

**THE ECKAAA-CDDO SERVING COFFEY, OSAGE AND FRANKLIN COUNTIES**  
**Policies and Procedures**

**SUBJECT:** GATEKEEPING

**EFFECTIVE:** 5/1/2017

**SECTION:** 535A

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**SUPERCEDES:** 535

**R1 Dated 2/6/2017**

**Policy:**

Pursuant to K.A.R. 30-64-29, the East Central Kansas Area Agency on Aging Community Developmental Disability Organization(ECKAAA-CDDO) serving Coffey, Osage, and Franklin counties shall review applications for placement of individuals living in the service area with intellectual and/or developmental disabilities (I/DD) into Intermediate Care Facilities (ICF/IID) and State Mental Retardation Hospitals (SMRH) in order to determine eligibility, appropriateness of ICF/IID or SMRH placement, and/or availability of community services.

In addition, the CDDO will review all applications of persons living in a SMRH or ICF/IID applying for community based services in Coffey, Osage, and Franklin counties.

**Procedure**

1) Eligibility:

- A) The CDDO will determine eligibility for services for all persons with intellectual and developmental disabilities for whom Coffey, Osage, or Franklin county is their "home county" (as defined in K.A.R. 30-24-27) and who are seeking admission to any privately operated ICF/IID or state institution (public) per the CDDO Single Point of Admission procedures and current Kansas Department of Aging and Disability Services (KDADS) policy and flowchart.
- B) The CDDO will determine if the person meets the criteria for admissions to an ICF/IID by:
  - i) Completing a Functional Assessment (currently known as BASIS) Screening; and
  - ii) Submitting the screening to the Kansas Department of Aging and Disability Services, Division of Disability and Behavioral Health Services, Community Supports and Services (KDADS/DBHS/CSS) for scoring and ICF/IID level of care determination through the KAMIS system.

2) Informed Choice of Services:

- A) If the individual is eligible for admissions to an ICF/IID, the CDDO will determine whether the proposed admission to the ICF/IID is proper by:
  - i) Determining if ICF/IID placement is consistent with the person's preferred lifestyle as identified in the person's Person-Centered Support Plan (PCSP) and through record review and interview with the person, their guardian (if applicable), interested parties, and support team members, as well as reviewing KDADS policy and procedure on public and private institutionalized setting entrance.
  - ii) Informing the person and parents and guardian (if applicable), of all available community services or supports that meet the needs identified in the Person-Centered Support Plan (PCSP) and could be made available, within ninety (90) days, in or near the person's home county.
  - iii) Offer the person and legal guardian appropriate available community services as well as referring them to affiliated providers of those services.
  - iv) Provide information to person and guardian (if applicable) regarding their rights pursuant to the Developmental Disability Reform Act and regulations, including regulations concerning placement in an institutionalized setting.

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- v) The information, which is developed from (A) through (D) above, shall be shared with appropriate county/state and federal agencies within KDADS Gatekeeping policy for submission. The CDDO will provide their recommendation to KDADS after a complete submission of all necessary documentation has been presented to the CDDO for consideration of the request.
- 3) Application for Placement in a State Mental Retardation Hospital:
- A) The CDDO will review application for each person from Coffey, Osage, or Franklin county applying for placement in a State Mental Retardation Hospital (SMRH) for the purpose of:
- i) Determining if community services are available which may meet the preferred lifestyle as described in the Person-Centered Support Plan.
  - ii) Informing the person and the persons support network of all available community services and affiliated providers of those services.
  - iii) Offering the person appropriate available services.
- B) The CDDO will forward their recommendation to the commission and the ICF/IID or the SMRH, along with all submitted documentation and application which will include: eligibility documentation, preferred lifestyle statement, demonstration of the person's need of active treatment and reasons for admission, why the service setting is essential to the person's health and safety, ICF/IID Gate-keeping Summary, and any other necessary documentation, including court documentation, KDADS guidelines, protocols, flowcharts, and all other direction for gatekeeping process.
- C) Should the CDDO be concerned about providing community services to a person who may be dangerous to self or others, they will bring this to the attention of the Secretary of KDADS.
- D) The CDDO will notify the individual seeking admission of the status of the application within twenty (20) working days and every twenty (20) days thereafter, until the application has been resolved.
- 4) Individuals Seeking Placement in the CDDO Service Area from a State Mental Retardation Hospital, State Mental Health Hospital, or a Private ICF/IID:
- A) When an individual is referred from an ICF/IID or State Institution, the CDDO staff trained in the Informed Choice process will meet with the person and their responsible party/guardian to go through the choice process.
- B) The CDDO Eligibility staff will determine eligibility per CDDO Single Point of Admission procedures (CDDO Policy #505D).
- C) If the individual is determined eligible, a meeting will be convened by the CDDO Coordinator that includes appropriate agency representatives, the individual and guardian (if applicable), and the individual's support team to develop support plans or funding requests to the MCO within 120 days of the CDDO receiving all necessary information from the State Hospital or ICF/IID.

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- 5) Review of Persons Living in ICF/IIDs and State Institutions:
- A) The CDDO will collect information about the persons living in ICF/IIDs and State Institutions and submit this data to the commission using standards, forms, and procedures specified by the commission.
  
  - B) Determine the person's home county and provide the CDDO whose service area includes the person's home county of the person's name and address, and the name and address of the person's guardian, if one has been appointed, as well as a current copy of the person's Functional Assessment (currently known as BASIS).
  
  - C) Inform the person and the person's guardian, if one has been appointed, on an annual basis:
    - i) Of all services and supports that are available or could be made available in or near the person's home county of Coffey, Osage, or Franklin.
    - ii) Of the person's rights pursuant to the Developmental Disabilities Reform Act and implementation regulations.