



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

<p>Subject: Gatekeeping-Referral to I/DD Public/Private Intermediate Care Facilities Effective Date: 12-15-97</p>	<p>Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 07-18-16, 09-15-17, 10-15-18</p>	<p>Policy No: 06-004</p>
<p>Revised: 06-10-99, 11-05-01, 08-05-02, 01-20-03, 05-15-06, 08-30-07, 08-18-08, 08-31-09, 08-27-12, 09-08-14, 07-18-16, 09-15-17</p>	<p>Forms: Public or Private Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF-IID) Gatekeeping Summary</p>	

POLICY: The Shawnee County Community Developmental Disabilities Organization (CDDO) will be the Gatekeeping entity for any person residing in Shawnee County and requesting services from an ICF-IID Public and Private Intermediate Care facility.

GUIDELINES:

1. I/DD eligibility will be determined prior to a person being considered for public or private Intermediate Care Facilities for Individuals with an Intellectual Disability (ICF-IID) placement. This will be established by following Single Point of Application Eligibility Determination and Referral Policy [06-001](#).
2. Once eligibility has been determined, the CDDO will discuss all available community services with the person and the person's support network.
3. The CDDO will make appropriate community services referrals to meet the person's preferred lifestyle.
 - i. Requesting admission to a private or state ICF/IID. The Targeted Case Manager (TCM) will contact the CDDO Liaison to request admission to a private or state facility.
 - ii. The TCM and the CDDO Liaison will meet with person and/or the persons support network to determine if all community supports and services have been exhausted to meet the persons preferred lifestyle and if funding for such services/supports can be accessed.
 - iii. Consideration regarding the least restrictive environment will be determined at this meeting.
 - iv. If the person chooses not to receive available community services and/or the person is at risk to self or others in the community, as determined by the State of Kansas, the CDDO Liaison will notify the Kansas Department for Aging and Disability Services (KDADS) and request consideration of admission.
 - v. The CDDO will forward the ICF-IID Referral and Pre-Screen Form to KDADS, within five (5) business days to request permission to proceed with Gatekeeping process.
 - vi. The TCM or designee will forward the ICF/IID form or the Private ICF/IID Gatekeeping Summary to the CDDO Liaison and notify KDADS within five (5) business days.
 - vii. The CDDO Liaison and/or the person's TCM will assist the person with admission and transition to the ICF/IID upon admission.
- b. Requesting for Dental, Outreach Consultation/Training, Behavior/Psychiatric Consultation, DDT & TS, Medical Consultation and Evaluation/Assessments
 - i. TCM or designee, if TCM has not been assigned, will meet with person requesting services and or their support network to determine what services are needed.
 - ii. TCM will submit the completed form to the CDDO Liaison to forward to the appropriate requested ICF-IID.