



## INTAKE AND ELIGIBILITY APPLICATION

Please submit this completed application to:

IDD Services

Attn: Intake & Eligibility

2700 NE Loop 410, Suite 101

San Antonio, TX 78217

or

Fax to 1-866-689-1843

Attn: IDD Intake & Eligibility

**The following documents are required before we can schedule the Determination of an Intellectual Disability (DID) appointment**

- Proof of Residency verifying the individual resides in Bexar County.
- Proof of Income must be provided at the time of the intake appointment. If the individual is under the age of 18, proof of the family income must be provided. If the individual is over the age of 18, proof of their income must be provided. (income tax return or W2, if income tax was not filed then 3 months of current pay stubs, current SSI award letter)
- Special Education Testing from the School District(s) attended by the individual (the Full and Individual Evaluation)
- Doctor's Letter, previous Psychological evaluations or assessments
- Social Security Card
- Birth Certificate
- Insurance Information (Private Insurance Card, or Medicaid Letter)
- Health/Medical Information
- Any other Legal documents (Conservatorship Order, Letters of Guardianship, Adoption papers, Divorce Decree, Custody papers, etc.)

*Also, please complete as much of the information on the attached as possible.*

*This will assist us in completing your appointment quickly.*

***If you have any questions, or need special accommodations for your appointment (E.g. interpreting services, assistive listening devices, or wheelchair accommodations) please contact us at (210) 832-5020***



**INTAKE AND ELIGIBILITY  
APPLICATION**

Name: \_\_\_\_\_  
 Case#: \_\_\_\_\_  
 Cost Center: \_\_\_\_\_  
 Sub Unit #: \_\_\_\_\_

**Determination of an Intellectual Disability (DID)  
Demographic Information**

Individual Name: \_\_\_\_\_ Age (Years/Months): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Federal Race: \_\_\_\_\_ Ethnic Heritage: \_\_\_\_\_

**Parent/Guardian Information:**

Parent/Guardian Name \_\_\_\_\_ Relationship to Individual \_\_\_\_\_  
 Parent/Guardian Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Parent/Guardian Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_  
 Emergency Contact Name \_\_\_\_\_ Relationship to Individual \_\_\_\_\_  
 Emergency Contact Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Financial Information: Monthly**

Individual Employment	\$ _____	Child Support	\$ _____
Supplemental Security Income (SSI)	\$ _____	Food Stamps	\$ _____
Social Security Disability Insurance (SSDI)	\$ _____	Retirement	\$ _____
Social Security	\$ _____	Unemployment	\$ _____
Parents	\$ _____	Extraordinary Expenses1	\$ _____
Other	\$ _____	Extraordinary Expenses2	\$ _____
Total Monthly Income	\$ _____		\$ _____

**Insurance Information:**

Insurance Company Name	Effective Date	Expiration Date	Policy ID Number

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Case Number: \_\_\_\_\_

**BIOPSYCHOSOCIAL HISTORY**

Please complete as much of this form as possible before your Intake appointment. A Care Specialist and/or Psychological Examiner will review this entire form with you. If you are unsure how to answer a question, help will be available to you at the time of your Intake appointment. Many of these items may not apply to your Applicant and you may skip over them.

Do not labor over any questions or let this form become a source of stress. We recognize we are asking many questions and you may have answered these same types of questions before in other places. Please know that we have considered each question carefully to ensure that it is important to assessing the Applicant's eligibility for service through the **IDD Services** and the Department of Health and Human Services. We have attempted to make the completion of this form as simple yet as thorough as possible. We thank you in advance for taking the time to answer these questions in behalf of the Applicant.





Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Case Number: \_\_\_\_\_

**BIOPSYCHOSOCIAL HISTORY**

Name of person needing services (Applicant): \_\_\_\_\_

Gender:  Male  
 Female

Date of Birth: \_\_\_\_\_

Current Age: \_\_\_\_\_

Name of Person Completing this form: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**Social History**

Please mark who the Applicant currently lives with:

- With biological parent(s)
- With biological parent & step parent
- With adoptive parent(s)
- With foster parent(s)
- With other relatives
- Legal guardian
- With a spouse
- With a friend
- Independently
- In a group home
- \_\_\_\_\_

Is there anything about the Applicant's living circumstances that are distressing to them or you at this time?  Yes  No

*If you answered yes, you will have the opportunity to discuss this with as much detail as you think necessary at the time of your Intake Appointment.*

**Family Origin (Biological Family)**

Relationship	Name	Living/Deceased/Unkown	
Father			<input type="checkbox"/> Living in Home
Mother			<input type="checkbox"/> Living in Home
Sibling			<input type="checkbox"/> Living in Home
Sibling			<input type="checkbox"/> Living in Home
Sibling			<input type="checkbox"/> Living in Home
Other			<input type="checkbox"/> Living in Home

*If more, you may use the back of this page.*

What is the total number of children born to the Applicant's birth mother? \_\_\_\_\_

What is the number of the Applicant in the birth order? \_\_\_\_\_

Is there any history of the following conditions in the family of origin?  Yes  No  Unknown

Mark all that apply.

- Intellectual Disability / Mental Retardation
- Mood Disorder / Depression / Bipolar
- Psychosis / Schizophrenia / Epilepsy
- Autism / PDD / Aspergers
- Prescription Drug Abuse
- Other Drug Abuse
- ADHD
- Alcohol Abuse
- Unknown

**Health**

Did the Applicant's Birth Mother receive prenatal care during her pregnancy?  Yes  No  Unknown

Please mark any of the following that the birth mother was exposed to during the pregnancy.

- Alcohol
- Cigarettes of any type
- Over the Counter Medications
- Illegal Drugs
- InhIDDnts
- Prescription Medications
- Toxins
- Unknown

IDD NOTES
FOR IDD USE ONLY



INTELLECTUAL AND DEVELOPMENTAL DISABILITIES SERVICES

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Case Number: \_\_\_\_\_

Please mark descriptions of pregnancy as they apply.

- Normal
- Full Term
- Complicated by medical issues
- Complicated by mother's age (before 18 or after 35)
- Unknown

Please mark descriptions of Applicant's birth as they apply.

- Born near due date
- Uncomplicated delivery
- Breech presentation
- Born more than 2 weeks before anticipated
- Cesarean section delivery
- Unknown
- Told that baby was experiencing distress necessitating quick delivery
- Labor induced

Please mark descriptions of the Applicant's health as a newborn as they apply.

- Good health
- Health problems at birth
- Unknown
- Baby required surgery before leaving hospital
- Baby had trouble breathing

The Applicant's birth weight was \_\_\_\_\_ lbs \_\_\_\_\_ oz

The Applicant left the hospital with mother after \_\_\_\_\_ days.

The Applicant had to remain in the hospital after mother's discharge. How long? \_\_\_\_\_

Types of treatments the Applicant needed before leaving the hospital. \_\_\_\_\_

Please mark descriptions of the Applicant's first year of life as best you know or can recall.

- The applicant seemed to develop normally at first, then began losing abilities
- Normal infancy-similar to other children in the family
- Normal toddler-similar to other children in the family
- Irritable
- Did not sit up by 8 months
- Cried more than most babies
- Did not crawl by 10 months
- Difficult to soothe
- Did not walk by 15 months
- Many health problems
- Strangers could not understand this child's speech by 15 months
- Problems with hearing
- Did not speak 2 word sentences by 2 years
- Problems with vision
- Did not stay dry during the day by 3 1/2 years
- Overly sensitive to sound or light
- Did not read simple words by 6 years
- Unknown

When did you or someone else first have concerns about the Applicant's development?

\_\_\_\_\_

Please mark any conditions for which the Applicant has received a formal diagnosis.

Condition	Age	Diagnosis made by
<input type="checkbox"/> Developmental Delay		
<input type="checkbox"/> Pervasive Developmental Disorder		
<input type="checkbox"/> Asperger's Disorder		
<input type="checkbox"/> Autism		
<input type="checkbox"/> Epilepsy		
<input type="checkbox"/> Cerebral Palsy		
<input type="checkbox"/> Down Syndrome		
<input type="checkbox"/> Other:		

**IDD NOTES**

**FOR IDD USE ONLY**



INTELLECTUAL AND DEVELOPMENTAL DISABILITIES SERVICES

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Case Number: \_\_\_\_\_

Do you have documentation of medical diagnoses or conditions with a doctor's signature?

Yes  No

At any time has the Applicant been hospitalized for:

	Explain	Age
<input type="checkbox"/> Serious illness(es)?		
<input type="checkbox"/> Surgery(ies)?		
<input type="checkbox"/> Head injury?		
<input type="checkbox"/> Other conditions?		

Please list all Medications the Applicant is now taking.

Medication	Reason

Does the Applicant have any known allergies?

Yes  No  Unknown

If yes, mark the type.

	Describe
<input type="checkbox"/> Airborne/Seasonal	
<input type="checkbox"/> Foods	
<input type="checkbox"/> Medications	
<input type="checkbox"/> Other	

Please mark descriptions of the Applicant at the present time.

- |  |  |
|--|--|
| <input type="checkbox"/> Enjoys good health                  | <input type="checkbox"/> Needs assistance with toileting   |
| <input type="checkbox"/> Health problems but they are stable | <input type="checkbox"/> Speaks full sentences             |
| <input type="checkbox"/> Has many ongoing health problems    | <input type="checkbox"/> Speaks in phrases                 |
| <input type="checkbox"/> Walks without assistance            | <input type="checkbox"/> Speaks in Sign Language           |
| <input type="checkbox"/> Needs assistance walking            | <input type="checkbox"/> Does not speak but makes gestures |
| <input type="checkbox"/> Needs a wheel chair                 | <input type="checkbox"/> Does not speak or gesture         |
| <input type="checkbox"/> Self propels wheel chair            | <input type="checkbox"/> Speaks English only               |
| <input type="checkbox"/> Drives an electric wheel chair      | <input type="checkbox"/> Speaks Spanish only               |
| <input type="checkbox"/> Toilet trained                      | <input type="checkbox"/> Speaks only: _____                |
| <input type="checkbox"/> Has toileting accidents             | <input type="checkbox"/> Bilingual in _____                |
- (Please state languages)

**Education**

Mark those that apply to the Applicant.

- Before the age of 3, the applicant (or is receiving) Early Childhood Intervention services OT, PT, Speech
- The Applicant entered a public school PPCD program at 3 years of age
- The Applicant entered a public or private school at the usual age (5 or 6)
- The Applicant was placed in Special Education Services
- The Applicant is in Special Education services at the present time

IDD NOTES
FOR IDD USE ONLY



Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Case Number: \_\_\_\_\_

Please mark any of the following Special Education eligibility conditions that the Applicant's school has identified

- Non Categorical Early Childhood
- Intellectual Disability
- Traumatic Brain Injury
- Speech and Language Impairment
- Hearing Impairment
- Autism Spectrum Disorders (Autism-PDD)
- Visual Impairment
- Other Health Impairment
- Specific Learning Disability
- Orthopedic Impairment
- Multiply Handicapped
- Emotional Disturbance

If the Applicant is currently in school. What grade? \_\_\_\_\_

Has the applicant had a Full and Individual Evaluation or a Reevaluation Review within the last year? Yes No Unk

Do you have a copy? (If Yes, please bring to your appointment). [ ] [ ]

Is a Full and Individual Evaluation or Reevaluation Review planned in the next year? [ ] [ ] [ ]

At any time, has the Applicant had a Psychological Evaluation? [ ] [ ] [ ]

Do you have a copy? (If Yes, please bring to your appointment). [ ] [ ]

Has the Applicant ever participated in Special Olympics? [ ] [ ] [ ]

Has Applicant graduated from High School? [ ] [ ] [ ]

Has Applicant earned GED certificate? [ ] [ ] [ ]

**Daily Activity for Applicants Beyond School Age**

Please mark all that apply.

- The Applicant has a job at this time
- Full time
- Part time
- Sheltered or Supported Employment
- The Applicant has been employed in the past
- The Applicant stays home most days
- Stays home alone
- Stays home with caregiver
- The Applicant attends a structured day activity program or sheltered workplace

**Behavioral/Psychiatric/Legal History**

Please mark all that apply.

- The Applicant has received counseling for personal problems
- The Applicant has received the services of a Behavioral Specialist, ABA Therapist, or Psychologist to address unwanted behaviors  At Home  At School  At Both
- The Applicant has received outpatient services from a Psychiatrist
- The Applicant has been treated with psychiatric medications to help manage behavioral or emotional problems
- The Applicant has been arrested by law enforcement
- The Applicant has been incarcerated

<b>IDD NOTES</b>
<b>FOR IDD USE ONLY</b>

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Case Number: \_\_\_\_\_

**FOR IDD USE ONLY**

**Statement of Necessity**

Is standardized psychometric assessment necessary to establish eligibility for IDD services as specified by TDADS or to meet the administrative requirements of a court or service provider?  Yes  No

**Suggestions for Assessment:**

Intelligence Scales: \_\_\_\_\_

Adaptive Scales: \_\_\_\_\_

ASD Scales: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Printed Name / Relationship

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person Completing Form's Signature

\_\_\_\_\_  
Printed Name / Relationship

\_\_\_\_\_  
Date

\_\_\_\_\_  
CARE Specialist Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Psychological Examiner Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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