



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

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| Subject: Functional Assessment Effective Date: 12-15-97 | Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 08-22-16 | Policy No: 06-006 |
| Revised: 06-10-99, 11-05-01, 10-20-03, 05-15-06, 08-30-07, 08-18-08, 08-31-09, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 08-22-16 | Forms: 06-006.002 Functional Assessment Cover Sheet; 06-006.003 Request for Re-evaluation; 06-006.004 Notice of Functional Assessment | |

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will gather information in accordance with State contract and as defined within the Functional Assessment (BASIS) manual.*

GUIDELINES:

1. Initial referrals within Shawnee County:
 - a. The CDDO Liaison will make a request for an initial Functional Assessment within five (5) calendar days of determining eligibility.
 - b. The Assessor will complete the initial Functional Assessment, as required, and submit to the CDDO Coordinator within thirty (30) calendar days of the referral.
 - c. The CDDO Coordinator will enter the Functional Assessment into Kansas Aging Management Information System (KAMIS). KAMIS data will then be imported into the BCI web-based system.
2. Re-admit request for services:
 - a. The CDDO Liaison will make a request to the applicable Assessor for a Functional Assessment within five (5) calendar days.
 - b. The Assessor will complete the initial Functional Assessment, as required, and submit to the CDDO Coordinator within thirty (30) calendar days of the request.
 - c. The CDDO Coordinator will input the Functional Assessment into KAMIS within five (5) days of completion. KAMIS data will then be imported into the BCI web-based system.

3. Annual Re-Evaluations

Functional Assessments must be completed one month prior to the person's birth month. Extenuating circumstances must exist to warrant an assessment to be conducted during the birth month. When the Functional Assessment is completed during the birth month, all supporting documentation must be presented during that meeting date.

- a. The TCM will notify assessors and affiliated providers of assessment date, time and location using guidelines outlined in form 06-006-004. For persons without a TCM, the Shawnee County CDDO will notify support network of assessment date, time and location. The person served **must** attend at least a portion of the assessment. Participants should include but not be limited to the individual served, guardians, parents, direct care staff, applicable supervisors, teachers and any other applicable support network members.
- b. Persons notified to attend the Functional Assessment and who are unable to attend will be provided a copy of a Functional Assessment form by the TCM and have the opportunity to provide written input. Any written input should be sent to the applicable CDDO Assessor prior to the assessment date.
- c. Any supplemental documentation relevant to the Functional Assessment must be received at the time of the

assessment unless there are extenuating circumstances. If the extenuating circumstances are approved by the applicable CDDO Assessor, then the documentation must be received by 5 p.m. the following business day in accordance with the Shawnee County CDDO form 06-006.002.

4. CDDO Coordinator will input assessments into KAMIS when the assessment is completed.
5. An email notification is sent to designated Affiliate providers once a copy of the Notice of Action (MR4 or MR5) has been uploaded into the BCI System. The CDDO will mail a copy of the Notice of Action to person served, parent or guardian.
6. The Functional Assessment and Cover Sheet are available within 30 days of the assessment date on the BCI web-based system and copies will be made available to identified representatives without BCI access.
7. Request for Functional Assessment Special Re-Evaluation will be made by the TCM to the CDDO Assessor within five (5) business days of the tier and score notification or in the event of a life altering change that was not reasonably ascertainable at the time of the assessment.
8. When a Special Re-Evaluation request has been made by the TCM to the CDDO Assessor, then the CDDO Assessor will forward form 06-006-003 to the TCM. The individual requesting the re-evaluation will complete and return form 06-006-003 within five (5) business days. Requests will be reviewed by the Shawnee County CDDO Assessment Team and CDDO Director in accordance with State of Kansas criteria. If it meets the Special Re-evaluation criteria it will be forwarded to the State for final determination by the CDDO Coordinator. Once the CDDO Coordinator has been notified by the State the Assessor will notify the TCM of final outcome.