



## Intake and Registration

These are the steps required to access services for an individual with a diagnosis of Intellectual Disabilities and/or Autism in Chester County:

- Contact the Chester County Department of Mental Health/Intellectual and Developmental Disability (MH/IDD) at 610-344-6265 to initiate a referral
- The ID Intake Officer will conduct a phone interview to gather information and explain the documentation required for eligibility (see Tip Sheet Intellectual Disability/Autism Eligibility)
- A letter will be sent stating documentation needed. Consent to Release Information forms and Health Insurance Portability and Accountability Act (HIPAA) information is included in this packet
- Eligibility documentation and/or consent to release information forms must be returned to the Intake Officer
- Intake Officer reviews documentation for eligibility
- Once eligibility is determined, Intake Officer will schedule a registration meeting
- At the registration meeting, topics discussed include:
  - Needs of the individual
  - Community Resources
  - Availability of Funding
  - Supports Coordination
  - ID and Autism services
- At the registration meeting, individuals will be offered a choice of willing and qualified supports coordination agencies