

## CDDO Procedure 16

### FUNCTIONAL ASSESSMENT REVIEW

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

An initial functional assessment must be completed upon Intellectual and Developmental Disabilities (I/DD) eligibility determination and annually thereafter for recipients of Home and Community Based Services (HCBS). For individuals with access to the HCBS waiver, annual assessments must occur within 365 days of the last assessment.

The Johnson County Community Developmental Disabilities Organization (CDDO) is responsible for ensuring that all individuals receiving (HCBS I/DD) waiver services in Johnson County have a completed annual functional assessment. Changes to the assessment only occur at the time of the individual's annual assessment, unless a re-assessment is granted due to the individual experiencing a life altering event that is likely to continue and may require additional staff support.

#### Request for Review:

Every effort is made to capture accurate, complete information at the time of the assessment. All supporting documentation is required at the time of the assessment. Anything concerning the past year's assessment is strictly historical and no longer relevant to the current year. If there is concern that information in the assessment is inaccurate, you may request a review of the assessment by contacting the CDDO Director, in writing, within 14 days of receiving notification of the tier score.

#### Request for Appeal:

If the result of the assessment is a tier change between 1 and 5, the individual continues to be eligible for HCBS I/DD waiver services and has no appeal rights.

If the assessment results in a Tier 0, the individual has been found ineligible for HCBS I/DD waiver funding and has a right to appeal. A request for state fair hearing must be made in writing and signed within 30 days of receipt of the Notice of Action (NOA) of the Tier 0 finding. State fair hearing requests must be sent to:

The Kansas Department of Administration  
Office of Administrative Hearings  
1020 South Kansas Avenue  
Topeka, KS 66612