



2211 Arca Drive
Anchorage, Alaska 99508

T (907) 277-6677
F (907) 272-2161
E-mail: info@thearcofanchorage.org
www.thearcofanchorage.org

Dear {Mr., Ms., Sir, or Ma'am};

Thank you for your interest in services with The Arc of Anchorage.

The following instructions and checklist will assist you through the first steps toward involvement with The Arc of Anchorage's team. At this time, we need you to follow the steps below, in addition to providing as much information as possible from the attached checklist. This will help to determine if you qualify for Developmental Disability and/or Behavioral Health Services.

STEP 1: We need to verify eligibility for Developmental Disability. This is done with a letter from The State of Alaska, Department of Health and Social Services, Division of Senior and Disability Service (SDS) If you do not already have a letter of eligibility from The Division of Senior and Disability Services or you are not sure if you have completed the Developmental Disability Determination Application, please contact your local Developmental Disabilities Resource Connection Roster. A current list can be found at:

http://dhss.alaska.gov/dsds/Documents/grantservices/PDFs/DDRC_Roster.pdf

STEP 2: Complete The Arc of Anchorage's Intake Application. This form can be found on our website at <https://thearcofanchorage.org/services/>, or via email if requested.

STEP 3: Forms needed with signatures:

- The Arc of Anchorage's Intake Application.
- Release of Information Form for each individual, entity or provider that The Arc of Anchorage will need to communicate with regarding prior services/treatment records (please do not return signed Release of Information Forms that are not completely filled out).
- As many of the items listed on the checklist located on page 2 of this correspondence.

STEP 4: You can drop these items off at our front desk, fax the documents to me at 907-272-2161 or contact me at 907-777-0327 for an Intake Appointment.

Please contact me with questions or concerns regarding this process.

I look forward to meeting with you.

Respectfully,

Julie Sanchez
Intake Coordinator for BHS/AMHR
Direct phone: (907) 777-0327
Agency Fax: (907) 272-2161
jsanchez@thearcofanchorage.org

The following items will help The Arc of Anchorage process the Applicant's Intake Application faster.

Please send the documents directly to Julie Sanchez via email jsanchez@thearcofanchorage.org, fax at 907-272-2161 or mail/drop off at 2211 Arca Drive, Anchorage, AK 99508

- Current Behavioral Health Treatment Plan with corresponding Assessment
- Current copy of the Developmental Disabilities Registration and Review Form
- Current copy of the Plan of Care for Waivers (ISW, IDD, CCMS) and a copy of the ICAP, Level of Care and Appointment of Care Coordinator
- Miscellaneous Documents (*Required Documents, as applicable)
 - Birth Certificate
 - Social Security Card
 - Medicaid Card
 - Driver's License or State ID Card
 - Certificate of Degree of Indian or Alaska Native Blood (CDIB Card)
- Proof of Guardianship (as applies, documents must be signed by a judge).
 - Power of Attorney
 - Court Ordered Guardianship
 - Conservatorship or Payee Representative
 - Custody Agreement
 - Divorced Guardian's Request Custody Order
 - Foster Care Papers
 - Authorized Representative
 - Condition of probation/parole
- Current or Prior Medical Records and/or Evaluations
 - Neuropsychological Evaluation
 - Psychological Evaluation
 - Functional Assessments
 - Mental Health Assessments
 - School Individualized Education Plan (IEP)
 - Occupational/Physical/Speech Therapy Evaluations, Progress Notes & Recommendations.
 - Diagnosing Records of Mental Illness
 - Diagnosing Records of Developmental Disability
 - Verification of Diagnosis
 - List of Medication Prescriptions
 - Any Other Current Treatment Plans, Evaluations, or Recommendations from a Medical Professional