



INTAKE & ENROLLMENT: COLLATERAL

Before we can complete the intake/enrollment process, you will need to provide some additional information and/or documentation. Please see the lists below for the specific collateral needs of each program/service area:

Residential (ICFs and SCL)

- Copy of ID
- Copy of Social Security Card
- Copy of Birth Certificate
- Copy of Medicaid/Medicare Cards
- Award Letter
- Paystubs
- Lease Agreement*
- Funeral Plans/Advance Directives*
- Life Insurance Information*
- Guardian Information*
- Negative COVID Test (on move in day)
- Copy of COVID vaccination record*
- Physical/Medical Assessment
- List of medical providers (incl. name, address, date of last appt.)
- List of Diagnoses/Medications/Orders (signed by a physician)
- Immunization Records
- Psychological Evaluation
- Current Individual Service Plan (ISP)
- Current 2020
- Behavioral Support Plan (BSP) or Behavior Guidelines*
- Social History
- Ohio Department of Job & Family Services (ODJFS) Information

Adult Day Services (ODAS, ODSS, CAC, & UCO)

- Current Individual Service Plan (ISP)
- Behavior Support Plan (BSP) or Behavior Guidelines*
- List of Medications, including OTC and PRN (signed by a physician)*
- Physical/Medical Assessment (CAC & Union Co. Only)

*when applicable