



July 2, 2012

Dear Colleagues:

We are writing to provide you with an update on the changes that become effective **July 1, 2012 through December 31, 2012** in the service delivery for youth under age 21, currently served by the Division of Developmental Disabilities (DDD). We have also sent a similar communication to staff in both the Department of Human Services (DHS) and the Department of Children and Families (DCF) to ensure that they, too, have an accurate understanding of the changes taking place. Our goal during this period is for our staff to work collaboratively to make this transition as seamless as possible, and to offer a clear message to families and service providers. We hope that this information will answer questions that you may have concerning this transition.

The transfer of children will be phased in during the next six months. During this time, DDD will continue to provide all services to children with intellectual and developmental disabilities (ID/DD). The only exceptions are:

- Children newly identified as emergencies after July 1st; and
- Children on the **DHS/DCF Interdepartmental Transfer List**, which includes a specific group of currently identified children residing in out-of-home placements, receiving in-home services through the Children's Placement Enhancement Project (C-PEP), or already identified as emergencies.

**Newly Identified Emergencies:** Although DCF will be responsible for serving children who are newly identified as emergencies after July 1, DDD will retain responsibility for intake. Families will continue to contact DDD regional offices for services, and the intake for all new children will continue to be done by the DDD regional offices. DDD Regional Administrators (RAs) will continue to designate emergencies within their regions determining which children under 21 need emergent assistance, including out-of-home placement. Once an RA designates a child an emergency, a referral will be made to the Director of Children's Intensive Services in DDD's Central Office, who will refer the child to DCF's Children's System of Care, formerly the Division of Child Behavioral Health Services (DCBHS). Referrals to Children's System of Care will be made only by DDD Central Office. Once referred, DCF will be responsible for serving the child but may continue to receive technical assistance from DDD.

If a child has a behavioral health, mental health or emotional need and would be appropriately served by *PerformCare* within the current Children's System of Care, referrals should continue to be made. If *PerformCare* receives calls for services for new children with intellectual or developmental disabilities (ID/DD) and no mental health or behavioral health challenges, callers

will be referred to the DDD regional offices. While *PerformCare* will continue to assess youth who may have a dual diagnosis, we have not expanded their responsibilities at this time.

**Newly Identified Non-Emergencies:** All children who are newly identified and are not designated as an emergency shall remain the full responsibility of DDD during this time. Family Support services also will continue to be administered by DDD.

**Currently Identified Children on the DHS/DCF Interdepartmental Transfer List:** DDD and DCF together have developed a Transfer List of currently identified children whose cases will be moving from DDD to DCF during July and August. DDD will continue all case management responsibilities for these children until they are notified that a child's case has been transferred. There will be a formal process and protocol established to transfer the cases. It is important to note that not all children receiving in-home C-PEP, living out of their family homes, or who already have been identified as an emergency will be transferring to DCF. If a child is not on the Transfer List, DDD will retain full responsibility during this time. Family members and providers will be advised when the transfer is taking place and will be given contact information for a new case manager. During this period there will be no change in services unless it is required to meet a child's service needs.

DDD will retain responsibility for intake for all children with developmental disabilities and DHS will continue responsibility for licensing during this period.

Many children who receive services from DDD also are receiving services from the DCF's Division of Child Protection and Permanency (DCP&P, formerly known as DYFS). DCP&P workers will continue to manage children with ID/DD on their caseloads and will work with their colleagues in DDD and Children's System of Care to coordinate service delivery. DCP&P case management responsibilities are not being reduced at this time.

**There will be additional changes effective January 1, 2013. We will continue to communicate with you as we get closer to that date.**

Throughout this transition, please remember that it may not always be clear to families who to call for assistance. DDD and DCF will provide warm call transfers to ensure that families do not get bumped from one office to the other.

Thank you for your help in making this transition as smooth as possible and seamless for families. We look forward to working with you to ensure the success of this transition.

Sincerely



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