



# FACTSheet:

## How to Register for Mental Retardation Services

### DHS Office of Intellectual Disability

#### How does the registration and intake process begin?

Registering for mental retardation services begins with a call to a Registration Specialist at the Allegheny County Office of Intellectual Disability at 412-253-1250.

Be prepared to provide the following information regarding the person for whom services are being requested:

Full name	Current address
Telephone number	Social Security Number
Birth Date	Medical/Health Insurance information including the name of the Health Insurance carrier and identifying numbers of the Health Plan
History of mental retardation services	Educational Services such as the name(s) of schools that the person attended

If the caller is supporting the person seeking services they will also be asked their name, address and telephone number, and to discuss the type of services and supports that the person may need. The Registration Specialist will discuss what services and supports are available to meet the person’s needs. If someone other than the person or their legal guardian is calling to request services, the person must also confirm that they are in agreement with the request for services.

#### What happens after the initial contact with the Registration Specialist?

The Registration Specialist will seek documentation that confirms the person has a diagnosis of mental retardation.

*Please see FactSheet Eligibility for Mental Retardation Services for more information.*

Once the Registration Specialist receives the eligibility documentation, they will contact the person and/or family to schedule an intake meeting. The meeting will be scheduled in a convenient location such as:

- The person’s or family’s home
- The person’s school
- The Allegheny County Office of Intellectual Disability (Two locations—GreenTree and Forest Hills)
- The Registration Specialist’s office: Executive Commons Building, 110 Roessler Road, Suite 100A, Pittsburgh, PA 15220
- A place in the community convenient for the person/family

### What is needed for the intake meeting?

- The person's health insurance identification information
- A copy of the person's Social Security Card
- Other information as identified by the Registration Specialist

The Registration Specialist will discuss the above with the person/family as well as information about the person's rights, services and supports.

### What happens at the intake meeting?

- The Registration Specialist will work with the person and the family to complete the Personal Planning Information (PPI) form.
- The Registration Specialist will provide the person/family with information about Supports Coordination and contact information for Supports Coordination Organizations (SCO). The person/family will have a chance to choose one of the SCOs. There are three SCOs located in Allegheny County. This choice can be made during the meeting or by contacting the Registration Specialist once the decision has been made.
- Completion of the following forms:
  - HIPAA ( Health Insurance Portability and Accountability Act)
  - Service Preference Form for individuals who are already approved for Medical Assistance or a PA 600 (Medical Assistance Application) for individuals who do not already receive Medical Assistance
  - Supports Coordination Organization Choice Form
  - Consent For Release of Information Form

### What happens after the intake meeting?

- The Registration Specialist will notify the Supports Coordination Organization of the person/family's choice.
- The Supports Coordination Organization will provide the person/family with a Supports Coordinator who will contact the person/family to follow up on any recommendations and to assist in future planning.
- The Supports Coordinator will be responsible for locating, coordinating and monitoring services. *Please see the Fact Sheet Supports Coordination for more information.*

### Additional information on services and supports is available at the following websites:

- Allegheny County Office of Intellectual Disability [www.alleghenycounty.us/dhs/mr.aspx](http://www.alleghenycounty.us/dhs/mr.aspx)
- Department of Public Welfare [www.dpw.state.pa.us](http://www.dpw.state.pa.us)