

1.23	<b>Writing Letter for Admission to an Intermediate Care Facility for People with Mental Retardation (ICF/MR)</b>	Page 1 of 1
Issue date: 12/99	Revision date: n/a	Division Staff
Form(s): None		

**Procedure:**

1. All individuals who want services from either the **Division** of Services for People with Disabilities (DSPD) or an Intermediate Care Facility [for People with] Mental Retardation (ICF/MR) must apply through the local **Division of Services of People with Disabilities** office. The intake worker will give every applicant a *Guide to Services for People with Disabilities* and will also, using the information provided, determine eligibility.
2. If the individual chooses services in the community-based system, their name will be added to the **Region** waiting list.
3. If the individual chooses services in an Intermediate Care Facility [for People with] Mental Retardation (**ICF/MR**), the **Region** Director must write a letter that validates the individual's eligibility for services. The individual must present the letter to the **ICF/MR** of their choice prior to admission.\*
4. The **Division of Services for People with Disabilities** is not permitted to place children under eleven in out-of-home settings (other than into professional parent homes) unless there is a recommendation from the Emergency Services Management Committee to the **Division** Director who, if in agreement, will issue a written finding permitting such a placement. Any **ICFs/MR** who admit children where this process is not followed cannot be paid by the Department of Health, **Division** of Health Care Financing (**Medicaid**).\*\*

**References:**

- \* Administrative Rule R414-502-8 for the Department of Health states the following: The following criteria must be met before the department may authorize Medicaid coverage for an applicant in an Intermediate Care Facility [for People with] Mental Retardation (ICF/MR). . . . (2) The appropriate local offices of the Department of Human Services. . . . (a) gives (the applicant) the choice of either nursing facility or home and community-based services; and (b) states in writing that without home and community-based services, the applicant would require the level of care provided in an ICF/MR.
- \*\* 62A-5-403 UCC . . . the division may not provide residential services to persons with disabilities who are under 11 years of age.. . (This) prohibition . . . does not include residential services that are provided: (a) for persons in the custody of the Division of Child and Family Services; (b) under a plan for home-based services, including respite and temporary residential care or services provided by a professional parent under contract with the Division; or (c) after a written finding by the director that out-of-home residential placement is the most appropriate way to meet the needs of the person with disabilities and his/her family.