



Thank you for your interest in receiving IDD services at The Harris Center for Mental Health and IDD. All persons requesting services must complete an Eligibility Intake online packet and an in-person appointment which consist of a financial eligibility assessment, diagnostic eligibility assessment and a service coordination assessment.

**BEFORE** your appointment is scheduled, you will need to complete the following two (2) steps:

1. Complete an online intake packet, by clicking the link below or scanning the QR code.
2. After you complete the online packet, you will need to submit the following documents via email to [gloria.gill@theharriscenter.org](mailto:gloria.gill@theharriscenter.org). In the email subject line, please include the first and last name of the individual seeking services (example, John Smith – Eligibility Intake Packet).

#### **Diagnostic Assessment Reports from School\***

*If the individual has received Special Education services, you must provide copies of their Full Individual Evaluations (FIE's) or Comprehensive Individual Assessments (CIA's) ahead of time for review.*

#### **Diagnostic Assessment Reports from Other Agencies\***

*If the individual was seen by other agencies or professionals for suspected developmental delays, intellectual disability or pervasive developmental disorders, copies of these evaluations should also be provided. Examples include evaluations by:*

- Other Community Centers, State Supported Living Centers or State Hospitals
- Schools for the Deaf or Blind
- Private hospitals or clinics
- Private psychologists or psychiatrists
- Other educational or training programs/agencies for persons with intellectual disability & related disabilities

#### **Financial Assessment Documents**

- Proof of residency for Harris County (current utility bill or lease)
- Proof of your income (SSI award letter, 1 month worth of recent paycheck stubs (if minor we will need both parents income), Tax return (if self-employed, get paid in cash))
- Proof of any insurance coverage
- Identification Card, or Driver's License
- Birth Certificate
- Social Security Card (if minor we will also need parents)
- Current guardianship letter (if applicable)

*\*If you need help in obtaining 'Diagnostic Assessment' documents you may sign a consent form giving The Harris Center staff permission to contact schools, hospitals, doctors, etc. on your behalf, and The Harris Center will help you to obtain the required documents. (A copy of the consent form is attached to this email). This is applicable to 'Diagnostic Assessment' documents only and not documents required for the 'Financial Assessment'.*

Access by scanning the following QR code:



Or by clicking the link: [Online Intake Packet](#)

*If you need help or have questions, please call us at (713) 970- 3973, or email at [gloria.gill@theharriscenter.org](mailto:gloria.gill@theharriscenter.org).*

**Please Note: The Harris Center for Mental Health and IDD does not conduct diagnostic assessments for purposes beyond services authorized by our center. If you are in need of a diagnostic assessment for governmental benefits or to satisfy school requirements, please contact us at (713) 970- 3973 and we can assist you in locating community resources to fulfill this need.**