	Contact Information
Audrey Harris-Palmer, Region Representative	Audrey.Harris-Palmer@Illinois.gov	Tammie Benjamin-Asare, Region Representative	Tammie.Benjamin-Asare@Illinois.gov
Phone	(312) 814-2019	Phone	(847) 742-1040, x2807
Fax	(312) 793-1402	Fax	(847) 429-4918
Mailing Address	DHS Division of Developmental Disabilities 401 S. Clinton St., 6th Floor, South Chicago, IL 60607	Mailing Address	DHS Division of Developmental Disabilities Elgin Mental Health 750 S. State Street Elgin, IL 60123