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| ***Developmental*** ***Disabilities*** ***Resource*** ***Center*** |
| ***DDRC******Since 1964*** |

***“We Build on Abilities”***

 

**Adult Services Intake Packet**

***“The mission of DDRC is to provide leading-edge services that create opportunities for people with developmental disabilities and their families to participate fully in the community.”***

**11177 West 8th Avenue Phone: 303-233-3363**

**Lakewood, Colorado 80214 Fax: 303-205-1606**

**Website:** [**www.ddrcco.com**](http://www.ddrcco.com)

**Table of Contents**

Information about DDRC Services

Steps to Accessing Adult Services Through DDRC

Information for Individuals 18 and Over

Children and Family Services Fact Sheet

Supported Living Services Fact Sheet

HCBS-DD Comprehensive Services Fact Sheet

Adult Resource List

Re: Your Request for Information on Developmental Disability Determination and DDRC Services

Date:

Dear: ,

Developmental Disabilities Resource Center is an agency located in Lakewood, Colorado, which supports people with developmental disabilities living in a four county area of Colorado. These counties are Jefferson, Clear Creek, Gilpin and Summit. In the state of Colorado, a developmental disability is defined as:

The Colorado Rules (2CCR 503-1, 16.120) define Developmental Disability as a disability that:

A. Is manifested before the person reaches twenty-two (22) years of age;

B. Constitutes a substantial disability to the affected individual, as demonstrated by the criteria below at C.1 and/or C.2; and

C. Is attributable to mental retardation or related conditions, which include cerebral palsy,

 epilepsy, autism or other neurological conditions, when such conditions result in either

 impairment of general intellectual functioning or adaptive behavior similar to that of a person

 with mental retardation. Eff 8/1/2013

1. Impairment of “general intellectual functioning" means that the person has been determined to have a Full Scale intellectual quotient equivalent which is two or more standard deviations below the mean (70 or less assuming a scale with a mean of 100 and a standard deviation of 15). Eff 8/1/2013

1. A secondary score comparable to the General Abilities Index for a Wechsler intelligence scale that is two or more standard deviations below the mean may be used only if a Full Scale score cannot be appropriately derived.

Eff 8/1/2013

 b. Score shall be determined using a norm referenced standardized test of

 intellectual functioning comparable to a comprehensively administered

 Wechsler intelligence scale or Stanford-Binet intelligence scales, as revised or

 current to the date of administration. The test shall be administered by a

 licensed psychologist or a school psychologist. Eff 8/1/2013

 c. When determining the intellectual quotient equivalent score, a maximum confidence level of ninety percent (90%) shall be applied to the Full Scale

 score to determine if the interval includes a score of 70 or less, and shall be

 interpreted to the benefit of the applicant being determined to have a

 Developmental Disability. Eff 8/1/2013

1. "Adaptive behavior similar to that of a person with mental retardation" means that

 the person has an overall adaptive behavior Composite or equivalent score that is two

 or more standard deviations below the mean. Eff 8/1/2013

1. Measurements shall be determined using a norm-referenced, standardized assessment of adaptive behaviors that is appropriate to the person’s living environment and comparable to a comprehensively administered Vineland

 scale of adaptive behavior, as revised or current to the date of administration.

 The assessment shall be administered and determined by a professional

 qualified to administer the assessment used. Eff 8/1/2013

1. When determining the overall adaptive behavior score, a maximum confidence level of 90 percent shall be applied to the overall adaptive behavior score to determine if the interval range includes a score of 70 or less and shall be interpreted to the benefit of the applicant being determined to

have a developmental disability. Eff 8/1/2013

D. A person shall not be determined to have a Developmental Disability if it can be

 demonstrated such conditions are attributable to only a physical or sensory impairment or a

 mental illness. Eff 8/1/2013

“Request for Developmental Disability Determination” means written formal documentation, either handwritten or a signed standardized form, which is submitted to a community centered board requesting that a determination of Developmental Disability be completed. Eff 8/1/2013

Once we have made a Developmental Disability Determination a person can be placed on our waiting list for services. There are several different program options available to individuals age 18 or over with developmental disabilities including Case Management or Resource Coordination, Supported Living Services (SLS), Family Support Services (FSSP,) and HCBS-DD Comprehensive Services. Due to limited funding, there may be waiting lists for services, so it is a good idea to have your Developmental Disability Determination completed as soon as possible. Below is an explanation of the different adult services. In addition, enclosed are fact sheets on Children and Family Services, Supported Living Services, and HCBS-DD Comprehensive Services.

**RESOURCE COORDINATION SERVICES**

Resource Coordination is the key to accessing services provided through DDRC. From the initial application and developmental disability determination, individuals and their families are supported in accessing community resources, coordinating services, making transitions, evaluation outcomes and understanding outcomes. Helping individuals and their families plan and giving them the information necessary to make informed choices is central to resource coordination services.

**FAMILY SUPPORT SERVICES PROGRAM (FSSP)**

The Family Support Services Program (FSSP) is available to any family who has a family member with a developmental disability or delay living in their home. FSSP strives to reduce the added stress on families that occurs as a result of supporting a family member who has a developmental disability. FSSP offers both money and Resource Coordination. It is a state and mill levy funded program and is not income based. FSSP funds are tax-exempt and can be used to pay for respite care, medical and dental expenses, therapies, home modifications, adaptive equipment, family recreation, and community participation, as well as other items or services which support the family in caring for their family member at home.

**SUPPORTED LIVING SERVICES WAIVER (SLS)**

See attached Fact sheet on this program.

**COMPREHENSIVE RESIDENTIAL AND DAY SERVICES**

See attached HCBS-DD Comprehensive Fact Sheet on this program.

**BEHAVIORAL HEALTH SERVICES**

DDRC’s Behavioral Health Services are funded through Jefferson County Mill Levy dollars and are available to any individual who has been determined to have a developmental disability and residing in Jefferson County. There may be a waiting list for services. Behavioral Health Services provided are psychiatric and behavioral supports for persons with challenging behaviors. Behavior Services are typically provided by Board Certified Behavior Analysts practicing Applied Behavior Analysis or under the guidance of these professionals. These services include assessment, direct intervention, consultation with families or other caregivers advocacy, and education. Services can include working directly with the individual, with the family or in a group setting. Psychiatric services are provided by a psychiatrist. A psychiatrist

evaluates the benefit of medication to treat various behavior and/or mental health concerns. If medication is indicated they prescribe such treatment and then monitor progress and make adjustments as needed. Individuals may benefit from behavior intervention services, psychiatric services or both depending on the possible cause of the presenting concerns.

**FAMILY SUPPORT LOAN FUND**

The purpose of the Family Support Loan Fund is to provide access to short-term low interest rate loans in order to obtain family support services, which help to maintain a dependent family member with a developmental disability in the home. The Loan Fund is administered through the State Department of Human Services, Children’s Developmental Disabilities. Applications are accepted each year during the month of August. Services and Supports available through the Family Support Program or Family Support Loan Fund include Respite Care, Professional Services, Medical and Dental, Transportation. Assistive Technology, Home Modifications, Parent and Sibling Supports, and other individual expenses related to the individual’s developmental disability.

**SELF DETERMINATION INITIATIVE**

DDRC Self-Determination Initiative earmarks funds to help people with disabilities reach goals of their choice that are important to them. It helps families find reliable resources within the community outside of limited disability services. Using these funds during the transition years can help young adults think about what they want to do when they leave school. Funding has been used for things like: tutoring to learn how to read or write, equipment or technology supports to start a business, communication supports, career development, learn how to ride the bus independently, music skills to play in a band, camp experiences to build social skills and/or self-esteem, and to pay for initial fees for a recreation/fitness center to start a healthier lifestyle. The Self-Determination Initiative was approved by the DDRC Board of Directors with Jefferson County Mill Levy dollars. This initiative is purposely intended to be flexible and fluid in contrast to our Medicaid and State funding streams. It is designed to “jumpstart supports” without creating a reliance on continued funding and services. Self Determination funding may be available to individuals who have been determined to have a developmental disability, are age 18 years or older, and live in Jefferson County.

DDRC’s normal business hours are Monday through Thursday, 8:00-5:30. Accommodation will be made to meet with you outside of these hours as necessary when prearranged. If you are interested in requesting a Developmental Disability Determination and in applying for services through Developmental Disabilities Resource Center please complete the enclosed forms and return as soon as possible. If you have any questions, feel free to contact an Adult Intake Resource Coordinator at 303.233.3363.



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STEPS TO ACCESSING SERVICES FOR ADULTS WITH DEVELOPMENTAL DISABILITIES THROUGH DDRC

If you want developmental disabilities funded services, what do you need to do? This checklist was developed to help you.

* **Developmental Disability Determination:**
	+ Submit Request for Developmental Disability Determination
	+ Submit most recent psychological evaluation and/or
	+ Submit current Adaptive Behavioral Testing
* **Get on Adult Service Waiting lists:**
	+ Provide evidence of legal guardian (if applicable)
	+ Provide evidence of US Citizenship
		- Copies of Social Security Card, Birth Certificate, Passport, or other proof of citizenship
	+ Provide copies of Medicaid Card, Medicare Card, Social Security Award Letter, and other benefit information as applicable
	+ Participate in a Waiting List Individualized Plan to help you identify needed services. Options include:
		- Supported Living Services (Medicaid Waiver and State Funded options)
		- Comprehensive Services (Medicaid Waiver Only)
		- Family Support Services (State and County Mill Levy Funding)
	+ Determine service need timelines. Options include:
		- Specific Date
		- Safety Net
		- As Soon As Available
* **Long-Term Care Assessment (If Applicable)**
	+ If applying for Medicaid SLS or Comprehensive Services as soon as available
* **Resource Becomes Available**
	+ The Intake Resource Coordinator will contact you to discuss available service options and the details of the next steps.

Note: Please be sure that by age 14 a developmental disability determination has occurred. This is critical to waiting list status. You can apply for adult services as early as 14 years of age, but must be at least 18 years of age to access adult services. Please also be aware that developmental disability determination does not guarantee access to services. Services are subject to available Medicaid and/or State funds. An Intake Resource Coordinator is available to help you through this process.

Please also visit the DDRC website, [www.ddrcco.com](http://www.ddrcco.com), for additional information on the process for getting on Adult Services waiting lists.

ADULTS AT AGE 18 – OTHER THINGS TO CONSIDER

At age 18 there are a number of things individuals and families should consider as the person transitions into adult life.

**LEGAL STATUS AND GUARDIANSHIP**

At age 18, every individual becomes an emancipated adult under Colorado law. It is important to know emancipation is automatic unless a parent purposefully goes though the legal process to obtain guardianship. Guardianship can be obtained through the county Probate Court. Additional information on guardianship training and preparation is available at the DDRC website ([www.ddrcco.com](http://www.ddrcco.com)).

**FINANCIAL ISSUES**

At the age of 18 individuals with developmental disabilities can apply for Supplemental Security Income (SSI) through the Social Security Administration (SSA, 800.772.1213). SSI is a Federal income supplement program designed to help the disabled, blind, or those age 65 or older with limited income and resources under $2,000. Individuals must apply through their local SSA office. Applicants are screened and must meet SSA medical/disability requirements. SSI receipts can also qualify for Medicaid benefits by virtue of being an SSI recipient.

**MEDICAID**

At age 18 individuals with developmental disabilities can also apply for Medicaid under their own consideration. Medicaid is an insurance-type benefit program for needy low-income individuals who have either no means to buy medical insurance or have inadequate Medical insurance. Persons must meet have income and resource levels under $2,000. Most services for adults with developmental disabilities are through Medicaid Waivers, so individuals must have Medicaid to access the programming. It is recommended that all adults with developmental disabilities apply for Medicaid.

If an individual continues to be on the waiting list for Adult Service Waiting Lists at age 18 you may want to consider applying for the Elderly, Blind, and Disabled Waiver through County Social Services. There are no waiting lists for those who qualify. In Jefferson County, call 303.271.4216.

**CHILDREN AND FAMILY SERVICES**

Children and Family Services staff support the belief that families are the greatest resource available to individuals who have a developmental disability and that families must be supported in their role as primary caregivers.

### RESOURCE COORDINATION SERVICES FOR CHILDREN

### Resource Coordination includes intake, information and referral, and eligibility determination for DDRC services. Resource Coordinators are available to answer questions and to provide consultation and support regarding DDRC services, other community resource options, and future planning. Resource Coordinators also assist families with the development of their Service and Support Plan and help to coordinate services chosen by the family.

**EARLY CHILDHOOD CONNECTIONS for infants, toddlers and their families**

DDRC Early Childhood Connections (ECC) provides early intervention supports and services to families who have infants or toddlers, from birth through two years of age, who have significant developmental delays or disabilities or have been diagnosed with a condition associated with significant delays in development. Early intervention services are designed to enhance the capacity of families to support their children’s well being, development, learning, and full participation in their communities.

**CHILDREN’S MEDICAID WAIVER PROGRAMS (C-HCBS, CES, and CWA)**

* + **Children With Autism Medicaid Waiver (CWA)** Medicaid benefits and behavioral supports for children birth through five years old with a medical diagnosis of autism.Families must apply through their local Community Centered Board (e.g., DDRC).
	+ **Home and Community Based Services Waiver (CHCBS)** Medicaid benefits and case management for children birth to18 years old with significant, functional long term care needs. Waives SSI income limit for kids who meet long term care criteria. Families may apply for this program through their local Community Centered Board (e.g., DDRC), County Human Services office, or any other Case Management Agency.
	+ **Children’s Extensive Support Waiver (CES)** Medicaid benefits and additional supports for children birth to 18 years old with extensive medical or behavioral

needs requiring direct human intervention at least every 2 hours during the day and every 3 hours during the night. CES services include personal assistance, professional services, home modifications, assistive technology, specialized medical equipment and supplies, and community connection services. Families must apply through their local Community Centered Board (e.g., DDRC).

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| C:\Users\pjeffer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\8X3P44KZ\logo.jpg | **Supported Living Services Waiver**  |
| **HCBS-SLS** | **Home and Community Based Services****Persons with Developmental Disabilities** |
| Purpose | HCBS-SLS provides a variety of individualized and flexible Medicaid waiver or State funded services and supports to enable adults to continue living within the family home or independently in the community.  |
| Who is served? | Adults aged 18 and older who have a developmental disability. |
| Is there a waiting list? | Yes. |
| Program is ideal for: | Adults, 18 and older, who either can live independently with limited supports or who, if they need extensive support, are getting that support from other sources, such as their family. |
| What are the functional and financial eligibility criteria? | 1. Must meet Colorado’s eligibility criteria for developmental disability or *Be determined to have a developmental disability*
2. Must meet functional guidelines for ICF-MR level of care
3. Must meet financial qualifications for Long Term Care Medicaid.
 |
| What services are available? | Respite, Personal Care, Homemaker, Home Accessibility Adaptations, Vehicle Modifications, Specialized Medical Equipment and Supplies, Assistive Technology, Dental, Vision, Mentorship, Day Habilitation, Supported Employment, Non-Medical Transportation, Behavioral and other Professional Services. All of these services with the exception of behavioral and professional services as well as services considered “goods” (e.g. Accessibility Adaptations, Vehicle Modifications, and Medical Equipment) can be provided by a Family Caregiver.  |
| Where do I apply? | The Community Centered Board (CCB) serving the county in which you reside. For Jefferson, Clear Creek, Gilpin and Summit Counties the CCB is ***DDRC, 303-233-3363.*** [***www.ddrcco.com***](http://www.ddrcco.com) |

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| **C:\Users\pjeffer\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\8X3P44KZ\logo.jpg** | **Comprehensive Services Waiver**  |
| **HCBS-DD** | **Home and Community Based Services****Persons with Developmental Disabilities** |
| Purpose | HCBS-DD provides Medicaid waiver funded residential services for adults who require extensive supports to live safely in the community (including access to 24-hour supervision) and who do not have other sources for meeting those needs.Individuals may choose to live and receive services in the family home, or may elect to live and receive services outside of the family home. Options for living outside of the family home include group home, host home, and apartment settings. The level of supervision and support provided to the individual in each setting is based on individual need. Whether living within or outside of the family home, individuals may choose to receive services by staff of a Program Approved Service Agency or by a family member under the Family Caregiver Act. To be a paid provider, family members must become an employee of a Program Approved Service Agency.  |
| Who is served? | Adults aged 18 and older who have a developmental disability. |
| Is there a waiting list? | Yes. |
| Program is ideal for: | Adults, 18 and older, who require extensive supports to live safely in the community (including access to 24-hour supervision) and who do not have other sources for meeting those needs. |
| What are the functional and financial eligibility criteria? | 1. Must meet Colorado’s eligibility criteria for developmental disability or *Be determined to have a developmental disability*
2. Must meet functional guidelines for ICF-MR level of care
3. Must meet financial qualifications for Long Term Care Medicaid.
4. Require access to services and supports 24 hours a day
 |
| What services are available? | Residential Habilitation Services and Supports, Specialized Habilitation, Supported Community Connections, Pre-vocational Services, Supported Employment, Dental, Vision, Non-Medical Transportation, Behavioral Services*.* All of these services, with the exception of behavioral, dental, and vision services, can be provided by a paid family member.  |
| Where do I apply? | The Community Centered Board (CCB) serving the county in which you reside. For Jefferson, Clear Creek, Gilpin and Summit Counties the CCB is ***DDRC, 303-233-3363.*** [***www.ddrcco.com***](http://www.ddrcco.com) |

**ADULT RESOURCE LIST**

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| GENERAL |  |  |
| Caring Connection | [www.CaringConnection.org](http://www.CaringConnection.org)  |  |
| The Action Center | <http://theactioncenterco.org/>  | 303.237.7704 |
| United Way | [www.unitedwaydenver.org](http://www.unitedwaydenver.org)  | 211 (information line) |
| DRCOG | [www.DRCOG.NetworkOfCare.org](http://www.DRCOG.NetworkOfCare.org) | 303.455.1000 |
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| SUPPORTS |  |  |
| Brain Injury Alliance | <https://biacolorado.org>  | 303.355.9969 |
| National Down’s Syndrome Society | <http://ndss.org> | 800.221.4602 |
| American Association on Intellectual and Developmental Disabilities | <http://aamr.org> | 202.387.1968 |
| Autism Society of Colorado | [www.autismcolorado.org](http://www.autismcolorado.org) | 720.214.0794 |
| CP of Colorado | [www.cpco.org](http://www.cpco.org) | 303.691.9339 |
| Easter Seals of CO | <http://co.easterseals.com> | 303.233.1666 |
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| RESOURCES |  |  |
| Elderly, Blind, & Disabled Waiver (Jeffco Options for Long-Term Care) | <http://jeffco.us/adultsvc/index.htm> | 303.271.4216 |
| Jefferson County Human Services (Medicaid) | <http://jeffco.us/hs/> | 303.271.1388 |
| Social Security | [www.ssa.gov](http://www.ssa.gov) | 800.772.1213 |
| Jeffco ARC | [www.arcjc.org](http://www.arcjc.org) | 303.232.1338 |
| CO Division for Developmental Disabilities (DDD) | [www.cdhs.state.co.us/ddd](http://www.cdhs.state.co.us/ddd) | 303.866.5700 |
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| SPECIALIZED MEDICAL NEEDS & EQUIPMENT |  |
| Dental Lifeline Network | [www.nfdh.org](http://www.nfdh.org) | 303.534.5360 |
| Medicaid Provider Look-up Database | <https://sp0.hcpf.state.co.us/mercury/ProviderSpecialtyLookupCriteria.aspx> |
| JCDHS Community Health Nurse | <http://jeffco.us/health/index.htm> | 303.232.6301 |
| Metro Community Provider Network (MCPN) | [www.mcpn.org](http://www.mcpn.org) | 303.360.6276 |
| Philips Lifeline | [www.lifelinesystems.com](http://www.lifelinesystems.com) | 800.380.3111 |
| Accessible Systems, Inc. | [www.accessiblemed.com](http://www.accessiblemed.com) | 303.693.7787 |
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| MENTAL HEALTH |  |  |
| Jefferson Center for Mental Health | [www.jeffersonmentalhealth.org](http://www.jeffersonmentalhealth.org) | 303.425.0300 |
| Developmental Disability Consultants | <http://ddconsultants.org/> | 303.337.2210 |
| Life Support Behavioral Institute | [www.lifesupportinstitute.com](http://www.lifesupportinstitute.com) | 888.516.5995 |
| Behavior Services of the Rockies | <http://bsotr.com/> | 720.837.2348 |
| The Foundation Behavioral Services | [www.foundationbehavior.com](http://www.foundationbehavior.com) | 303.523.7573 |
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| HOUSING |  |  |
| Personal Affordable Living (PAL) |  | 303.422.5345 |
| Arvada Housing Authority | <http://arvada.org/> | 720.898.7488 |
| Jeffco Housing Authority | [www.jcha.org](http://www.jcha.org) | 303.422.8600 |
| Lakewood Housing Authority | [www.lakewood.org](http://www.lakewood.org) | 303.987.7580 |
| MetroWest Housing Solutions | [www.mwhsolutions.org](http://www.mwhsolutions.org) | 303.987.7580 |
| Hero Alliance | [www.heroalliance.org](http://www.heroalliance.org) | 720.941.8901 |
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| TRANSPORTATION |  |  |
| RTD/Access-A-Ride | [www.rtd-denver.com](http://www.rtd-denver.com) | 303.299.6000 |
| Lakewood Rides | [www.lakewood.org](http://www.lakewood.org) | 303.987.4835 |
| Red Cross/Senior Resource Center |  | 303.235.6972 |
| Mobility Plus (Yellow Cab) | [www.denveryellowcab.com](http://www.denveryellowcab.com) | 303.777.7777 |
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| VOCATIONAL |  |  |
| Division for Vocational Rehabilitation (DVR) | [www.dvrcolorado.com](http://www.dvrcolorado.com) | 303.866.4150 |
| Colorado Association for Persons in Supported Employment (APSE) | [www.apse.org](http://www.apse.org) | 303.636.5610 |
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| THERAPEUTIC RECREATION & SOCIAL ACTIVITIES |  |
| DDRC Therapeutic Learning Connections (TLC) | [www.ddrcco.com](http://www.ddrcco.com) | 303.420.7385 |
| Lakewood RISE | [www.lakewood.org](http://www.lakewood.org) | 303.987.4869 |
| APEX (formally North Jeffco) | <http://apexprd.org/> | 303.467.7158 |
| Wheat Ridge | [www.ci.wheatridge.co.us](http://www.ci.wheatridge.co.us) | 303.231.1300 |
| Foothills Park & Rec | [www.ifoothills.org](http://www.ifoothills.org) | 303.409.2100 |
| CO Special Olympics | [www.specialolympicsco.org](http://www.specialolympicsco.org) | 303.592.1361 |
| People First/Coffee House | [www.arcjc.org](http://www.arcjc.org) | 303.232.1338 |
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| CAMPS/RESPITE |  |  |
| Lakewood Camp PAHA | [www.lakewood.org](http://www.lakewood.org) | 303.987.4869 |
| Camp Hope | [www.camphopeco.org](http://www.camphopeco.org) | 970.484.2508 |
| CO Lion’s Camp | [www.coloradolionscamp.org](http://www.coloradolionscamp.org) | 719.687.2087 |
| Easter Seals Camp/Rocky Mountain Village | <http://co.easterseals.com> | 303.569.2333 |
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| OTHER |  |  |
| CO Legal Services | [www.coloradolegalservices.org](http://www.coloradolegalservices.org) | 303.837.1321 |
| Legal Center for People with Disabilities & Older People | [www.thelegalcenter.org](http://www.thelegalcenter.org) | 303.722.0300 |
| CO Talking Book Library | [www.cde.state.co.us/ctbl/](http://www.cde.state.co.us/ctbl/) | 303.727.9277 |
| The Family Center on Technology and Disability | <http://www.fctd.info/>  |  |
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