

Practice Alert



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Process of Obtaining DMH Developmental Disability Services Flow Chart

The purpose of this Practice Alert is to inform Children's Division and FCCM team members that a flow chart has been developed to help case managers identify possible diagnoses and developmental disabilities which may qualify children for services through the Department of Mental Health (DMH). In addition, this flow chart provides guidance on how to access these services by outlining the referral process to determine eligibility.

This flow chart has been placed on the Children's Division intranet under the Department of Mental Health section; [Well Being/Health/Trauma](#)

Children's Division and FCCM team members should use the flow chart during Team Decision Making (TDM) meetings and/or Family Support Team (FST) meetings as children are initially brought to the attention of the child welfare system to determine if a referral for ID/DD services is appropriate for the child. Case management team members should make referrals and/or will assist families in making referrals/requesting intake appointments to ID/DD services as needs are identified by the TDM or FST members. In addition, the flow chart includes a regional directory for Developmental Disability Regional and Satellite offices throughout the state.

As a reminder, case management team members should also always request and obtain IEP and 504 plans from the appropriate school district when children enter foster care. This information will assist in meeting the child's educational needs as well as provide documentation for referrals to DMH.

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