



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Gatekeeping-Referral to MR/DD Public/Private Intermediate Care Facilities</b> <b>Effective Date: 12-15-97</b>	<b>Reviewed: 08-31-09, 08-26-10, 08-22-11</b>	<b>Policy No: 06-004</b>
<b>Revised:</b> 06-10-99, 11-05-01, 08-05-02, 01-20-03, 05-15-06, 08-30-07, 08-18-08, 08-31-09	<b>Forms:</b> The State's SMRH Service Request Private ICF/MR Gatekeeping Summary	

**POLICY:** *The Shawnee County Community Developmental Disabilities Organization (CDDO) will be the Gatekeeping entity for any person residing in Shawnee County and requesting services from a MR/DD Public/Private Intermediate Care facility.*

### GUIDELINES:

1. MR/DD eligibility will be determined prior to a person being considered for State Mental Retardation Hospital (SMRH) placement; public or private Intermediate Care Facilities Mental Retardation (ICF/MR). This will be established by following Single Point of Application Eligibility Determination and Referral Policy 06-001.
2. Once eligibility has been determined, the Shawnee County CDDO will discuss all available community services with the person and the person's support network.
3. The Shawnee County CDDO will determine if available community services meet the persons preferred lifestyle and if so, offer all appropriate services to the person.
  - a. Requesting admission to private or state ICF/MR.
    - i. The Targeted Case Manager (TCM) will contact the Shawnee County CDDO Liaison to request admission to a private or state ICF/MR.
    - ii. The TCM and the Shawnee County CDDO Liaison will meet with person and/or the persons support network to determine if all community supports and services have been exhausted to meet the persons preferred lifestyle and if funding for such services/supports can be secured.
    - iii. Consideration to the least restrictive environment will be determined at this meeting.
    - iv. If the person chooses not to receive available community services and/or the person is at risk to self or others in the community, as determined by the Secretary of SRS, the Shawnee County CDDO Liaison will notify the SRS Quality Improvement staff of request for consideration of admission.
    - v. The TCM or designee will forward the State Mental Retardation Hospital (SMRH) Service Request form or the Private ICF/MR Gatekeeping Summary to the Shawnee County CDDO Liaison and notify SRS Quality Improvement staff.
    - vi. The Shawnee County CDDO Liaison and/or the person's TCM will assist the person with admission and transition to the ICF/MR if admission is approved by the ICF/MR.

- b. Requesting Emergency Short-Term SMRH Services
  - i. TCM will contact the Shawnee County CDDO Liaison to request emergency short term admission to SMRH.
  - ii. The TCM and CDDO Liaison will meet within two (2) business days of receiving the request. The person and their support network will evaluate the situation and make recommendations if an emergency exists which cannot be immediately met in the community.
  - iii. The SRS application criteria and process will be followed when requesting emergency short term admission.
  
- c. Requesting for Dental, Outreach Consultation/Training, Behavior/Psychiatric Consultation, DDT & TS, Medical Consultation and Evaluation/Assessments
  - i. TCM or designee, if TCM has not been assigned, will meet with person requesting services and or their support network to determine what services are needed.
  - ii. TCM will submit the completed form to the Shawnee County CDDO Liaison forward to appropriate SMRH.
  - iii. TCM will notify the SRS Quality Improvement staff.