

Developmental Center Referral and Application Process

All admissions to state operated developmental centers are voluntary and require consent of the individual or their legal guardian if they are a minor or have been adjudicated incompetent. In addition, all requests for admission must be supported by a letter of endorsement from the individual's responsible Local Management Entity/Managed Care Organization (LME/MCO). The goal for all admissions to the developmental centers is successful re-integration back to the community.

Types of Admission:

1. **General Admission:** A general admission provides evaluations, assessments and ongoing habilitation services and supports to individuals experiencing specific medical and/or behavioral challenges. The length of the admission varies based on the needs of the individual, but cannot exceed 1 year in duration. Requests for extensions must be submitted in writing by the LME/MCO to the facility director or designee. Extension decisions are based on an individual's continued need as determined by the individual's treatment team.
2. **Respite Admission:** A respite admission provides temporary relief to a family/primary caregiver on either an emergency or scheduled basis when community respite options are not available or appropriate. The length of stay is not to exceed 29 days per admission.
3. **Specialized Programs:** Specialized programs provide services and supports, inclusive of evaluations and assessments to an identified target population, based on the program-specific admission criteria and length of stay. Requests for extensions to length of stay must be submitted by the LME/MCO and reviewed for approval by the facility director or designee.
 - Caswell Developmental Center's Intellectual Disability and Mental Illness program (ID/MI) is a 10 bed residential program for males with dual diagnoses of intellectual disability and mental illness. Individuals served in the IDMI program must be 18 years of age, meet the ICF/IID eligibility requirements, experienced multiple failed community options, and have an unstable psychiatric diagnosis. The maximum length of stay in the IDMI program is up to 18 months.

Referral/Application Process:

1. All persons requesting admission to a developmental center are required to complete an application packet that is signed by the individual's legal guardian. All applications must be submitted by the LME/MCO and must include a letter of endorsement by the LME/MCO. To initiate the application process, contact the LME/MCO in the area individual resides. For Medicaid recipients, contact the LME/MCO in the Medicaid County of origin.

Locate the LME/MCO for your county

2. Applicants' requests are reviewed by the developmental center's admissions committee.
3. Staff from the developmental center screen applicants in person prior to presentation to the admissions committee.
4. Applicants approved for admission but for whom an appropriate placement within the center is not available will be placed on a waiting list.
5. A standardized memorandum of agreement (MOA) specifying the type and length of admission, and specific roles and responsibilities of all parties is signed by the guardian and the developmental center.