Roads to Community Living Process for Children 0-3 via ESIT Pathway

Roads to Community Living (RCL) is a program through the Developmental Disabilities Administration (DDA) that provides resources to support a safe and successful transition from a long-term (60 days or longer) qualifying institutional setting into the community. This process outlines the steps for children aged birth to three, whose families will be supported with DDA enrollment through their local Early Support for Infants and Toddlers (ESIT) program.

Talking with Family about RCL

Hospital staff are expected to talk with families about RCL to gauge their interest before making a referral. DDA materials should be used to describe the program. If the family has questions that aren't covered in the materials, the hospital staff should contact the appropriate Regional Transition Program Manager (listed below) to obtain additional information or arrange direct communication with the family. The following materials should be provided and reviewed with the family:

- RCL Brochure
- DDA RCL Webpage

Process Steps

Referral: The hospital social worker or case manager (point person) should submit the referral to the designated contact listed in the ESIT Statewide Directory. Label the referral as **"**Roads to Community Living**"** and include the hospital case manager's contact information. The referral should also include the child's relevant medical records, including diagnoses.

Referral to ESIT Agency: When the referral goes to King, Pierce, Snohomish, or Spokane County Lead Agencies, the County's central line referral staff will label the referral as "Roads to Community Living" and forward it to the appropriate ESIT provider agency.

Family Connection: The ESIT Provider Agency Intake Coordinator/Family Resources Coordinator (FRC) may contact the hospital point person for support connecting with the family and/or may contact the family directly and loop in the hospital point person. Please keep in mind that these families are navigating multiple systems during what is likely a stressful time, and the ESIT agency is encouraged to allow more time and attempts than usual to reach the family.

Prioritizing DDA Application

Since the timing of enrollment in RCL is crucial, the ESIT provider agency should prioritize the completion and submission of the DDA application.

Note: The DDA application may be submitted **before** the ESIT assessment and/or IFSP are completed. It is not an issue if the family does not proceed with ESIT services after DDA application submission. Some agencies choose to complete the application during their initial intake call/meeting. While our intention isn't to minimize ESIT, we recognize that ESIT is the primary pathway to DDA enrollment for children under 3. Clearly flag the top of the DDA application "Roads to Community Living."

Securely Email the completed DDA application directly to your region's DDA Intake and Eligibility contact, with "Roads to Community Living" in the subject line.

Region 1: Donnett.neu@dshs.wa.gov + DDAR1IE@dshs.wa.gov

Region 2: jeanette.white@dshs.wa.gov

Region 3: doreen.vandervort@dshs.wa.gov + DDAR3IE@dshs.wa.gov

RCL Enrollment Form

Once the DDA application is submitted and processed, the Intake and Eligibility contact will send the referral to the Regional Transition Program Manager, who will reach out to the family. They may enlist the support of the FRC to reach the family.

Region 1: shane.price@dshs.wa.gov

Region 2: alisa.rettenmier@dshs.wa.gov

Region 3: priscilla.ogden@dshs.wa.gov

The Regional Transition Program Manager will work directly with the family to complete the RCL enrollment form, so they can start building the relationship and answer any questions. The Regional Transition Program Manager may partner with the ESIT FRC or the hospital case manager to support the family to sign the enrollment form.

Important - To access RCL, the assigned DDA case manager must obtain a signed RCL enrollment form from the family **prior to discharge** from the hospital.

Notes for ESIT Intake, Assessment, and IFSP:

- The ESIT intake, assessment, and Individualized Family Service Plan (IFSP) process can occur virtually (or in person) and may be completed all in one meeting.
- Medical diagnoses from the hospital should be used to establish ESIT eligibility.
- Hospital reports should be leveraged to "pre-complete" as much of the Present Levels of Development (PLOD) and Assessment as possible to minimize the burden on the family.

- The initial IFSP functional outcome may focus on supporting the child's transition home from the hospital.
- This is an appropriate situation to develop a "Service Coordination-only" IFSP.
- If the child's discharge date is soon, the agency and family may choose to wait until after the child is home to complete the ESIT assessment and initial IFSP.
- The most urgent things to complete and submit prior to discharge are the DDA application and the RCL enrollment form.

DDA Assessment for RCL Supports

A DDA assessment to determine the child's level of need and qualification for ongoing support is required and needs to be started before discharge from the hospital. Supports may begin a few weeks to months post-discharge, following the completion of the assessment.

**If the ESIT agency doesn't typically process DDA applications, you can reach out to the DDA Intake & Eligibility specialist and your DCYF/ESIT TA provider.*

Timelines/Tasks/Roles

Before Referral

- Talk to the family about ESIT and RCL to gauge their interest in both.
- Make referral to ESIT if family is interested.
- **Staff Responsible:** Hospital social worker/case manager.

Immediately upon receipt of referral

- Contact family.
- Get support from hospital if you can't reach the family.
- Allow for additional time and attempts to reach family.
- **Staff Responsible:** ESIT agency FRC or Intake Coordinator.

At intake to ESIT or soon after

- Establish ESIT eligibility with medical diagnosis.
- Assist families in completing the DDA application including the DSHS DDA Consent form.
- Clearly label the application as "Roads to Community Living."

- Submit (email) the application to the DDA Intake and Eligibility contact for the region the family resides in.
- **Staff Responsible:** ESIT agency FRC or Intake Coordinator.

ESIT Assessment/PLODS

- Can be gathered at intake to ESIT or soon after.
- **Staff Responsible:** Qualified ESIT Service Provider.

DDA receives the application

- DDA Intake and Eligibility worker processes the DDA application. If eligible, the Intake and Eligibility worker sends notice to Regional Transition Program Manager to inform them of the new intake to be expedited for RCL.
- **Staff Responsible:** DDA Intake and Eligibility worker.

After DDA eligibility has been established

- Regional Transition Program Manager reviews and assigns a Transition Case Manager.
- Transition Case Manager works directly with the family to complete the RCL application.

  Must have a signed RCL application before discharge.
- **Staff Responsible:** DDA Regional Transition Program Manager.

DDA Financial Eligibility and Functional Eligibility/Assessment

- To determine the child's level of need and eligibility for ongoing support from RCL the case manager must complete or create the DDA Assessment.
- Transition Supervisor discusses on-going financial eligibility with family.
- **Staff Responsible:** DDA Transition Case Manager.

ESIT IFSP

- The initial IFSP is not required to be completed prior to discharge to pursue RCL eligibility. However, ESIT *eligibility* must be established. Complete the IFSP within the 45-day timeline.
- IFSP functional outcomes can focus on the child's transition to home or coordination with other resources.

- It is appropriate for this to be a Service Coordination only IFSP until the family is home and the baby's needs and goals are established. Then update the IFSP with additional services.
- **Staff Responsible:** ESIT FRC.

Discharge from Hospital

- To be eligible for RCL, **before** discharge from the hospital the child must:
    - Be eligible for ESIT.
    - Be DDA eligible.
    - Have a signed RCL enrollment form.
    - Be financially eligible for RCL (Medicaid eligible).
    - Be functionally eligible for RCL (DDA Assessment completed or at least created).