



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

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| Subject: Closures to KAMIS Effective Date: 12-15-97 | Reviewed: 8-31-09,08-26-10, 08-22-11, 08-27-12, 07-29-14, 07.25.16 | Policy No: 06-008 |
| Revised: 06-10-99, 11-05-01, 09-19-02, 10-20-03, 05-15-06, 08-30-07, 08-18-08, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 07.25.16 | Forms: 06-008-001 KAMIS Closure Form; 06-008-002 Status Action Form; State/CDDO Notification Form | |

POLICY: *In the event of transfer, withdrawal from services, death, etc., an individual's file will be closed in KAMIS.*

GUIDELINES:

1. The Targeted Case Manager (TCM) or CDDO Representative is required within ten (10) days of notification to:
 - a. Upload the Status Action Form (06-008-002) into the BCI web-based system. Once uploaded, the Funding Coordinator will complete the KAMIS Closure form (06-008-001) and will forward to the CDDO Coordinator.
 - b. The CDDO Coordinator will input the closing information into KAMIS and forward to IT Assistant to update the BCI web-based system and close the individual's file.

2. The CDDO Funding Coordinator will notify the Kansas Department for Aging and Disability Services (KDADS) when a person leaves waiver services within 14 days of the date the person terminates from waiver service via the State Notification form.