

Puzzle Pieces, Inc.

Membership Intake Form, First Step to Referral

Puzzle Pieces Campus Intake Form

Please send all forms to: Puzzle Pieces- 2401 New Hartford Road, Owensboro, KY 42303

Client Information

Name of child/adult:			Birth date (MM/DD/YYYY)
Permanent Address:			Current Age:
City:	State:	Zip:	Grade (if in school)
Primary Disability:		School attended/attending:	
Does Client Reside with: One Parent Both Parents Caregiver		Other:	

Guardian Information

Mother's Name:		
Address:		
City:	State:	Zip:
Email:		Home Phone: Cell Phone:

Father's Name:		
Address:		
City:	State:	Zip:
Email:		Home Phone: Cell Phone:

Based on the information provided on our Level of Need form, please circle which level best describes your child/adult. Please note that the Level of Need will be discussed further in the INTAKE process, but the information you provide below just gives some insight on the planning process.

1. My child/adult's level of need is: Level 1 Level 2 Level 3 NOT SURE
2. What year will your child/adult graduate from high school? (remember they can attend until they are 21 years of age)

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3. If your child is attending the afterschool session, will they ride the school bus to Puzzle Pieces Campus?

YES NO

4. Which district does your child attend or did attend (i.e., DCPS, Owensboro City, etc.)?

Puzzle Pieces Campus Options

Private Pay Part-Time

Attending 2 days or Less/ 20 hours or less

Private Pay Full-Time

Attending 3 days or More/ 20 hours or more

Michelle P. Waiver Community Living Supports (Traditional)

Services can be provided under Traditional Medicaid Community Living Supports with the Michelle P. Waiver program. Community Living Supports is set up through Puzzle Pieces to provide one-on-one direct supervision to meet the overall goals and outcomes of community involvement, social skills, money management, life skills, daily living skills, etc. Administrative staff at Puzzle Pieces cannot set your budget for you to access our services; this must be done with your Case Manager. Puzzle Pieces will provide this service based upon the number of units/hours within your budget once it has been approved. Share with your Case Manager how many hours per week you would like to access our services, and they will work with you and be able to tell you how many units/hours within your budget could be requested and approved. After meeting with your Case Manager and signing the proper paperwork, your Case Manager will then send a referral to Puzzle Pieces' Executive Director to be accepted/denied.

Michelle P. Waiver Respite Services (Traditional)

Services can be provided under Traditional Medicaid Respite with the Michelle P. Waiver Program. Respite is set up through Puzzle Pieces to provide at minimum a 2-1 direct supervision to provide relief to the caregiver.

Michele P. Waiver/SCL Behavior Services

Services will be provided as a one-on-one service model with a behavior therapist. All behavior therapist will have completed training, have at least a master's degree, and be under the supervision of a BCBA or staff. Services will be provided in the most appropriate setting to meet the needs of the individual, and make progress towards the behavioral targets. Please understand that behavior services does not have to be for aggressive behaviors, but any behavior your family or the individual would need to change a less desired behavior. Weekly hours will be allotted in plan of care/budget to allow consistency for support to be provided. Communication with the team will be essential in our services to ensure the success of the service. Referrals must be sent via Case Manager for the service. ***Private pay options*** will be available for those who are not on the waiver, and discussion with Executive Director will need to be arranged to discuss this option.

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Michele P. Waiver/SCL Adult Day Training Services

Services are provided under Traditional Medicaid, and must be allotted within your Plan of Care that your Case Manager creates. Programming with our Adult Day Training services are intended for individuals who can be successful with a 5:1 staff ratio and have a desire to learn skills to become independent and employed. Private Pay options are available, and must be approved with Executive Director.

Service Payment Options
Private Pay Membership
Will you be a private pay client ? YES NO
Full-Time (3 days or more) or Part-Time (2 days or less)
Michelle P Waiver Traditional Services
Do you have Michelle P. Waiver services? Yes No _____
If no are you on a waiting List for Michelle P. Waiver services? Yes No
Do you currently have Consumer Directed Option, but looking at doing Blended Services to use for Puzzle Pieces to access Traditional Community Living Supports for your loved one? Yes No
Do you need more information on how to access your MPW in getting services at Puzzle Pieces? Yes No
Case Management Information
Name of Case Manager: _____.
Case Manager Agency: River Valley GRADD AP Case Management A1 Case Management Other: _____.
Do we have permission to call your Case Manager? _____.
Is your Case Manager aware of the services you would like to seek at Puzzle Pieces? Yes No

Services Breakdown

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Which sessions are you interested in?		
Adult Programming- Pre-set Yearly Schedule	Summer	After school

Puzzle Pieces Campus Programs

Check what program fits your needs:

Social Community Program (CLS/Respite)
(Ages 8yrs – adult life)
(1:1, 2:1 Supports)
 Adult Afterschool Summer

Adult Vocational Training Program (ADT)
(Ages 16yrs – Adult)
(5:1 Ratio)

Behavior Services
(All Ages)

Owen Autism Center Inclusive Day Care
(Ages 18 months – 5yrs)

Owen Autism Center Social- Community Program (geared towards group Social/Academic curriculum)
(4:1, 6:1 supports) (Whole life instruction geared to end goal being employment or post-secondary education)
(Ages 6yrs – Adult)
 Afterschool Summer

Full-Time Attendance Plan: Attending 3 Days or More/ 20 hours or more

Part-Time Attendance Plan: Attending 2 Days or Less/ 20 hours or less

Adult Day Program (51 weeks) Social/Community Program & Vocational Training

Circle what days you are needing services for: **Full-Time** **Part-Time**

If **Full-Time** - How many days/hours a week do you need services:
 Mon. - ____ hrs. Tues. - ____ hrs. Wed. - ____ hrs. Thurs. - ____ hrs. Fri. - ____ hrs.

If **Part-Time** - How many days/hours a week do you need services:
 Mon. - ____ hrs. Tues. - ____ hrs. Wed. - ____ hrs. Thurs. - ____ hrs. Fri. - ____ hrs.

Will they be transported to Puzzle Pieces by G.R.I.T.S? Yes No

Will they be transported to home from Puzzle Pieces by G.R.I.T.S? Yes No

Afterschool Session (36 weeks) Social /Community Program & Owen Autism Center

How many days/hours a week do you need services:

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Mon. - _____ hrs. Tues. - _____ hrs. Wed. - _____ hrs. Thurs. - _____ hrs. Fri. - _____ hrs.

Will they ride a bus to Puzzle Pieces? Yes No

Do they have T-5 on their IEP to be transported on special services buses? Yes No

Holiday Session (approximately 23 days a year) Social /Community Program & Owen Autism Center

Do you need services during Spring Break? YES NO

Do you need services during Fall Break? YES NO

Do you need services during Christmas Break? YES NO

Do you need services during Thanksgiving Break? YES NO

Do you need services during school cancellations (snow days, professional days, holidays, etc.)? YES NO

Summer Session (9 weeks)* Social /Community Program & Owen Autism Center

Circle which membership you plan for your child to be: **Full-Time** **Part-Time**

If **Full-Time Member**, how many days/hours a week do you plan for your child to attend:

Mon. - _____ hrs. Tues. - _____ hrs. Wed. - _____ hrs. Thurs. - _____ hrs. Fri. - _____ hrs.

If **Part-Time Member**, how many days/hours a week do you plan for your child to attend:

Mon. - _____ hrs. Tues. - _____ hrs. Wed. - _____ hrs. Thurs. - _____ hrs. Fri. - _____ hrs.

Owen Autism Inclusive Day Care (18 months - 5 years)

Private Pay Michelle P. Waiver

Service times needed

All Day ½ day a.m. ½ day p.m.

School attending: _____

Currently attending day care? Yes (location) _____ No

Diagnosis: Yes No (*you do not have to have a diagnosis to attend the day care*)

Behavior Services (All ages)

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Private Pay Michelle P. Waiver SCL

Time needed for services

Afterschool hours Daytime Hours Weekends Evenings

Behavioral Support Needs

Home School Community

Once this form is process here are the steps that will occur:

- Phone call or email from director to connect a screening for services
- A scheduled tour after the screening to ensure you like the programming
- Given an approximate timeline for services to start
- Plan of Care will take place by director to file proper paperwork while learning the client's needs and goals
- Scheduled start date