



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

TARC POLICY MANUAL – CDDO SECTION

Subject: BASIS Referrals Effective Date: 12-15-97	Reviewed: 08-31-09, 08-26-10, 08-22-11	Policy No: 06-007
Revised: 06-10-99, 11-05-01, 10-20-03, 05-15-06, 08-30-07, 08-26-10, 08.22.11	Forms:	

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will complete information in accordance with State/CDDO contract, affiliate agreement and as defined by the State generated BASIS manual.*

GUIDELINES:

1. Initial referrals within Shawnee County:
 - a. The Community Support Associate (CSA) or the CDDO Liaison will make a referral to the BASIS Screener for an initial BASIS Assessment within two (2) business days of scheduled meeting after determining eligibility.
 - b. The BASIS Screener will complete the initial BASIS Assessment, as required, and submit to the BASIS Information Specialist (BIS) within ten (10) business days of the referral. The person making the referral will be notified within ten (10) business days if the BASIS hasn't been completed.
 - c. The BIS will transmit BASIS data to SRS on the first transmission date following receipt of assessment.

2. Referrals transferred into Shawnee County from another CDDO area:
 - a. The CSA or CDDO Liaison will receive, review and update BASIS information and submit it to the BIS within five (5) business days.
 - b. The BIS will transmit BASIS on the first transmission date following receipt of assessment.
 - c. Refer to SRS portability policy.

3. Referrals to re-admit for services:
 - a. The CSA or CDDO Liaison will make a referral to applicable BASIS Screener for a BASIS Assessment within two (2) business days.
 - b. The BASIS Screener will complete the initial BASIS Assessment, as required, and submit to the BASIS Information Specialist (BIS) within ten (10) business days of the referral. The person making the referral will be notified within ten (10) business days if the BASIS hasn't been completed.
 - c. The BIS will transmit BASIS data to SRS on the first transmission date following receipt of assessment.

4. The Notice of Action (MR-4 or MR-5) and assessment will be placed in the CDDO electronic file. An email notification will be sent to the Targeted Case Manager.