



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

TARC POLICY MANUAL – CDDO SECTION

Subject: Deletions to BASIS Effective Date: 12-15-97	Reviewed: 8-31-09, 08-26-10,08-22-11	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	Forms: 06-008.001 BASIS Deletion Form, SRS/CDDO Notification Form	

POLICY: *In the event of transfer, withdrawn from services, death, etc. the person will be deleted from BASIS.*

GUIDELINES:

1. The Targeted Case Manager (TCM) is required within ten (10) days of notification to:
 - a. forward BASIS III and closing Plan of Care (POC) to the CDDO Funding Coordinator when the individual receives Home Community Based Services (HCBS) or State Funds
 - b. forward BASIS III to the BASIS Information Specialist (BIS) if not receiving HCBS or State Funds.
2. For persons with active POCs, the Funding Coordinator will complete the BASIS Deletion form after POC information has been received. For all other persons, a CDDO representative will complete the BASIS Deletion form 06-008.001 and will forward to the BIS. If the person is identified as waiting for a service, the BIS will notify the CDDO Funding Coordinator.
3. The BIS will input the closing information into the BASIS system.
4. The BIS will remove individuals name from the Shawnee County 'open list database' and add to the Shawnee County 'closed list' database.
5. The BIS will remove individual's Shawnee County CDDO central file from open file, add BASIS deletion form and file in the Shawnee County CDDO closed files.
6. The CDDO Funding Coordinator will notify SRS MR/DD Waiver Manager when a person leaves waiver services within fourteen (14) days of the date the person terminates from waiver service via the SRS/CDDO Notification form.
7. Exception to policy – individuals residing at KNI will not be deleted from BASIS.