



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

TARC POLICY MANUAL – CDDO SECTION

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

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

GUIDELINES:

1. All annual BASIS re-evaluations will be done in the individual's birth month or in the prior month.
2. The BASIS Screener will schedule with Qualified Developmental Disability Professional (QDDP) times to meet with the individual, staff and guardian (if available) to update information on the BASIS Assessment.
3. Assessments will be scheduled in a timely manner to assure that information is transmitted according to the monthly deadlines indicated by the schedule received from SRS.
4. The BASIS Information Specialist (BIS) will transmit BASIS on the 1st transmission date following receipt of the assessment.
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 BASIS Screener will mail community resource information with a cover letter to the guardian.
7. For persons residing at KNI, whose home county is not Shawnee County, form number 06-041, information 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 KAR 30-64-01.