

DAY HABILITATION SERVICES ENROLLMENT PROCESS: WHAT TO EXPECT!



Cobblestone
Arts Center

We're so excited for you to join our Cobblestone family! We know the enrollment process can seem complicated - but we are here to walk you through each step:

1

Begin your journey: The first step is to inquire about services. You can call or email to connect with us or sign up for a tour of our program! **Please ensure that the student is eligible: they must be 21+ for Day Hab Services.**

2

Documentation Review: Your Care Coordinator/Manager will begin sending us the documents required for services approval. **This step can take up to 2 weeks.**

3

Program Trial: After reviewing initial documents, our staff will invite the individual for a 3-5 day trial visit. This will give them a typical day program experience. The student must be accompanied by a support person and bring a packed lunch. We will offer enrollment after a successful trial.

4

Start enrollment: We'll work with your Care Coordinator/Manager to enroll the individual into the selected program. **Please ensure that the student has an updated physical and PPD test!**

5

Final Documents and Enrollment: We will continue to work with your Care Coordinator/Manager on gathering all required documents (see back for details). A meeting with our intake team will be scheduled at this time. **This process can take up to 30 days.**

We look forward to meeting you! For any questions about the enrollment process, please contact
megan@cobblestoneartscenter.com or 585-433-9812

REQUIRED ENROLLMENT DOCUMENTS

- Completed intake/referral packet
- Service Authorization from OPWDD
- Current Life Plan
- Annual Physical Exam
- Immunization Records
- 2 PPD Tests (2 within the year **or** 1 TB Blood Test)
- Current Physician Orders/List of Medications
- Diet Order or Diet Information
- Behavior Plan/Behavior Interventions
- Seizure Plan/Guidelines