

# Intake and Eligibility Process and Timeline



The Intake and Eligibility process and timeframe is outlined below. At this stage, we are determining *eligibility for a connection to the NH Developmental Services System* based on evidence of a developmental disability or an acquired brain disorder.



The intake application process starts with **YOU!** It is up to you to decide if you wish to pursue eligibility and when. The process starts with your inquiry. We are here to support and guide you when you are ready.



After your inquiry the Intake Administrative Specialist provides information about the intake process and timeframe, documentation needed to determine eligibility, and a brief overview about the developmental services system and supports that may be available to you.



Once you notify the Intake Administrative Specialist that you choose to apply, they will conduct a phone screening. You will then receive an Intake Checklist with consents to sign so we can assist you to gather information needed for eligibility determination.



In partnership, you and the Intake Administrative Specialist will gather information to support eligibility determination. Please note that all information requested on the intake checklist must be submitted prior to the intake meeting. Once all documentation is collected, an intake meeting will be scheduled with the Intake and Eligibility Coordinator. If additional information is necessary to determine eligibility, we will communicate what, specifically, is needed for the application to be deemed complete.



You will meet with the Intake and Eligibility Coordinator for the Intake Meeting, who will conduct a "SIB-R" assessment, review information submitted and answer questions about the intake process and eligibility. You will sign the Intake Application Authorization. This meeting is another opportunity for preliminary person- and family-centered planning to discuss your priorities and needs and review service and support options the applicant may be eligible to request.



At this point the regulatory timeline for eligibility determination begins. The Intake and Eligibility Coordinator will complete a comprehensive eligibility screening evaluation. If there is a question about eligibility as defined in NH Rules, a "Tier 2" review of eligibility by a Clinical Consultant will be requested.



The Intake and Eligibility Coordinator has **15 calendar days** to make and communicate a final determination about eligibility to the applicant, area agency and upload to the NH Easy service system information portal.



**This is a collaborative process that relies on our continued partnership. YOU can influence the timeframe of this process by:**

- **Timely gathering and submission of required information**
- **Keeping your schedule open and flexible to meet with us**
- **Staying in close communication with the Intake Team**