



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

Subject: Functional Assessment
Effective Date: 12-15-97

Policy No: 06-006

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Forms: [06-006-001 Functional Assessment Checklist](#),
[06-006.002 Functional Assessment Cover Sheet](#);
[06-006.003 Functional Assessment Request for Special Re-
evaluation](#);
[06-006.004 Notice of Functional Assessment](#)
[06-001.002 Release of Information](#)

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 Functional Assessments and re-admit referrals within Shawnee County:
 - a. The CDDO Liaison will schedule the initial Functional Assessment within five (5) calendar days of determining eligibility. The CDDO Liaison will complete the initial Functional Assessment as required, within 30 calendar days of determining eligibility.
 - b. The CDDO Assessor will schedule the re-admit Functional Assessment within five (5) calendar days of the referral. The CDDO Assessor will complete the re-admit Functional Assessment, as required, within 30 calendar days of the referral.
 - c. If there is no response to repeated attempts to contact the eligible person after 30 calendar days, a notification will be sent to the CDDO Liaison. The CDDO Liaison will send a letter stating their file has been placed in inactive status.
 - d. 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 Basic Consumer Information (BCI). The CDDO Documentation Coordinator will review and update BCI as necessary.
2. Annual Functional Assessments

Functional Assessment scheduling should occur at least 6 weeks prior to the 358th day of the last completed assessment. The Functional Assessment itself should be completed 2-3 weeks prior to the 358th day of the last completed assessment. In the event that a Functional Assessment is not scheduled 6 weeks prior to the 358th day of the last completed assessment, an email will be sent to the TCM, the TCM director, the CDDO Quality Oversight and Training Specialist, CDDO Quality Management Coordinator and the CDDO Director. All supporting documentation must be received prior to or at the time of the assessment, per the Functional assessment Checklist form ([06-006.001](#)).

- 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 [\(06-006.004\)](#). Meeting dates and times will not be confirmed until the Assessor receives the Notice of Functional Assessment Form. 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 support network members.
- b. Only in extenuating circumstances when an assessment is scheduled past the 365th day, the TCM will notify Assessor in writing of the reason. The CDDO Documentation Coordinator will notify KDADS of request for late submission.
 - c. The CDDO Documentation Coordinator will input assessments into KAMIS when the assessment is completed within seven (7) calendar days.
3. At least annually, as part of the Shawnee County CDDO Quality Oversight Committee, TCM PAS Tool reviews should be completed by the CDDO Assessor per CDDO Policy [06-025 Quality Assurance Reviews](#).
 4. At least annually, individuals and/or guardians will be offered a copy of the CDDO Resource Guide, which includes Rights and Responsibilities, Dispute Resolution, and the Grievance Process. Information may be provided at Annual and/or Initial Assessments.
 5. At least annually, individuals and/or guardians will be asked to sign a CDDO Release of Information [\(06-001.002\)](#) indicating current providers. Options Counseling will be provided per CDDO policy [06-013](#).
 6. 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 BCI. The CDDO Assessor will mail a copy of the Notice of Action to person served, parent or guardian.
 7. The Functional Assessment and Cover Sheet [\(06-006.002\)](#) are available within 30 days of the assessment date on BCI and copies will be made available to identified representatives without BCI access.
 8. Request for Functional Assessment Special Re-Evaluation will be made by the TCM to the CDDO Assessor within five (5) business days of the MR-4 notification or in the event of a life altering change that was not reasonably ascertainable at the time of the assessment.
 9. When a Special Re-Evaluation request has been made by the TCM to the CDDO Assessor, then the CDDO Assessor will forward the Functional Assessment Request for Special 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.