

CDDO Procedure 07

GATEKEEPING

DD Reform Regulation 30-64-29

Johnson County CDDO will develop and implement procedures to ensure compliance with the Developmental Disabilities Reform Act (DDRA) and the Kansas Department for Aging and Disability Services (KDADS) regulations and policies pertaining to the Act.

Procedures

Johnson County CDDO will ensure that Johnson County applicants for Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF-IID) services will receive information regarding alternative services in the community so that an informed decision may be made that is consistent with the individual's preferred lifestyle. In addition, each applicant will receive an initial screening and functional assessment. Current Johnson County ICF-IID residents will receive Comprehensive Options Counseling and a functional reassessment annually.

1. Johnson County residents who request ICF-IID services will be referred to the CDDO to begin the gatekeeping application process. They will be provided a copy of the Kansas Department for Aging and Disability Services (KDADS) policy on gatekeeping and will be scheduled for a phone interview to determine what alternatives have been tried and if community resources have been exhausted to support the individual. The CDDO may offer additional recommendations prior to initiating the gatekeeping request.
2. In order to initiate the ICF-IID Referral and Application to KDADS, the applicant must provide letters of guardianship, documentation of IQ of 70 or below and court ordered approval to admit the individual to an ICF-IID (K.S.A. 59-3077.)
3. The case manager will provide a person-centered support plan, behavior support plan, and any other documents from doctors, hospitals, or PRTF's to complete the review by the CDDO. Once all documents are received, the CDDO will have a sit-down face to face meeting with the person, legal guardian, MCO, and support team to complete the gatekeeping application.
4. The CDDO will finalize, sign and date the gatekeeping application and obtain signature and initials from the legal guardian(s). Once obtained the completed document is sent to the MCO for review, comments, signature, and date.
5. The CDDO will upload the gatekeeping application and supporting documents through KAMIS IDD utility to KDADS. If the CDDO does not support the gatekeeping application a letter of denial will be sent to the legal guardian(s) with their appeal rights.

6. If the gatekeeping application is denied by KDADS, this office will notify the CDDO, applicant, and their Targeted Case Manager of the basis for the decision and the right to appeal.
7. If the gatekeeping request is approved by KDADS, the CDDO will initiate the process to access to ICF-IID placement.