



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

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| <b>Subject: Crisis Funds</b><br><b>Effective Date: 05-01-03</b>   | <b>Policy No: 06-035</b>   |
| <b>Revised:</b> 09-30-04, 05-15-06,<br>08-18-08, 08-27-12, 09-08-14, 09-28-16,<br>01-3-17, 11-15-18, 08-29-19   | <b>Forms:</b> <a href="#">06-035.002 Crisis Funding Request</a><br><a href="#">06-020 Dispute Resolution</a> |
| <b>Reviewed:</b> 08-24-09,<br>08-26-10, 08-22-11, 08-27-12, 09-08-14,<br>09-28-16, 11-06-17, 10-15-18, 11-30-20 |  |

**POLICY:** *Crisis access to services 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 ([06-035.002](#)) addressing the crisis as defined by the State of Kansas, and identifying how, and why those needs can only be met through services available through the HCBS I/DD waiver.
2. Crisis Funding Requests should include (when applicable):
  - a. CDDO notification form
  - b. PCSP
  - c. Behavior Assessment
  - d. Law Enforcement and/or Protective Services documentation.
  - e. Documentation that community resources have been exhausted
  - f. Current documentation of HCBS eligibility (Functional Assessment)
3. Crisis Funding Requests are processed by the CDDO Funding Coordinator and presented to the CDDO Funding Committee for crisis funding determination.
4. Targeted Case Manager (TCM) will be notified within 24 hours of the weekly CDDO Funding Committee meeting regarding the outcome (denied, approved, pending or additional information needed) of the request. If denied, a notification will also be forwarded to the person or their guardian, with Dispute Resolution ([policy 06-020](#)) procedures.
5. Access to funding may be denied due to:
  - a. Crisis criteria as defined within the State of Kansas/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 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 30 days is authorized to secure placement.