

# Harvey-Marion County CDDO Service Area Policy/Procedure

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**Subject: Implementation Responsibilities – Functional Assessment**

**Ref: K.A.R. 30-64-22**

**Effective Date: March 2009    Revised: October 2011, June 2014, May 2018, July 2019**

**Purpose:** Establish the system for collecting and reporting information required by the Functional Assessment and the Kansas Assessment Management Information System (KAMIS).

**Intended Outcome:** Harvey-Marion County CDDO Functional Assessment and KAMIS data is current and accurate.

**Policy:** Harvey-Marion County CDDO collects and reports to the Secretary, in a manner specified by the commission, information required by the Functional Assessment and the KAMIS information system.

## **Procedure:**

1. Assessment Information.
  - b. The Harvey-Marion County CDDO utilizes the services of a functional assessor who has completed training required by KDADS to complete functional assessments. The services of the assessor may be through employment by the Harvey-Marion County CDDO, or by subcontract.
  - c. The functional assessor and the Harvey-Marion County CDDO Executive Director/designee participate in the statewide Functional Assessment Committee, as convened, to assure consistent interpretation and implementation statewide of assessment questions.
  - d. The functional assessor schedules initial assessments upon referral, and annual assessments as directed by KDADS, the KDADS-CDDO contract, and KDADS HCBS policy, as applicable.
  - e. The assessor contacts the individual, guardian/parent of a minor, case manager, and service provider staff to participate in the functional assessment interview.
  - f. Harvey-Marion County CDDO requires the staff responsible for entry of the functional assessment and KAMIS information into KAMIS system to complete training required by KDADS.
  - g. The functional assessor provides completed functional assessment information to the individual responsible for data entry into KAMIS.
  - h. Following completion of data entry, the individual responsible for data entry submits the data for program processing which generates the tier score and relevant Notice Forms for distribution to case managers and service providers, as applicable.

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- i. If an individual's tier level changes, the case manager/service provider may request a review of the information transmitted to review for accuracy following local functional assessment protocol.
    - j. If a re-assessment results in loss of eligibility for HCBS I/DD service funding, Harvey-Marion County CDDO will notify the individual and legally responsible party of appeal rights and process, including the expedited appeal process.
  2. Individual Information.
    - a. The individual's case manager is responsible for ensuring that the identifying and demographic information is accurate and up to date. Whenever there are changes in the individual's address, phone number, case manager, living situation, day situation, legal representation, custody status, diagnosis, or other non-assessment fields, the case manager should update the information by submitting a status change form to the individual responsible for KAMIS data entry.
  3. Residential and Day Programs Information.
    - a. The individual's case manager is responsible for reporting any changes in residential status, including numbers of persons with/without I/DD with whom person resides; and
    - b. day program activities, including school in a classroom with people who are not I/DD more/less than 50% of the day; generic community activities more/less than 20 hours per week, work environment for persons with I/DD more/less than 20 hours per week; competitive employment more/less than 20 hours per week; agency based non-work activities more/less than 20 hours per week, or other describe other day activity if different from activity previously described.