

Intake Submission Form for Individuals with Intellectual and Developmental Disabilities (IDD)

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Introduction

In the context of employment and support services for individuals with intellectual and developmental disabilities (IDD), many service providers begin the intake process only after eligibility for public funding—such as from ACCES-VR—has been confirmed. Existing intake documentation often serves more as a checklist for collecting available records than as a formal trigger to initiate services.

To streamline and formalize this process, this standard introduces a unified **Intake Submission Form** designed to serve as the official starting point of the intake process. It incorporates eligibility verification, document collection, and informed consent into a single structure. This approach initiates the intake workflow and supports compliance, transparency, and equitable access across provider settings.

This standard is intended for voluntary use by support service organizations that serve individuals with IDD and wish to implement a unified, efficient, and person-centered intake submission process.

1. Purpose

This standard establishes a single, unified submission form for SEMP (Supported Employment) service providers to use with individuals with IDD who begin the intake process after obtaining ACCES-VR approval.

The submission form:

- Serves as the formal intake trigger across all provider locations.
- Confirms that ACCES-VR eligibility has been approved.
- Automatically initiates the provider's Intake Packet Documentation, which includes required operational forms and informational materials (see Annex A).
- Presents a separate **Consent Forms Brochure** (see Annex B), which consolidates all required consents into a unified, easy-to-review format with a single final signature.

This approach allows providers to:

- Standardize how individuals enter the system across all locations.
- Maintain existing intake components with minimal restructuring.
- Lay the groundwork for modular intake documentation, potentially consolidating all materials into a single brochure format.

The draft submission form is outlined below, followed by Annex A (non-consent forms in the intake packet) and Annex B (Consent Forms Brochure layout).

2. Intake Submission Form Structure (*Open List*)

The Intake Submission Form must include, at a minimum, the following fields. Additional fields may be added based on provider-specific or regulatory requirements:

Section	Field Label	Type
1. Individual Information	Full Name	Text
	Date of Birth	Date
	Contact Information (Phone/Email)	Text
2. ACCES-VR Case Details	ACCES-VR Case ID	Text
	ACCES-VR Counselor Name	Text
	Date of ACCES-VR Approval	Date
3. Intended Service	Requested Service (e.g., SEMP)	Dropdown
4. Documents Checklist	Medicaid Card	Checkbox
	Life Plan (if applicable)	Checkbox
	Psychological Evaluation (within the past 3 years)	Checkbox
	Proof of Identity (original, unexpired ID)	Checkbox
5. Referral and Entry	Referring Agency or Counselor (if any)	Text
	Preferred Program Entry Point	Dropdown
6. Consent and Signature	Review and sign the required Consent Forms Brochure (Annex B)	Signature/Date

Note: This is an open list. Additional intake fields may be incorporated to meet specific programmatic or compliance needs.

Annex A – Intake Packet (Non-Consent Forms) (*Open List*)

This annex includes operational forms and acknowledgements required after submission of the form. The list is open to accommodate updates:

- Intake Form (Demographic and Eligibility Data)
- RIC Face Sheet (for electronic record creation)
- Criminal Background Check (CBC) Form
- Travel Ability Assessment
- Program Guidelines Acknowledgement
- Learning About Incidents Acknowledgement
- Government Benefits and Work Brochure Acknowledgement
- I-9 Form (for employment only)
- Program-Specific Intake Forms (e.g., for participation in DOHMH-funded transitional programs)
- Rights of People Supported
- Internal Review Forms (for administrative decision-making only; not reviewed or signed by the individual), including:
 - Criminal Background Check Review Form

...and others as determined by regulatory or programmatic updates.

Annex B – Consent Forms Brochure (*Open List*)

The Consent Forms Brochure consolidates all required consents into one reviewable document with a unified signature page. The structure is modular and allows for updates:

- HIPAA Authorization
- Notice of Privacy Practices Acknowledgement
- Consent to Share Information with Third Parties
- Consent for Program Participation
- Media/Photography Consent (optional)
- Emergency Contact and Medical Release (if applicable)
- Combined Signature Page (covers all consents with the right to ask questions or decline)

...additional consents may be added based on future regulatory or programmatic needs.

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