

# Springfield Regional Office

Early detection and intervention for any developmental disability could spell success later in school or in adult life.

A developmental disability is one which is attributable to cerebral palsy, epilepsy, intellectual disabilities, head injury, autism, a learning disability related to a brain dysfunction, or any other intellectual or physical impairment which occurs before the age of 22 that delays/limits intellectual or physical development and interferes with basic life activities. It must be determined that this disability is likely to continue indefinitely.

To support individuals with developmental disabilities and their family members, the Missouri Department of Mental Health's Division of Developmental Disabilities has established 11 Regional Offices located throughout the state. Regional Offices are designed to assist individuals with developmental disabilities in meeting needs related to their disability through a variety of ways, while maintaining people in their homes and communities whenever possible.

Regional Office staff determine eligibility and link individuals to needed services.

## WHAT IS A REGIONAL OFFICE?

## ELIGIBILITY FOR SERVICES

Anyone can request services through the Division of DD but not everyone with a disability will qualify. The process of taking applications and determining eligibility for services is called "Intake".

When an individual contacts the Regional Office, an intake specialist is assigned to determine eligibility for services.

An intake packet includes application forms, release of information forms, financial forms, a privacy notice, and a number of brochures with important information about services, resources and rights.

The intake specialist will review records and may need to complete an assessment with the applicant to determine whether the individual has substantial functional limitations, and to find out what types of services and supports they may need.

If the individual is determined eligible, a support coordinator will be assigned and a meeting will be scheduled to develop an Individual Service Plan (ISP) with him/her and the support team. A support team consists of the individual and/or the parent(s) of a minor child with a disability, the guardian(s) if appropriate, the support coordinator, plus any other family members, friends, advocates or professionals who know and care about the person.

## TYPES OF SERVICES AVAILABLE

In general, the Regional Office has access to early childhood intervention services, vocational services, residential services, specific therapies (i.e. Speech Therapy, Occupational Therapy, Physical Therapy, and counseling services), in-home supports, respite care, and crisis intervention services. Many of the services will vary by geographic location and available contract providers. Individuals and families may also choose the option to self-direct their own services if they prefer.

## COST OF SERVICES

Services through the Division of DD are voluntary; no one is required to receive services against his or her wishes.

There is no charge for applying for services. If an individual or family is found to have an ability to pay for services because of their income, they will be notified of the amount and given the opportunity to decide whether they still want to receive the services. Insurance and Medicaid or other benefits can be applied to the costs.

### SpRO Serves the Following Counties:

Hickory  
Polk  
Dallas  
Laclede

Greene  
Webster  
Wright  
Christian

Douglas  
Stone  
Taney  
Ozark

# SPRINGFIELD REGIONAL OFFICE

Regional Satellite Office  
Mountain Grove Office  
1801 N. Talcott  
PO Box 737  
Mountain Grove, MO 65711  
Phone: (417) 926-7335  
Fax: (417) 926-3158



Springfield Regional Office  
1515 E. Pythian  
PO Box 5030  
Springfield, MO 65801-5030  
Phone (417)895-7400  
Fax (417)895-7412  
Toll Free 888-549-6635

## Regional Office Structure

### Regional Director

- ◆ Directs and coordinates the delivery of community-based programs & services in the multi-county area.
- ◆ Staff completing functions under the Director include Assistant Director, Assistant Director of Administration, Quality Enhancement Coordinator, Provider Relations Coordinator, Intake/Eligibility Coordinator, Utilization Review Coordinator, Behavior Resource Team & Inquiry Coordinator.

### Individual & Family Supports

- ◆ Responsible for the development, implementation & enhancement of the infrastructure of supports & services for individuals & their families and/or responsible parties.
- ◆ This unit includes the Asst. Director, Self-Directed Supports, Family Support, Employment Resource/Youth Transition, Advocacy Specialist, Support Coordinator & Autism Navigator.

### Quality Enhancement

- ◆ Responsible for reviewing, tracking, trending & reporting of contracted service providers & Regional Office performance based on current standards.
- ◆ Coordinates & oversees processes associated with the Health Identification & Planning System.

### Provider Relations

- ◆ Responsible for provider development that enhances existing supports & services & explores new services & works to increase provider capacity to address unmet needs.
- ◆ Develops, executes & reviews approved provider contracts & provides technical assistance and training to contracted service providers.
- ◆ Assists support coordinators with individuals in the transition process & enters placement requests into the Consumer Referral Database.
- ◆ Develops interdivisional agreements with other state agencies.

### Business Office

- ◆ Responsible for the day-to-day financial operations of the Regional Office.
- ◆ Conducts onsite fiscal reviews.
- ◆ Maintains accounts for individuals who have the RO as payee of Social Security or other benefits.
- ◆ Administers the Standard Means Test which helps determine the ability of individuals/families to pay for some of their services.

# Services for Missourians with Developmental Disabilities



To learn more about the

**Missouri  
Department of Mental  
Health**

**Division of Developmental  
Disabilities**

Please visit the website at

**[www.dmh.mo.gov](http://www.dmh.mo.gov)**