

**Cuyahoga County Board of Developmental Disabilities
Family Support Program
Program Guidelines
Effective 1/1/15**

ADMINISTRATION:

The Family Support Program is a program of the Cuyahoga County Board of Developmental Disabilities (CCBDD). The CCBDD has entered into an agreement with North East Ohio Network (NEON) to assist with the daily operations of the program. CCBDD establishes guidelines for the program, monitors its implementation, and makes necessary modifications to the program.

ELIGIBILITY:

Each individual receiving service from the Family Support Program must be eligible for services from the Cuyahoga County Board of Developmental Disabilities. Eligibility is established upon the first request for services and is re-determined at age 3, age 6 and age 16. For further information about eligibility requirements for the Cuyahoga County Board of Developmental Disabilities, please contact the CCBDD intake office at (216) 736-2673 or intake@cuyahogaBDD.org.

The Family Support Program is only available to CCBDD-eligible individuals who are living at home with their families. Individuals who live in their own apartment, who are enrolled on a Developmental Disability Waiver (Level 1, Individual Options, Self-Empowered Life Funding, Transitions for Developmental Disabilities), who live in an ICF/IID or who live in foster care are not eligible for service from the Family Support Program. If a CCBDD Support Administrator is assigned to you, you may be eligible for similar services.

ALLOWANCE:

The Family Support Program operates on a calendar year basis beginning January 1st each year. Maximum funding amounts per family may vary from year to year based on CCBDD's funding for this program and number of families served. The available amount of funding for a family will be based upon their reported taxable income. This is not an entitlement program. Applications and funding requests are filled on a first-come, first-served basis each year. Allowances for families joining or re-joining the program during the calendar year will be prorated. All invoices from the previous calendar year must be received by NEON no later than January 31 in order to be processed. Payments for services cannot cross calendar years. The program will not fund any services provided prior to enrollment or while the individual is not enrolled in the program.

COMMUNICATION:

NEON and/or CCBDD staff members are available to answer any questions you may have regarding the Family Support Program. Please contact NEON at 1-800- 237-6828 or e-mail at cuyfss@neoncog.org for all aspects of the program with the exception of the Home Modification needs. For questions about home modification needs, please contact the Manager of Family Support Program at (216) 736-2947 or e-mail at family.supports@cuyahogaBDD.org.

*Cuyahoga Family Support Services
5121 Mahoning Ave – Suite 103
Austintown, Ohio 44515*

INCONTINENCE SUPPLIES:

Incontinence supplies may be available for adults and children over the age of 3 who are not eligible for payment through Medicaid or another insurance program. A physician's prescription certifying the individual is incontinent is required on an annual basis. CCBDD contracts with a company to deliver needed incontinence supplies to your home on or before the 10th of each month. A variety of brands are available; however the options may be limited. If there are changes to type, size or quantity of incontinence supplies, please contact NEON as soon as possible. The cost of incontinence supplies will be deducted from your total annual program allowance.

Items that may be Funded	
<ul style="list-style-type: none">• Incontinence supplies funded under contract.• Pull Ups• Wipes	<ul style="list-style-type: none">• Incontinence Pads• Plastic Sheets• Hygiene gloves

SPECIALIZED NUTRITION:

Specialized nutrition that complements a meal and which is required to meet daily caloric and nutritional requirements may be available. Physician's orders for the nutritional supplement, along with a corresponding diagnosis, are required. These items may only be available if medical insurance does not cover the required nutritional product.

Items that may be Funded	
<ul style="list-style-type: none">• Dietary shakes prescribed to meet caloric and nutritional requirement.• Specialized formula after age 1.	<ul style="list-style-type: none">• Thickeners

SPECIAL EQUIPMENT:

Special equipment may be available upon the recommendation of any of the following professionals: Physician, Occupational Therapist, Physical Therapist or Speech/Language Pathologist. The therapist is required to complete the CCBDD therapy request form and must attach a picture and description of the specialized piece of equipment. This equipment will be ordered and shipped to the location specified by the therapist. The form should be: mailed to the address specified; faxed to (855) 336-6968 (Toll Free); **or** e-mailed to cuyfss@neoncog.org. It is not necessary for you to make a phone contact in addition to sending the documentation. You will be contacted if any other information is required. If the cost of the equipment exceeds your annual program allowance, you will be required to pay NEON for the portion in excess. Typical toys are not considered specialized equipment and will not be purchased under this program. The amount of the special equipment will be deducted from your total annual program allowance.

Items that may be Funded	
<ul style="list-style-type: none">• Sensory items• Therapy balls• Orthotics• Communication devices	<ul style="list-style-type: none">• Weighted blankets/vests• Adapted utensils/plates• Adapted strollers 3 and above• Adapted car seats

THERAPIES AND CLASSES:

The Family Support Program may assist in funding traditional therapies, such as Occupational Therapy, Physical Therapy and Speech/Language Therapy for children under 3 years of age. For individuals 3 years old and above, therapies will not be funded by this program. The amount of the therapies will be deducted from your total annual program allowance.

Adapted recreational therapies and classes may be funded through the Family Support Program. Typical classes (non-adaptive) are not able to be funded under the Family Support Program.

Items that may be Funded	
<ul style="list-style-type: none">• Music therapy• Therapeutic horseback riding• Adaptive aquatics	<ul style="list-style-type: none">• Adapted art• Adapted dance programs• Adapted sports programs

TRAINING AND CONFERENCES:

The Family Support Program may fund registration costs for conferences for families on topics related to the eligible individual. Prior approval is required for this program to fund training and conference attendance. The cost of these services will be deducted from your total annual program allowance.

Items that may be Funded
<ul style="list-style-type: none">• Any conference or seminar related to a Developmental Disability.

CAMP ASSISTANCE:

Campership forms are available at www.neoncog.org or www.cuyahogaBDD.org. These forms will be available approximately February 1 each year. Campership forms should be submitted to NEON and will be processed as they are received. The cost of camp will be deducted from your total annual program allowance.

Items that may be Funded
<ul style="list-style-type: none">• Camps will meet the needs of the individual.

HOME MODIFICATIONS:

Substantial home modifications may be requested through the Family Support Program. These projects typically require a lengthy process of evaluation, competitive bidding and installation. If approved, a Home Modification Coordinator will be assigned to coordinate the project and ensure the requested modification is completed according to all applicable housing and building codes. Specific modifications may require CCBDD to make a referral to an appropriate therapist for recommendations. The work will be completed by a CCBDD-approved contractor. The contractor will be required to obtain any necessary permits in order to complete the modification. Outdoor work is dependent on weather conditions and may need to be started when the conditions are appropriate. Please note that some of these modifications may take considerable time, therefore adequate planning time is required. If you live in a rental home and you request modifications, written permission from your landlord is required prior to the modification. Each modification must be adaptive in nature. If you have further questions about home modifications, please contact the Manager of Family Supports at (216) 736-2947. The total amount of any Home Modification will be deducted from a separate fund, and is not included in your total annual program allowance. Home modifications have a lifetime limit.

Items that may be Funded	
<ul style="list-style-type: none"> • Ramps • Porch lifts • Van lifts 	<ul style="list-style-type: none"> • Bathroom modifications • Stair glides

RESPITE CARE:

Respite care is defined as an occasional break for families. Respite care may be accessed for individuals who require specialized care beyond what might be expected of an untrained provider.

Types of Respite Care Providers:

- **Family Selected Provider:** A provider that the family knows and believes is able to care for their family member. This provider cannot live in the same house with the individual and cannot be a parent of the program participant. Typically, this person is an extended family member, neighbor, friend or other person that the family and consumer may know. Training for this provider is provided by the family. The Family Support Program will pay the provider for the hours that they are providing respite for your family member. The payment rate for respite services should be negotiated by the family with the provider. It is the family's responsibility to keep track of the amount of respite hours that are being used throughout the year. Any amount used which exceeds the annual program allowance will not be paid through this program. For a Family Selected Provider Packet or for any further questions regarding this type of provider, please contact NEON.
- **Providers who provide service in the consumer's home (Sit) or in the providers home (In Home):** These providers must be certified by the Ohio Department of Developmental Disabilities (DoDD) as a Supported Living or Waiver Provider. The requirements for this type of certification include: a background check, 8 hours of training in courses related to individuals with disabilities, First Aid and CPR. Initial certification is valid for one year. If continuing to provide services, there is a requirement for the provider to become recertified after that first year. The second certification is for a 3-year period and providers will be required to maintain their certification if continuing to provide services.

Additional Information about DoDD Certification can be found at www.CuyahogaBDD.org or www.neoncoq.org.

- **“Sit” Respite Providers:** These providers will come into the family home and care for your family member while you are away. These providers are independent contractors of NEON. The cost of each respite sit will be deducted from your total annual program allowance. For a list of the current Providers, please contact NEON or check their website www.neoncoq.org. Families may call various sit providers, negotiate a payment rate for the needed period and determine if the provider is available to provide the respite service.
- **“In Home” Respite Providers:** These providers must meet the requirements listed above, and their homes must be certified by NEON. These providers are independent contractors of NEON. Annual fire inspection and an annual NEON visit is required to ensure that the home still meets the standards set by the Family Support Program. For a list of the current Provider, please contact NEON or check their website www.neoncoq.org. Families may call various providers, negotiate a payment rate and determine if the provider is available to provide the respite service.

Items that may be Funded	
<ul style="list-style-type: none"> • Respite in your home (Sit) • Family Selected Provider 	<ul style="list-style-type: none"> • Respite in a provider's home (In-Home)