



## **WAITING LIST: PROCESS FOR ENROLLMENT**

The following process is utilized for applicants for services to be placed on the Waiting List:

1. Individuals/families seeking services for individuals with developmental disabilities through the Department of Mental Health and Mental Retardation should apply at the designed 310 agency in their county.
2. The 310 agency will assign a case manager/intake coordinator to assist the individual/family through the process.
3. The case manager/intake coordinator will administer an Inventory of Client and Agency Planning (ICAP) and a Criticality Summary.
4. The case manager/intake coordinator will assist the individual/family gather the additional information needed to document the person's eligibility for services to be placed on the waiting list, and for financial assistance through the Medicaid waiver program. Such documents include, but are not limited to, a psychological evaluation and a developmental summary if the applicant is over 18 years of age to assist in determining the onset of mental retardation.
5. The 310 agency will submit the informational packet to the Regional Community Services office that serves the applicant's county for review and, if approved, placement of the individual's name on the waiting list.
6. The date of application is the day a completed packet is received at the Regional Community Services office.
7. The waiting list is sorted by criticality summary score and by the length of time waiting for services. A rank is established for each person waiting. (The number one rank denotes the individual with the most need.)
8. Services will be initiated based on availability of resources starting with the highest priority needs statewide.

9. Each Regional Community Services (RCS) office has a waiting list coordinator available to answer questions, and to direct individuals/families to the appropriate 310 agency for assistance.
  
10. Out-of-State Applicants: Initial information may be obtained from applicants who reside out of state. However, the applicant and/or their guardian must reside in Alabama in order that the necessary assessments (ICAP and Criticality Scale) can be completed. The date of application will be the date on which the completed application is received by the regional office, after the person or his/her guardian has established residency in the State of Alabama.

Contact information for Colbert, Franklin, and Lauderdale Counties:

**Scope 310 Board  
201 South Court Street  
Florence, AL 35630  
256. 768.0901**