



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

TARC POLICY MANUAL – CDDO SECTION

<p>Subject: Basic Assessment and Services Information Systems (BASIS) Effective Date: 12-15-97</p>	<p>Reviewed: 08-31-09, 08-26-10, 08-22-11</p>	<p>Policy No: 06-006</p>
<p>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</p>	<p>Forms: 06-006.001 BASIS Screener Contact Form; 06-006.002 BASIS Cover Sheet; 06-006.003 Request for re-evaluation; 06-006.004 Notice of BASIS; 06-006.005 Tier Notification</p>	

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will gather information in accordance with Social & Rehabilitation Services (SRS) contract and as defined within the BASIS manual.*

GUIDELINES:

1. The Targeted Case Manager (TCM) or the Shawnee County CDDO representative for those individuals not choosing a TCM will identify a Shawnee County CDDO BASIS screener in accordance with BASIS Screener Contact form 006-006.001.
2. All BASIS Assessments must be scheduled one month prior to the person's birth month. Extenuating circumstances must exist and be determined as such by the Shawnee County CDDO BASIS team to warrant an assessment to be conducted during the birth month. When the BASIS Assessment is completed during the last two (2) weeks or less of the birth month, any and all supporting documentation must be presented during that meeting date. Any exceptions requested will be reviewed by the Shawnee County CDDO BASIS team.
3. The TCM will notify screeners, licensed and non-licensed 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.
4. Persons notified to attend the screening and who are unable to attend will be provided a copy of a BASIS Assessment form by the TCM and have the opportunity to provide written input. Any written input should be sent to the applicable CDDO BASIS Screener prior to the screening date.
5. Any supplemental documentation relevant to the screening must be received by the applicable CDDO BASIS Screener within two (2) business days following the screening and in accordance with the Shawnee County CDDO form 06-006.002.
6. The BASIS Information Specialist will input assessments into the SRS system within the person's birth month.

7. When tiers and scores are received by the CDDO BASIS Information Specialist, they will be disseminated to CDDO BASIS Screeners, Fiscal Director, Grant Fiscal Coordinator and the CDDO Funding Coordinator.
8. The CDDO will notify all applicable affiliated providers via email or fax of tier updates.
9. The BASIS and Cover Sheet are available on the web-based system and copies will be made available to identified representatives without (BCI) web-based access.
10. A copy of the Notice of Action (MR-4 or MR-5) will be uploaded into the BCI System in the individual's electronic file and an email notification is sent to the TCM.
11. Request for BASIS re-evaluation will be made by the TCM to the CDDO BASIS Screener 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. The CDDO BASIS Screener 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 BASIS team in accordance with SRS criteria and outcomes of such review forwarded on to the TCM, person served and/or guardian within ten (10) business days of receipt.