



**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL**

SECTION: Program Administration
SUBJECT: Services for Developmentally
Disabled Clients

POLICY: Each delegate agency must follow guidelines developed by the Developmental Disabilities Division when providing services to clients who are developmentally disabled.

GUIDELINES:

1. When a prospective client presents at a family planning clinic and is unable to provide adequate medical information, ask the following key questions:
 - a. Is there someone that can help you provide this information?
 - b. Do you live in a group home or in your own apartment?
 - c. Do you have a Developmental Disabilities Case Manager?
 - d. What is your address?
2. If the client indicates that she/he lives in a group home or gives the address of one of the community group homes, call the home for assistance. If the individual indicates that they receive assistance in living independently from a developmental disabilities (DD) provider agency, call the provider office and ask for their case coordinator.
3. The DD provider staff will check to see if this client has a legal guardian and then follow normal "Release of Information" procedures.
4. If the client does not indicate that they receive services from a DD provider agency, the Development Disabilities Case Management unit at the regional human service center should be contacted. The case manager can assist the caller in determining if a guardian or other agency is involved.
5. If questions develop concerning consent, guardian disagreement, or if sterilization or abortion are considered, the regional advocate must be contacted. Regional refers to the eight human services regions of North Dakota.
6. Delegate agencies should maintain a current list of group homes and DD provider agencies in their area.