



Consumer Eligibility and Intake

Consumer Name: _____

Date of Birth: _____ Gender: _____

Phone 1: _____ Home Mobile Other _____

Phone 2: _____ Home Mobile Other _____

Phone Instructions: _____

Address: _____

City, State, Zip: _____

County: _____ Email: _____

Disability: (Please put primary disability first.)	Onset Date: (MM/DD/YYYY)
1	
2	
3	

Primary Ethnicity: Hispanic/Latino Other Decline to Respond

Primary Race: American Indian / Alaska Native Asian Black / African American
 Native Hawaiian / Pacific Islander White Other Decline to Respond

Where did you hear about us? Kimberly Lobosky at Avon High School

Consumer Eligibility

To be eligible for accessABILITY, Center for Independent Living, Inc. services, a person must experience at least one significant disability and/or condition of aging that limits their ability to function independently.

The **Rehabilitation Act of 1973** defines a disability/condition of aging as follows:

29 U.S.C § 705(20) 21 - Individual with a significant disability (or condition(s) of aging); Chapter (B) Independent Living services and Centers for Independent Living. For purposes of subchapter VII of this chapter, the term "individual with a significant disability (or condition(s) of aging)" means: ... an individual with a severe physical or mental impairment (or condition(s) of aging) whose ability to function independently in the family or community (including his/her home) or whose ability to obtain, maintain, or advance in employment is substantially limited and for whom the delivery of independent living services will improve the ability to function, continue functioning, or move toward functioning independently in the family, (living environment) or community or to continue in employment, respectively.

accessABILITY Welcome Packet

Please be sure to read the Welcome Packet prior to signing this form. It includes:

1. An overview of accessABILITY's history, mission, programs, and services.
2. A full list of the rights and responsibilities of a consumer receiving services through accessABILITY.
3. An explanation of accessABILITY's Appeals/Complaints Procedure.
4. Information about the Client Assistance Program (CAP) through Indiana Disability Rights.

Independent Living Plan

Consumers have the right to have services provided under an Independent Living Plan (ILP). An ILP is an additional piece of paperwork that serves as a formal written plan that states the goals and services the consumer will receive. A new ILP **MUST** be filled and signed by both the consumer and a staff member of accessABILITY **EVERY** time there is an adjustment made to an existing goal, when a new goal is added, and at least once annually.

Consumers also have the right to waive the ILP. If the consumer waives the ILP, the requirement of an additional signature every time a consumer wishes to make changes to their goals is removed. The advocate instead keeps track of changes to the consumer's goals and services in a secure database. The consumer can request a copy of their active goals and services in the database at any time.

I choose to: (Check One) Waive the Independent Living Plan Complete an Independent Living Plan

Certification of Eligibility and Completion of Intake

I certify the following statements to be true:

1. I have a disability and/or condition of aging that fits the definition in the Rehabilitation Act of 1973.
2. I have received a copy of the accessABILITY Welcome Packet and understand the contents.
3. I have received a verbal explanation of the Client Assistance Program from accessABILITY staff.
4. I have waived or completed an Independent Living Plan (ILP) with the assistance of accessABILITY.

Consumer Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____
(If Applicable)

Parent/Guardian Printed Name: _____

To be filled out by accessABILITY Staff ONLY.

By signing below, I determine as a representative of the service provider that the applicant:

1. Is eligible for services and has met the basic requirements specified in Section 364.40 of the Rehabilitation Act.
2. Has either completed and signed an Independent Living Plan (ILP) or waived the ILP.
3. Has received the accessABILITY Welcome Packet.
4. Has received a verbal explanation of the Client Assistance Program from an accessABILITY staff person.

Staff Signature: _____ **Date:** _____

Location of Intake: _____

Staff Assigned: _____

Additional Information:



Authorization for Release of Information

I authorize the disclosure of the protected health information and other information (as described in this authorization) of the following individual:

Consumer Name: _____ **Date of Birth:** _____

I authorize accessABILITY to communicate with the following individual and / or organization:

Individual / Organization Name: Avon Community School Corporation

Individual / Organization Address: 7203 E US Highway 36 Avon, IN 46123

I authorize accessABILITY to release the following information to the individual / organization written above:

All information related to my independent living goals. Only the following specific information:

(Examples: Benefits Analysis / Summary, Intake, Independent Living Plan, Contact Notes, Recommendations, Coordination of Services, etc.)

I authorize accessABILITY to obtain the following information from the individual / organization written above:
(Choose One)

All information related to my independent living goals. Only the following specific information:

(Examples: SSI / SSDI, Social History, Progress Notes, Recommendations, Work / School Records, Legal Information, Coordination of Services, etc.)

Expiration Date: I understand this Authorization will remain in effect until the completion of active services, OR one year from the date signed, OR the following date _____, OR a written notice of revocation is submitted to accessABILITY.

Any written notice of revocation will be active immediately upon receipt. No negative actions will be taken by accessABILITY staff as a result of the revocation of this Authorization.

Consumer Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____
(If Applicable)

Parent/Guardian Printed Name: _____

You have the right of access to records. Copies of the records may be obtained with reasonable notice without a charge to the consumer.

Staff Signature: _____ **Date:** _____

Staff Printed Name: _____

Note to recipient of information: Unless further authorization, laws may prohibit you from making any further disclosure of this information without specific written consent of the consumer.



Consumer Welcome Packet

5302 E Washington Street Indianapolis, IN 46219

Phone: 317-926-1660

Toll Free: 866-794-7245

Fax: 317-926-1687

info@abilityindiana.org

www.abilityindiana.org

About accessABILITY

History: In 1987, a group of disability self-advocates and members of the independent living movement came together to form a disability rights organization called the Indianapolis Resource Center for Independent Living (IRCIL), now known as accessABILITY.

accessABILITY serves Indianapolis and the seven surrounding counties. We provide individual consumers, governmental agencies, corporations and other non-profits with the tools necessary to ensure the acceptance, respect and inclusion of everyone. **The result is that our communities are enriched through the full participation of ALL PEOPLE.**

We are consumer-driven. This means that we work at the direction of our consumers who are entitled to control over the decisions that affect their lives.

We are disability-led. No less than 51% of our staff and governing board are people with disabilities.

Most importantly, all of our services are provided free of charge.

Mission: Building advocate and inclusive communities.

Programs:

Youth N'Power: A curriculum-based program serving youth ages 14-21. Youth N'Power travels to area school and other community partners to teach independent living and self-advocacy skills in a group based setting.

Independent Living: Serves individuals with disabilities or conditions of aging. The program serves all ages with the overall goal of improving quality of life and enhancing independence. Services can be provided both individually and in group-based classes.

Older Blind Visually Impaired: Serves individuals age 55 and older that are experiencing a reduction in their eyesight. Participants in the program can receive an in-home assessment, assistive technology, and training that will help them to stay independent as their needs change due to the natural aging process.

Disability-Related Trainings: Serves businesses, organizations, schools, and other entities wishing to learn more about topics such as Disability Culture and Awareness, Benefits, and other disability-related topics. Note: Some trainings are provided as a fee for service.

Core Services

1. Information and Referral Services: Provide information on any subject related to living independently with any type of disability or condition of aging. We are able to refer individuals to other agencies in our network to assist in gaining independence. Call 317-926-1660 to be connected to one of our Information and Referral Specialists.

2. Advocacy Services: Provide individual advocacy and self-advocacy training for people with disabilities to teach them how to overcome barriers to full inclusion in all aspects of community life. We also engage in systems advocacy activities in partnership with individuals and other organizations to affect attitudinal and environmental change to create a more inclusive society.

3. Independent Living Skills Training: Provide individualized and group-based approaches to teach basic tasks necessary to independent living. Trained staff and community partners provide training in areas such as budgeting, resume writing, application assistance, meal preparation, etc.

4. Peer Counseling Services: Provide information and support in a mentoring-type relationship. The majority of our staff is people with disabilities who have had to overcome barriers to inclusion and systemic discrimination in their own lives. This is a unique strength of our organization that other social service organizations do not have.

5. Transition Services: There are two components to transition service.

Institutional Transition: Provide services that allow people with disabilities or conditions of aging to leave institutional setting such as nursing homes, group homes, and psychiatric facilities and return to community-based living. As a part of this service, our staff work to ensure the individual is able to access the in-home and community-based services that will allow them to thrive and be successful.

Youth Transition: Provide services for youth with disabilities to ensure they have the independent-living skills and services necessary to transition successfully to adult life. These services are provided individually as well as in group-based learning environments.

Consumer Rights

All individuals receiving services from accessABILITY Center for Independent Living, Inc. shall have the following rights:

1. To be informed at your intake in writing of your rights and responsibilities while you receive services from accessABILITY. If you are unable to read the document and/or unable to understand English, the document will be interpreted into the format that you request. If you have a guardian, your guardian will read this form and sign that they understand these rights. Should changes or additions be made to these rights and responsibilities, you shall be informed of such changes.
2. To active and ongoing participation in the selection of relevant services available through accessABILITY that habilitates and supports your chosen lifestyle and Independent Living Plan. You shall have the opportunity to participate in planning your individual Independent Living Plan. You have the right to have a copy of this plan and any subsequent documentation added to that plan.
3. To advance, when possible, the transfer of your support services to any other individual at accessABILITY when not possible to continue with the staff who you have been working with.
4. To refuse services.
5. To appeal decisions made by accessABILITY's staff with which you disagree, including any decision made to terminate services.
6. To be encouraged and assisted through your receipt of any services to exercise your rights as a citizen, to voice grievances and to recommend changes in policies, procedures and to accessABILITY's staff and/or outside representatives of your choice free from restraint, interference, coercion, discrimination or reprisal.
7. Ensured confidential treatment of all information contained in your records. Your written consent shall be required for the release of information to persons not otherwise authorized to receive it.
8. To have access to information in your files.
9. To be free from any restrictive behavior procedures including physical/mental restraints, removal of personal property or exclusion from services except:
 - a. When authorized by the interdisciplinary team as described in an approved intervention strategy with your informed consent or the consent of your legal guardian.
 - b. When necessary in an emergency to protect you from self-injury or injury of others. accessABILITY's staff will not use any restraints as punishment or for the convenience of staff.

Appeals/Complaints

All consumers of the accessABILITY Center for Independent Living, Inc. have the right to appeal or complain about any decisions made by staff. The first level of appeals is the **Administrative Review**. The second level is an impartial **Hearing of the Executive Committee**.

The Executive Director or his/her designee, with other staff present at the request of the consumer, if appropriate, will conduct the Administrative Review. The consumer may attend the Administrative Review with a family member, friend or advocate, if needed. The Executive Director may ask other staff to be present, but will notify the consumer of any other individuals who will be present in advance. The date and time of the Administrative Review will fall within twenty (20) business days of receiving your appeal.

You will be provided at least five (5) business days advance notice of the Administrative Review. Such notice will be in writing and will address the following:

1. The date, time, place and who will preside over the Administrative Review, the way it will be conducted and the issues to be decided.
2. The opportunity to withdraw the request for an Administrative Review, in writing, before the date of the review.
3. Each party may, for a good reason, request the Administrative Review to be rescheduled, but the Administrative Reviews must be rescheduled within ten (10) business days from the date of that request.
4. The chance to change/amend the appeal/complaint prior to the date of the review.
5. The right to choose someone to assist or represent you if you want/think you need it.
6. The chance to present witnesses and/or documentary evidence (information in writing).
7. The chance to have produced records or documents relevant to the issues, if not excluded by your own need to maintain confidentiality.

A written decision will be forwarded to you by the Executive Director within fifteen (15) business days following the completion of the Administrative Review and will include:

1. The reason(s) for the decision.
2. A copy of the Appeals/Complaint Action steps.
3. Notice of the opportunity to request an impartial hearing with the Executive Committee of the Board of Directors of the accessABILITY Center for Independent Living.

If you are unhappy/dissatisfied with the decision resulting from the Administrative Review, you may within ten (10) business days of your receipt of the decision, request an impartial hearing of the Executive Committee. The steps leading to the impartial hearing, as well as the manner in which it is conducted, will be the same as those followed with regard to the Administrative Review with the following exceptions:

1. The impartial hearing will be presided over by the President or his/her designee of the Board of Directors and two additional members of the Board of Directors of accessABILITY, who will be responsible for making the final decision.
2. You will receive the decision of the Impartial Hearing Committee within twenty (20) business days following the end/conclusion of the hearing.

Client Assistance Program at Indiana Disability Rights

If at any time you are dissatisfied with the services provided by accessABILITY Center for Independent Living, you may contact the Client Assistance Program (CAP) through Indiana Disability Rights.

Toll Free: (800) 622-4845
Toll Free TTY/TTD: (800) 383-1131
Local: (317) 722-5555
Local TTY/TTD: (317) 722-5563

Client Assistance Program (CAP)
Indiana Disability Rights
4701 N. Keystone Avenue, Suite 222
Indianapolis, IN 46205

www.indianadisabilityrights.org

info@indianadisabilityrights.org