

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

**Referral Agreement**

The Managed Care Organization (MCO) representative must review this document with the Legally Responsible Person (LRP) prior to submitting a referral to the State Developmental Centers (SDC). The MCO can invite the SDC Olmstead Specialist to attend the meeting if the MCO feels the Olmstead Specialists attendance would be beneficial to the team. By checking and signing, both parties indicate they discussed and reviewed the components of the referral agreement. SDC involvement in the referral agreement discussion does not impact the referral determination.

**The Managed Care Organization (MCO) Representative will review the:**

- ☐ Availability and eligibility of current funding and community-based services
- ☐ *Benefits of Community Living* and provide a copy
- ☐ *Exploration of Community Resources* noting which community-based services were explored prior to considering a SDC referral
- ☐ Reason for MCO endorsement of the referral
- ☐ Role in the transition planning process as the entity responsible for identifying community-based services prior to the end of the Memorandum of Agreement (MOA) if accepted for admission

**Individual/Legally Responsible Person (LRP) acknowledges:**

- ☐ They received options counseling and/or education about alternatives to institutional care
- ☐ The referral is a request for admission, but not a guarantee of acceptance
- ☐ All referrals are reviewed by a multidisciplinary team and decisions for admission are made by an admission review committee
- ☐ If referral is accepted for admission, a discharge date will be set at the point of admission by the SDC. The discharge date is indicated in the Memorandum of Agreement (MOA) which is a contractual agreement between the LRP, MCO and SDC.
- ☐ They will actively participate in transition planning meetings throughout the length of stay and support the transition to community-based services at the end of the MOA date
- ☐ All admissions are time-limited and a return to community will occur even without a change in clinical presentation at the end of the MOA

The LRP should complete the below narrative portion to detail 1) the desired outcome(s) of admission to a SDC and 2) a plan for initial return to the community. This information will be reviewed as a part of the application process.

Based on the information reviewed, the LRP is making an informed decision to:

- ☐ Provide consent for the MCO to submit a referral to the SDC
- ☐ Pause the SDC referral process and consider alternative community-based services

**Signatures:**

\_\_\_\_\_  
Individual/Legally Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
MCO Representative

\_\_\_\_\_  
Date