

Harvey-Marion County CDDO Service Area Policy/Procedure

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Subject: Gatekeeping

Ref: K.A.R. 30-64-29, KDADS SIDH Admission Policy

Effective Date: March 2009,

Revised: June 2014

Purpose: Establish a protocol to ensure that all individuals requesting or receiving services in ICFs/IID or SIDHs (also known as public ICFs/IID) are provided informed choice of less restrictive home and community-based services available in their home communities.

Intended outcome: All individuals with developmental disabilities have the option to choose home and community-based services to support their preferred lifestyle, as a less restrictive alternative to institutional services in an ICF/IID or SIDH.

Policy: Harvey-Marion County CDDO is the gatekeeper for all residents of Harvey or Marion Counties who request or receive services in an ICF/IID or SIDH.

Procedure:

1. For new applicants requesting services in public or private ICFs/IID, the Executive Director/designee reviews all requests made by residents of Harvey or Marion Counties, in order to:
 - a. Determine eligibility for services for persons with intellectual/developmental disability;
 - b. Assess eligibility for ICF/IID or HCBS I/DD level of care;
 - c. Develop a description of the person's preferred lifestyle, if this has not already been done;
 - d. Determine whether ICF/IID services are consistent with the person's preferred lifestyle, using the person-centered support planning process described in K.A.R. 30-63-21;
 - e. Inform the person and guardian, family, and support network, of all services or supports in the Harvey-Marion County CDDO area that could be available within 60 days of funding availability; and of the person's rights pursuant to the developmental disabilities reform act and implementing regulations;
 - f. Arrange to provide these services and supports pending availability of service funding, in collaboration with the KanCare MCO care coordinator; and
 - g. Provide KanCare MCO Care coordinator and KDADS with the results of a – f above for each person requesting admission to an ICF/IID or SIDH, within 15 days of receiving information needed to determine eligibility and preferred lifestyle, and any additional information requested by KDADS-CDDO policy or KDADS QMS field staff.
2. For persons receiving community services in the Harvey-Marion County CDDO area, for whom admission to an ICF/ID or SIDH is requested, the Executive Director/designee

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follows current KDADS/CDDO policy to assure that least restrictive community alternatives have been tried and exhausted, including positive behavior supports, environmental modifications, outreach behavioral consultation services, and community mental health services.

3. For former residents of Harvey-Marion County CDDO who presently receive services in an ICF/IID or SIDH in another CDDO area:
 - a. The CDDO whose service area includes the county in which the ICF/IID or SIDH is located, is responsible to
 - Collect information about the ICF/IID or SIDH residents as required by KDADS;
 - Determine each resident's home county;
 - Provide Harvey-Marion County CDDO the name and address of each resident, and guardian if appointed, whose home county is either Harvey or Marion County.
 - b. The Executive Director/designee of Harvey-Marion County CDDO sends the person, and the person's guardian if appointed, information about all services and supports available in Harvey and Marion Counties, and the person's rights pursuant to the developmental disabilities reform act and implementing regulation.
 - c. If the person or person's guardian chooses community services or supports, the Harvey-Marion County CDDO Executive Director/designee arranges to provide the requested services or supports, pending availability of funding, in collaboration with the KanCare MCO care coordinator.