



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

Subject: Annual Functional Assessments for Persons at Kansas Neurological Institute (KNI) Effective Date: 10-01-98	Policy No: 06-041
Revised: 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, 10-02-23	Forms: 06-041.001 Gatekeeping Letter to Guardian's CDDO 06-041.002 Gatekeeping Letter Shawnee County Guardian 06-041.003 Gatekeeping Letter Out of Shawnee County Guardian
Reviewed: 08-31-09, 08-26-10, 08-29-11, 08-27-12, 09-08-14, 09-26-16, 10-13-17, 10-15-18, 10-24-22	

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 Assessments should be completed two to three weeks prior to the 358th day of the last completed Assessment.
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. The CDDO Documentation Coordinator will input the Functional Assessment into KAMIS.
4. 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.
5. 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 or requested by the guardian.
6. 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.
7. Home County will be determined using the criteria in K.A.R. 30-64-01.