



Step 1: Process Initiation

*An ICF with +9 beds has a current vacancy or vacancy within the next 6 months & plan for a new admission is in place*

➔ *ICF submits a referral to CBDD*



Step 2: Interview

*CBDD receives referral form*

➔ *5 days to*

- interview the individual*
- complete the form*
- submit to DODD for review*



Step 3: Pre-Admission Counseling Form

➔ *Identify*

- *current support required and resource meeting this need*
- *new support needed and what new resource can be used to meet this need*



Step 4: Submit to DODD

*Attach completed form to an email*

➔ *Send to [ICFdoc@dodd.ohio.gov](mailto:ICFdoc@dodd.ohio.gov)*

*Follow up with ICF representative*