

## CDDO Procedure 15

### CRISIS AND EXCEPTION REQUESTS

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

The CDDO is responsible for ensuring that individuals who meet IDD eligibility determination standards and functional eligibility requirements, and are seeking immediate access to new services, meet the definition of crisis and exception as outlined in the Kansas Department for Aging and Disability Services (KDADS) contract and policy:

- 1) *Documentation from law enforcement or Department of Children and Families (DCF) supporting the need for the person's protection from confirmed abuse, neglect, or exploitation (ANE);*
- 2) *Documentation substantiating the person is at significant, imminent risk, and is capable of performing serious harm to self or others.*

Prior to submitting the Crisis and Exception Request, the individual must have been determined eligible for I/DD services and have a functional assessment (BASIS) performed within the past 365 days. The Targeted Case Manager (TCM) submits the request on behalf of the individual in crisis to the CDDO.

The following items must be submitted to the CDDO as part of the crisis and exception request packet to access to the Home and Community Based Waiver (HCBS) Intellectual/Developmental Disability (IDD) waiver program;

- The CDDO Crisis and Exception Request form.
- Person centered support plan (PCSP) which demonstrates the persons need.
- Behavior assessment or support plan (BSP) if applicable.
- Law enforcement or DCF documentation for requests based on ANE.
- Documentation that all community resources have been exhausted.
- Documentation from the MCO pertinent to rendering a determination for a crisis request if applicable.

Once these items are received by the CDDO, the CDDO will review the request.

For crisis requests, a three person crisis review committee will be convened. All relevant parties will be invited to attend this meeting. The outcome of the crisis request will be determined once all information has been received and the parties have had an opportunity to meet with the committee. The committee may request additional information.

If the CDDO recommends approval of the crisis and exception request, the CDDO will notify the TCM and forward the request to KDADS for their approval. KDADS has 10 days to respond to the CDDO regarding their decision to approve or deny the request.

If the CDDO does not recommend approval of the crisis and exception request, the CDDO will notify the TCM of the decision and send appeal rights to the individual and/or their guardian, and the Targeted Case Manager.