



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

Subject: Annual Functional Assessments for Persons at Kansas Neurological Institute (KNI) Effective Date: 10-01-98	Reviewed: 08-31-09, 08-26-10, 08-29-11, 08-27-12, 09-08-14, 09-26-16	Policy No: 06-041
Revised: 01-23-02, 10-20-03, 05-15-06; 08-18-08, 08-29-11, 08-27-12, 09-08-14, 09-26-16	Forms: 06-041.001 Gatekeeping Letter	

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) Assessor will collect the required information for individuals at Kansas Neurological Institute (KNI).*

GUIDELINES:

1. All annual Functional Assessment re-evaluations will be done in the individual's birth month or in the prior month.
2. The Assessor will schedule to meet with the Qualified Developmental Disability Professional (QDDP), the individual, staff and guardian (if available) to update information on the Functional Assessment.
3. Assessments will be scheduled in a timely manner to assure that information is transmitted into KAMIS.
4. The CDDO Coordinator will transmit the Functional Assessment into KAMIS.
5. At the time of the assessment community resource information will be made available upon request to the recipient or guardian, if one has been appointed.
6. In the event the guardian is not present, the Assessor will mail the Release of Information and a cover letter with reference that the community resource information can be found at www.sncddo.org to the guardian.
7. For persons residing at KNI, whose home county is not Shawnee County, a Gatekeeping letter (06-041.001) will be sent to the CDDO of that county pursuant to K.A.R. 30-64-29.
8. Home County will be determined using the criteria in K.A.R. 30-64-01.