



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

TARC POLICY MANUAL – CDDO SECTION

Subject: Crisis Funds Effective Date: 05-01-03	Reviewed: 08-24-09	Policy No: 06-035
Revised: 09-30-04, 05-15-06, 08-18-08	Forms: 06-013.002 Crisis Funding Request	

POLICY: *Initial access and access to an increased level of services which costs more than the current annualized amount of the Plan(s) of Care (POC) will be limited to those individuals who are identified to be in crisis or imminent risk of crisis.*

GUIDELINES:

1. Requests to access crisis funds will be made through the completion of a Crisis Funding Request form 06-013.002 addressing the crisis as defined by SRS, and identifying how, and why those needs can only be met through services available through the HCBS MR/DD waiver.
2. Crisis Funding Requests are processed by the CDDO Funding Coordinator and presented to the CDDO Funding Committee for crisis funding determination.
3. Targeted Case Manager (TCM) will be notified within 24 hours of the weekly CDDO Funding Committee meeting regarding the outcome (denied, approved, pending/additional information needed) of the request.
4. Access to funding may be denied due to:
 - a. Crisis criteria as defined within the SRS /CDDO contract was not met.
 - b. All community resources have not been exhausted.
 - c. Clarity could not be obtained as to how funding would/could eliminate the crisis.
5. Decisions pending could be a result of:
 - a. The services requested did not reflect the needed supports in the BASIS, PCSP, or Needs Assessment.
 - b. Information/documentation regarding the exhaustion of available community resources was not included with the request.
 - c. Additional information/justification was not submitted from the person's support network.
6. Approval to access funds requirements:
 - a. A weekly status report, forwarded to the CDDO Funding Coordinator, by Tuesday 12:00 pm, until notified of discontinuance. Updates will include the minimum of:
 1. Summary of affiliated providers contacted and a written response from those providers regarding service/support provision.
 2. Status of the person's safety, health and well being.
 - b. A maximum of thirty (30) days is authorized to secure placement.
7. Access to crisis funding is not permanent. Crisis funds may be discontinued as a result of the following:
 - a. The person no longer meets the definition of crisis.
 - b. The person is not willing to accept crisis services.
 - c. The person is hospitalized or adjudicated.