

Effective April 1, 2025, the Division of Developmental Disabilities (Division) requires that Support Coordination Agencies (SCAs) have a minimum census of 60 individuals.

Policy Manual Requirement

The census requirement has been in Division policy manuals since the transition to Fee-for-Service. The most recent manual updates, released in September 2025 (Version 7.0.1), includes the following language:

Section 17.18.5.8

Effective April 1, 2025, any Support Coordination Agency operating for 12 months or longer must serve a minimum of 60 individuals and serve at least one county. Support Coordination Agencies serving less than 60 individuals after one year of operation may not continue operations. The Division of Developmental Disabilities is not responsible for referring individuals to a Support Coordination Agency to meet this or any other metric.

Summary of Census Enforcement

- SCAs operating for 12 months or longer must serve a minimum of 60 individuals.
- The Division does not provide individual referrals; SCAs must actively work on enrollment strategies.
- SCAs not serving at least 60 individuals after one year may not continue operations.
- Once a minimum census of 60 is achieved, SCAs must have a plan to ensure ongoing adherence to census requirements and systems in place to address any census deficits that may occur.

Considerations

- The Division does not make business decisions for and cannot advise SCAs on operating actions. Formal advisement regarding operational options should be sought from Boards of Directors/shareholders, legal contacts, etc.
- SCAs are advised to not rely on new graduate enrollment or iRecord auto-assignment to meet the census requirement.
- SCAs are advised to develop a specific and measurable marketing and growth plan to meet census requirements.
- SCAs approaching their one-year anniversary are encouraged to:
 - Examine action needed to meet the census requirement.
 - Assess agency performance to date, as well as overall census growth.
 - Make informed operational decisions.
 - Strategize for planful transitions that keep the individual at the forefront.

SCA Options

- SCAs may consider voluntary closure in advance of their census enforcement deadline (one year after beginning operations).

- SCAs may consider mergers/acquisitions to ensure census requirements are met.
- SCAs in good standing may consider provision of other services. This is coordinated with Gainwell and the Division's Care Management & Provider Support – Provider Enrollment Unit (CMPS-PEU).

Information and Trainings

- Census enforcement information is available on the [Support Coordination Providers](#) webpage, under the **Support Coordination Agency Census Requirements** dropdown tab.
- Additional helpful tools are listed below.
 - [Support Coordination Mergers & Acquisitions Fact Sheet](#)
 - [Support Coordination Update Webinars](#)
 - [Support Coordination Trainings](#) that include the following trainings
 - Support Coordination Agency Census Requirements
 - Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability
 - Monthly email updates (sign up on [Support Coordination Listserv](#))
 - [Provider Search Database](#) and [List of Approved SCAs](#)