Subject: Functional Assessment Effective Date: 12-15-97	Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 08-22-16, 09-15-17	Policy No: 06-006
Revised: 06-10-99, 11-05-01, 10-20-03, 05-15-06, 08-30-07, 08-18-08, 08-31-09, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 08-22-16, 09-15-17	**Forms:** 06-006-001 Functional Assessment Checklist, 06-006.002 Functional Assessment Cover Sheet; 06-006.003 Request for Re-evaluation; 06-006.004 Notice of Functional Assessment	

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will gather information in accordance with State contract and as defined within the Functional Assessment (BASIS) manual.*

GUIDELINES:

1. Initial and Re-Admit referrals within Shawnee County:
   a. The CDDO Liaison will make a request for an initial or Re-Admit Functional Assessment within five (5) calendar days of determining eligibility.
   b. The Assessor will complete the initial or Re-Admit Functional Assessment, as required, and submit to the CDDO Documentation Coordinator within 30 calendar days of the referral.
   c. If there is no response to repeated attempts to contact eligible person after 30 calendar days the file will be returned to the CDDO Liaison.
   d. The CDDO Liaison will send a letter stating their file has been placed in inactive status.
   e. Upon completion of the Functional Assessment, the CDDO Documentation Coordinator will enter the Functional Assessment into Kansas Aging Management Information System (KAMIS) within seven (7) calendar days. KAMIS data will then be imported into the BCI web based system.

2. Annual Re-Evaluations
   Functional Assessments must be completed within 358 days of the last completed Functional Assessment. All supporting documentation must be presented at the time of the Assessment.

   a. The TCM will notify assessors and affiliated providers of assessment date, time and location using the guidelines outlined in the Notice of Functional Assessment form (06-006-004). For persons without a TCM, the CDDO will notify the support network of assessment date, time and location. The person served **must** attend at least a portion of the Assessment. Participants should include but not be limited to the individual served, guardians, parents, direct care staff, applicable supervisors, teachers and any other applicable support network members.

3. Any supplemental documentation relevant to the Functional Assessment must be received prior to or at the time of the assessment, per the Functional Assessment Checklist form (06-006.001).

4. The CDDO Documentation Coordinator will input assessments into KAMIS when the assessment is completed within seven (7) calendar days.

5. An email notification is sent to the designated Affiliate providers once a copy of the Notice of Action (MR4 or MR5) has been uploaded into the BCI web based system. The CDDO will mail a copy of the Notice of Action to person served, parent or guardian.

6. The Functional Assessment and Cover Sheet (06-006.002) are available within 30 days of the assessment date on the BCI web based system and copies will be made available to identified representatives without BCI access.

7. Request for Functional Assessment Special Re-Evaluation will be made by the TCM to the CDDO Assessor within five (5) business days of the tier and score notification or in the event of a life altering change that was not reasonably ascertainable at the time of the assessment.

8. When a Special Re-Evaluation request has been made by the TCM to the CDDO Assessor, then the CDDO Assessor will forward the Request for Re-evaluation form (06-006-003) to the TCM. The individual requesting the re-evaluation will complete and return the form within five (5) business days. Requests will be reviewed by the CDDO Assessment Team and CDDO Director in accordance with State of Kansas criteria. The CDDO will forward the request to the State for the final determination if it appears to meet the Special Re-evaluation criteria. Once the CDDO has been notified by the State of the final decision the Assessor will notify the TCM of outcome.