



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

<b>Subject: Annual Functional Assessments for Persons at Kansas Neurological Institute (KNI)</b> <b>Effective Date: 10-01-98</b>	<b>Policy No: 06-041</b>
<b>Revised:</b> 01-23-02, 10-20-03, 05-15-06; 08-18-08, 08-29-11, 08-27-12, 09-08-14, 09-26-16, 10-13-17, 09-13-19, 01-11-21	<b>Forms:</b> <a href="#">06-041.001 Gatekeeping Letter to Guardian's CDDO</a> <a href="#">06-041.002 Gatekeeping Letter Shawnee County Guardian</a> <a href="#">06-041.003 Gatekeeping Letter Out of Shawnee County Guardian</a>
<b>Reviewed:</b> 08-31-09, 08-26-10, 08-29-11, 08-27-12, 09-08-14, 09-26-16, 10-13-17, 10-15-18	

**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 within 358 days prior to last year's Assessment date.
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 Documentation Coordinator will input 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 that a Shawnee County guardian is not present, the Assessor will mail a letter ([06-041.002](#)), an MR-4, Release of Information, and Affiliate List. Community resource information can be found at [www.sncddo.org](http://www.sncddo.org) or requested by the guardian.
7. For persons residing at KNI, whose home county is not Shawnee County, a letter ([06-041.001](#)) will be sent to the CDDO of that county pursuant to K.A.R. 30-64-29. A letter ([06-041.003](#)), an MR-4, and a Release of Information will be mailed to the guardian.
8. Home County will be determined using the criteria in K.A.R. 30-64-01.