

**Department of Health & Human Services
Division of State Operated Healthcare Facilities
Developmental Centers**

REFERRAL REQUIREMENTS

A complete referral to a State Developmental Center is comprised of the following items:

- Letter of Support from MCO
 - Reason for referral
 - Attempted interventions prior to seeking developmental center
 - Outcomes expected from this admission
 - Transition goals: What is needed during admission to facilitate individual's return to the community?
 - MCO Signature indicating endorsement of the referral
- Referral Agreement (DSOHF/SDC-2103/test)
- Referral for Admission (DSOHF/SDC-2102/test)
- Exploration of Community Resources (DSOHF/SDC-2104/test)
- Residential and Emergency Service History (DSOHF/SDC-2105/test)
- Medical History (DSOHF-medical history/attachment 01-01-2013)
- Legal Involvement, if applicable (DSOHF-legal history/attachment 2-01-2013)

Additional Required Supporting Documentation:

- Psychological evaluation(s)
- Psychiatric evaluation(s), if appropriate
- Recent behavior support and crisis plan; including data
- Current Individualized Education Plan (if under 22)
- Current habilitation/service plan
- Hospital discharge summaries
- Residential discharge summaries
- NC START Crisis Plan and Resource Center summaries, if applicable

If accepted for admission, the following will need to be provided prior to an admission date being scheduled:

- Recent photograph
- Social Security Card
- Medicaid and/or Medicare card
- Birth certificate
- Immunization record
- Guardianship letters of appointment/custody orders, if applicable