

**Understanding  
Resources & Services  
For  
Individuals  
With  
Developmental Disabilities  
In  
Fayette County**

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## **Families Are Important**

In the life of a person with a developmental disability, there may come a time when the family cannot provide all the supports that are needed. When that time arrives, family members need information regarding additional supports.

Our desire is to help you be as informed as possible about the supports that are available to help your family member and how to access them.

The purpose of this handout is to answer some of the questions about the intake process and the services available in the community to your family member. We hope that it will help you to become empowered to be an even better advocate for your family member.

## The Fayette County Behavioral Health Administration (FCBHA) Intake Process

The process starts when you contact Fayette County Behavioral Health Administration seeking services for an individual with an Intellectual or Developmental Disability.

### What happens next?

A representative of the Administrative Entity (AE), FCBHA schedules an intake meeting either at your home or our office. At this meeting the following occurs:

- Services are explained and your service interest is explored
- HIPPA privacy statement is explained and provided to you.
- Consents for release of information are signed so that the AE can attempt to obtain information needed to determine your eligibility for services to individuals with a developmental disability.
- You will indicate your preference for service delivery (home/community services or Intermediate Care Facility (ICF-MR). An ICF-MR (State Center) is a segregated Medicaid-funded setting in which nearly all of an individual's habilitation, medical, nutritional and therapeutic needs are met in one place. This is the institutional placement that is "waived" when an individual chooses the MR Waiver.
- If you do not have a Medical Assistance Card a PA 600 or PA 600ch is completed.
- Information regarding your Due Process Rights and Fair Hearing Appeal will be explained and provided.
- Choice will be explained in terms of Providers
- A Family Guide to Individual Supports Plans will be provided.
- Information on Everyday Lives and Everyday Lives In ISP Planning will be provided.
- A list of Community Resources (attached) will be provided.
- Your questions are answered

### After the Intake Meeting

FCBHA sends out releases to the appropriate schools, Social Security Administration etc.

### Why?

- The AE is seeking information in the form of IQ testing in order to determine eligibility for services
- In Pennsylvania the criteria is an IQ of 70 or less prior to the age of 22 via several types of acceptable psychological testing specified by the Commonwealth.

**If documentation is received establishing eligibility:**

- The AE declares your family member eligible for MR services, enters their information into the Department of Public Welfare database, and requests the Supports Coordination Organization you have chosen assign a Supports Coordinator (SC) who is a case manager.
- Once an SC is assigned, the AE will call you to arrange a 2<sup>nd</sup> intake appointment and it is at this point that you meet your SC.

**At the 2<sup>nd</sup> intake meeting the following will happen:**

- Paperwork will be completed regarding fiscal information, voter registration etc.
  - Information will be gathered by the SC to write your Individual Service Plan (ISP). In 2000, ODP established the need to standardize one plan to be used across the Commonwealth that would meet federal and state regulations. With having one plan being used, it allowed for the collection of consistent data. The ISP process involves collaboration between the individual, his or her family, guardian or advocate, and other people important in the individual's life.
  - During the information gathering process it is important to have people present who know the individual best and will offer rich and detailed information about the individual and his/her needs. Information gathered should mirror the core values of Everyday Lives and should reflect the individuals personal preferences, such as communication needs, what's important to him/her, desired activities, just to name a few.
  - A completed plan should provide a means of achieving outcomes important to the person, integrating Natural Supports as well as funded supports. The Individual Service Plan (ISP) is the working document the team agrees upon to capture the needs, wants and hopes of the individual to enable them to have an everyday life.
- **A PUNS (Prioritization of Urgency of Need for Services) will be completed by the SC.**
    - The PUNS is a tool used to gather information about the needs of a person who has requested mental retardation services. It identifies the supports and services a person is currently receiving, whether they are provided by family, community resources, private insurance, a school district, or within the Mental Retardation System.
    - The PUNS also identifies any supports as well as unmet needs the person may have. An unmet need may be classified as either: Emergency, Critical or Planning.

### What Happens After The 2nd Intake Meeting?

- Your Supports Coordinator will enter your completed information from the PUNS form into the Home and Community Services Information System (HCSIS). Your Supports Coordinator will print out a copy of the HCSIS PUNS and mail it to you with a letter within approximately one week of the meeting.
- You should look at the PUNS form you receive in the mail to make sure it accurately lists what you need.
- The letter will have information about your rights and a disagreement form that should be used if you don't agree with the information on the PUNS form.
- Your Supports Coordinator will begin to write the ISP based on the information they gathered at the meeting.

### How Long Will I Have To Wait For Services & Supports?

- The most important thing that determines when you receive services is the availability of funding in Fayette County and the urgency of your need. Counties prioritize funding based on urgency of need, availability of services to meet these needs, and availability of funding. People already enrolled in waivers must have all their needs met before the County/Administrative Entity can enroll new people.
  - It is *important to remember that the Waiting List is not like a bakery or deli line where each person has a number*. The County/Administrative Entity matches available resources with individual needs to determine who gets services and when. People in Emergency will have priority, but may still have to wait.

### What Should I Do While I'm Waiting?

- Waiting for needed services and supports can be frustrating. You can and should look for natural supports in your community. Natural supports are things people do to help without getting paid. It could be friends or family, church members, co-workers, or neighbors. There may be community organizations that can help. Look into YMCAs, recreation centers, volunteer agencies, and advocacy organizations for ideas and help. Your Supports Coordinator may also give you information about community resources.
- The following list of community resources may be useful to explore as you seek to support your loved one with a developmental disability.
- A good source of information about Support Groups is the Fayette County Behavioral Health Administration website. We encourage you to explore the website. ([www.fcbha.org](http://www.fcbha.org))

## Human Service Resources In Fayette County

### **Special Olympics**

Contact: Lisa Malago

Phone: (724)438-7632

### **Monthly Special Needs Dances (Held at Polish Club, Uniontown)**

Contact: Jerome Kaider

Phone: (724) 437-3713

### **Abuse and Assault - Adult**

Catholic Charities

Phone: (724) 439-3531

City Mission

Phone: (724) 439-0201

Crime Victims' Center

Phone: (724) 438-1470

Domestic Abuse Helpline

Phone: (888) 743-5754

Domestic Violence Services

Phone: (724) 439-9500

SW PA Area Agency on Aging

Phone: (888) 300-2704

### **Abuse and Assault**

Catholic Charities

Phone: (724) 439-3531

Children & Youth Services

Phone: (724) 430-1283

Crime Victims' Center

Phone: (724) 438-1470

Try Again Homes

Phone: (800) 245-4453

### **Adult Education**

Adult Learning Center

Phone: (724) 437-9816

Community Action Education Center

Phone: (724) 626-1070

North Fayette County Vo-Tech School

Phone: (724) 626-0236

Penn State Cooperative Extension

Phone: (724) 438-0111

Private Industry Council

Phone: (724) 437-2590

Fayette Vo-tech

Phone: (724) 437-2721

### **Birth and Death Records**

Division of Vital Statistics

Phone: (724) 656-3100

### **Birth Defects**

Department of Health

Phone: (724) 439-7400

Easter Seals Society of Western PA

Phone: (724) 437-4047

Goodwill Industries

Phone: (724) 438-9878

### **Blind and Visually Handicapped**

Fayette County Association for the Blind

Phone: (724) 437-2791

Social Security Administration

Phone: (724) 439-3544

University of Pittsburgh Medical Center

Phone: (412) 647-8762

## **Cerebral Palsy**

Children's Hospital of Pittsburgh	Phone: (412) 692-5325
Local Interagency Coordinated Council	Phone: (724) 430-1370
United Cerebral Palsy	Phone: (724) 437-8688

## **Clothing**

American Red Cross	Phone: (724) 438-2567
Connellsville Community Ministries	Phone: (724) 626-1120
Goodwill Industries	Phone: (724) 437-9878
Pregnancy Support Center	Phone: (724) 628-5555
St. Vincent DePaul	Phone: (724) 439-9188
Salvation Army	Phone: (724) 437-2031
Uniontown Service League	Phone: (724) 438-8971

## **Community Services**

Community Dental Services	Phone: (724) 437-5528
Community Medical Services	Phone: (724) 439-1628
Connellsville Community Ministries	Phone: (724) 626-1120
Fayette County Community Action	Phone: (724) 437-6050
Habitat for Humanity	Phone: (724) 437-1547
Healthy Start	Phone: (724) 425-1799
Information and Referral	Phone: (724) 437-8888
Interfaith Volunteer Caregivers	Phone: (724) 438-0709
Penn State Cooperative Extension	Phone: (724) 438-0111
Physician Referral	Phone: (724) 628-3040
Rendu Services	Phone: (724) 277-8680
St. Vincent DePaul	Phone: (724) 439-9188
Salvation Army	Phone: (724) 437-2031
Threshold Housing	Phone: (724) 437-9080

## **Consumer Problems**

Better Business Bureau	Phone: (412) 456-2700
Chamber of Commerce - Brownsville	Phone: (724) 785-4160
Chamber of Commerce - Connellsville	Phone: (724) 628-5500
Chamber of Commerce - Republic	Phone: (724) 246-7027
Chamber of Commerce - Uniontown	Phone: (724) 437-4571
Consumer Credit Counseling	Phone: (724) 838-1290
KDKA Call for Action	Phone: (412) 333-9370
PA Bureau of Consumer Protection	Phone: (412) 565-5135
U.S. Consumer Product Safety	Phone: (800) 638-2772
WPXI Action Line	Phone: (412) 323-1717

### **Consumer Services**

Office of Consumer Advocate  
(Public Utility related problems)  
555 Walnut Street  
Harrisburg, PA 17107

Phone: (717) 783-5048  
Toll Free: (800) 684-6560

### **Crime Victims' Compensation Board**

Phone: (800) 233-2339

### **Counseling**

Chestnut Ridge Counseling Service  
Crime Victims' Center  
Drug and Alcohol Commission  
Tri County Partnership for Independent Living

Phone: (724) 437-0729  
Phone: (724) 438-1470  
Phone: (724) 438-3576  
Phone: (724) 439-1434

### **Day Care**

Fayette Community Action Agency  
Services to Senior Citizens  
Veterans' Health Administration

Phone: (724) 785-9420  
Phone: (724) 430-4852  
Phone: (412) 365-4427

### **Employment**

Career Link - Fayette  
Career Link - Mon Valley  
Goodwill Industries  
Life's Work of Western PA  
Office of Vocational Rehabilitation  
Private Industry Council  
    □ Connellsville  
    □ Uniontown  
SW PA Area Agency on Aging

Phone: (724) 434-5627  
Phone: (724) 379-4750  
Phone: (724) 437-9878  
Phone: (724) 434-1720  
Phone: (724) 439-7465  
Phone: (724) 628-5000  
Phone: (724) 437-2590  
Phone: (724) 430-4603

### **Energy Assistance**

Connellsville Community Ministries  
Fayette County Community Action Agency  
Low Income Home Energy Assistance  
Salvation Army

Phone: (724) 626-1120  
Phone: (724) 437-6050  
Phone: (724) 437-8854  
Phone: (724) 437-2031

### **Food**

Brownsville Soup Kitchen  
Bruderhof Communities  
Community Action Food Bank  
Community Action Southwest  
Connellsville Community Ministries  
Connellsville Salvation Army  
Connellsville Senior Tigers  
Crosskeys Human Services

Phone: (724) 785-6731  
Phone: (724) 329-8573  
Phone: (724) 437-8180  
Phone: (724) 225-9550  
Phone: (724) 626-1120  
Phone: (724) 628-2010  
Phone: (724) 626-1515  
Phone: (724) 785-6180



Diversified Human Services	Phone: (724) 684-9000
Fayette County Board of Assistance	Phone: (724) 439-7015
Home Delivered Meals	Phone: (724) 430-4850
Jubilee Soup Kitchen	Phone: (724) 437-1457
Rendu Services	Phone: (724) 277-8680
Salvation Army	Phone: (724) 437-2031

### **Disabilities**

Alliance for the Mentally Ill	Phone: (724) 438-2403
Brain Injury Association of PA	Phone: (866) 635-7097
Chestnut Ridge Counseling Services	Phone: (724) 437-0729
Connellsville Community Ministries	Phone: (724) 626-1120
Domicilliary Care	Phone: (800) 411-5655
Easter Seal Society of Western PA	Phone: (724) 437-4047
Fayette Association for Retarded Citizens	Phone: (724) 438-8416
Goodwill Industries	Phone: (724) 437-9878
Head Start	Phone: (724) 430-4818
Interfaith Caregivers	Phone: (724) 438-0709
Intermediate Unit I	Phone: (724) 437-9816
Life's Work of Western PA	Phone: (724) 434-1720
Office of Vocational Rehabilitation	Phone: (724) 439-7465
Pittsburgh Guild for the Blind	Phone: (412) 221-2200
Social Security Administration	Phone: (724) 439-3544
Tri County Partnership for Independent Living	Phone: (724) 439-1434
United Cerebral Palsy	Phone: (724) 437-8688

### **Handicapped - Equipment**

Connellsville Community Ministries	Phone: (724) 626-1120
Easter Seal Society of Western PA	Phone: (724) 437-4047
Uniontown Jewish Community Center	Phone: (724) 438-4681

### **Health**

American Heart Association	Phone: (724) 437-2798
American Lung Association of Western PA	Phone: (800) 220-1990
American Red Cross	Phone: (724) 438-2567
Brain Injury Association of PA	Phone: (866) 635-7097
Children's Hospital	Phone: (412) 692-5325
Community Dental Services	Phone: (724) 437-5528
Community Medical Services	Phone: (724) 439-1628
Easter Seal Society of Western PA	Phone: (724) 437-4047
Family Health Council	Phone: (724) 437-1582
March of Dimes	Phone: (800) 422-2437
Recreation /Leisure for Persons with Disabilities	Phone: (877) 986-4550
The Special Kids Network	Phone: (877) 986-4550
United Cerebral Palsy of Southwestern PA	Phone: (724) 225-8145

## Home Health Care

Abbey Health Care	Phone: (724) 439-2229
Albert Gallatin Homecare & Hospice	Phone: (724) 438-2425
Centerville Clinics	Phone: (724) 632-6801
Fayette County Community Action Agency	Phone: (724) 437-6050
Fayette Home Care	Phone: (724) 439-1610
Fay-West Visiting Nurses	Phone: (724) 628-4100
Health Plus, Inc.	Phone: (724) 684-9000
May Day Home Health	Phone: (724) 736-0299
Mon Valley Community Health Services	Phone: (724) 684-9000
UCP Home Community Services	Phone: (724) 437-8688
United Cerebral Palsy	Phone: (724) 225-8145
Western PA School for the Blind	Phone: (412) 621-0100
Western PA School for the Deaf	Phone: (412) 371-7000

## Hospitals

Frick Community Health Center	Phone: (724) 547-1500
Highlands Hospital	Phone: (724) 628-1500
Uniontown Hospital	Phone: (724) 430-5000
Allegheny General	Phone: (412) 359-3131
Centerville Clinic	Phone: (724) 632-6801
Central Medical Center	Phone: (412) 562-3000
Children's Hospital	Phone: (412) 692-5325
Department of Veterans Affairs	
□ Oakland	Phone: (412) 692-3000
□ Highland Drive	Phone: (412) 363-4900
Eye and Ear Hospital	Phone: (412) 647-8762
Forbes Regional Health Center	Phone: (412) 665-3000
Greene County Memorial Hospital	Phone: (724) 627-3101
Latrobe Hospital	Phone: (412) 537-1000
McGee Women's Hospital	Phone: (412) 641-1000
Mercy Hospital	Phone: (412) 232-8111
Monongalia General Hospital	Phone: (304) 598-1212
Monongalia Valley Hospital	Phone: (724) 258-2000
Montefiore Hospital	Phone: (412) 648-6000
Podiatry Hospital	Phone: (412) 661-0814
Presbyterian Hospital	Phone: (412) 647-2345
Ruby Memorial Hospital	Phone: (304) 598-4400
St. Francis Medical Center	Phone: (412) 622-4343
Shadyside Hospital	Phone: (412) 623-2121
South Hills Health System	Phone: (412) 469-5000
Washington Hospital	Phone: (724) 225-7000
West Penn Hospital	Phone: (412) 578-5000
West Virginia University Hospital	Phone: (304) 598-4000
Westmoreland Hospital	Phone: (724) 832-4000

### **Housing - Subsidized / Public Housing**

Beeson Court Apartments	Phone: (724) 438-6630
Confer Vista Apartments	Phone: (724) 437-8659
Connellsville Housing Authority	Phone: (724) 628-4501
Fayette County Housing Authority	Phone: (724) 434-2100
Meadow Heights	Phone: (724) 438-3089
Unlimited Housing for the Elderly	Phone: (724) 438-6630

### **Housing - Weatherization**

Connellsville Community Ministries	Phone: (724) 626-1120
Redevelopment Authority of Fayette County	Phone: (724) 437-1547
Rural Economic & Community Development	Phone: (724) 437-2708

### **Medical Assistance**

Department of Public Welfare	Phone: (724) 439-7015
	Toll Free: (877) 832-7545

### **Older Adults - Senior Citizen's Centers**

Albert Gallatin Human Services	Phone: (724) 583-7822
Center in the Woods	Phone: (724) 938-3554
Connellsville Senior Center	Phone: (724) 626-1515
Coskeys Human Services	
□ Brownsville Senior Center	Phone: (724) 785-6180
□ Republic Senior Center	Phone: (724) 246-7740
Fayette City Senior Center	Phone: (724) 326-5618
Fayette County Community Action Agency	
□ Bullskin Senior Center	Phone: (724) 887-0655
□ East End United Satellite Center	Phone: (724) 437-1660
□ Fairchance Georges Center	Phone: (724) 564-0600
□ Mountain Senior Center	Phone: (724) 329-4260
□ Uniontown Senior Center	Phone: (724) 437-6050
Perryopolis Senior Center	Phone: (724) 736-2250
Revere Community Center	Phone: (724) 437-8801

### **Older Adults - Services for Senior Citizens**

Home Delivered Meals	Phone: (724) 430-4850
Interfaith Volunteer Caregivers	Phone: (724) 438-0709
Retired Senior Volunteer Program	Phone: (724) 632-6801
Southwestern PA Area Agency on Aging	Phone: (888) 300-2704

### **Support Groups**

Adult Children of Aged Parents	Phone: (724) 430-5000
Alzheimer's Support Group	Phone: (724) 439-1610
American Society for Burns Recovered	Phone: (412) 232-8225
Arthritis Support Group	Phone: (724) 628-3040
Brain Injury Association of Pennsylvania	Phone: (866) 635-7097
Breast Surgery Support Group	Phone: (724) 628-3040

Compassionate Friends  
Diabetes Support Group  
Stepping Stones Bereavement Group

Phone: (724) 547-1392  
Phone: (724) 628-3040  
Phone: (724) 439-2577

### **Transportation**

American Cancer Society  
Connellsville Community Ministries  
Community Action Southwest  
Diversified Human Services  
Fayette Area Coordinated Transportation  
Fayette Association for Retarded Citizens  
Fayette County Veterans Affairs  
Tri County Partnership for Independent Living

Phone: (724) 437-0540  
Phone: (724) 626-1120  
Phone: (724) 255-9550  
Phone: (412) 684-9000  
Phone: (724) 626-7433  
Phone: (724) 438-8416  
Phone: (724) 430-1241  
Phone: (724) 439-1434

### **Federal Government**

Social Security Administration  
942 Morgantown Rd  
Uniontown, PA 15401

Phone: (724) 439-3544  
Toll Free: (800) 772-1213  
Hearing Impaired: (800) 325-0778

### **State/County Government**

#### **Health Department**

County Office  
100 New Salem Road  
Uniontown, PA 15401-8936

Phone: (724) 439-7400

#### **Southwest PA Area Agency on Aging**

305 Chamber Plaza  
Charleroi, PA 15022-1607

Phone: (724) 489-8080

Toll free: (888) 300-2704

#### **Transportation (FACT)**

825 Airport Road  
Lemont Furnace, PA 15456

Phone: (724) 628-7433

Toll Free: (800) 321-7433

#### **Veteran's Affairs**

Public Service Building  
22 East Main Street  
Uniontown, PA 15401

Phone: (724) 430-1241

### **Short Glossary**

- **Individual:** this usually refers to the person with developmental disabilities.
- **Slot:** an opening or vacancy of Waiver services for an individual.
- **Supports Coordinator (Case manager)** an employee of Fayette County Behavioral Health Administration who will give you information about

services, help you obtain them and make any needed changes over time. SCs locate, coordinate and monitor services

- **Legal Guardian:** a person who has been appointed by a court of law to act as decision-maker in matters requiring “informed consent” (i.e., situations in which there are clearly more risks involved than those involved in typical day-to-day living) for another person who has been found by the court to lack the capacity to weigh the risks and benefits of such decisions. Parents of children under 18 are always considered their children’s legal guardian, unless those rights have been taken away by the court.
- **Person -centered planning:** an ongoing planning process to help the individual create a vision of a desirable future. It builds on the individual’s strengths, personality and interests. It helps him/her to become an integral part of the neighborhood and community by promoting participation in the life of the community and building relationships with people with whom he/she wants to spend time. It assists the individual in making personal choices and achieving dreams and a desirable lifestyle. It most often begins with a team of people who care about the individual and are willing to invest time and effort to ensure that he/she experiences a richer, more satisfying life.
- **Provider:** an agency or individual that has the necessary credentials to deliver services to individuals under the MR Waiver, including an agreement with the Department of Medical Assistance Services.
- **Release Of Information:** Everyone has a right to confidentiality when it comes to their private health care information. That means information about individuals receiving MR Waiver services cannot be shared with anyone without their permission. Because some information sharing is necessary between providers, or between providers and family members, forms authorizing this exchange of information must be signed by the individual. If the individual has a legal guardian or authorized representative, that person must sign the release of information form too. However, only that information that is truly necessary for service provision is to be shared.