

Crisis & Exception Request Process and Form

The CDDO is responsible for ensuring that individuals who meet HCBS I/DD eligibility determination standards and functional eligibility requirements and are seeking immediate access to new services meet the definition of crisis as outlined in the Kansas Department for Aging and Disability Services ([KDADS Policy E 2016-119](#)).

The Following Criteria Must be Met for Crisis Requests:

- Criteria 1: Confirmed Abuse, Neglect or Exploitation Documentation:
 - ANE substantiation by DCF will be provided to the appropriate CDDO by KDADS Program Integrity
 - Official Law Enforcement documentation
- Criteria 2: Significant, imminent risk of serious harm to self and other
 - Substantiating Documentation

Qualifying Situations for Exception Requests:

- Persons in DCF Custody for the purpose of addressing **non-supervision** support needs related specifically to the person's IDD disability support needs.
 - Persons determined to be at imminent risk of coming into custody of DCF.
 - Documentation from DCF/courts will be required in order to justify this exception.
 - Persons under the age of 18 transitioning from DCF custody.
 - Documentation from DCF/courts (Journal Entry) will be required to justify this exception.
 - Persons transitioning from DCF custody age 18 or older.
 - DCF/court documentation (Journal Entry) required to justify this exception.
 - Persons transitioning from Vocational Rehabilitation Services (VRS) **which require ongoing support** to maintain employment and self-sufficiency.
 - Documentation from VRS required in order to justify this exception: VRS closure letter indicating extended plan/ongoing support needs.
 - Persons meeting the criteria set forth in the KDADS "Military Inclusion" Policy.
 - See KDADS Military Inclusion policy for documentation requirements.
 - Persons transitioning from a Psychiatric Residential Treatment Facility (PRTF).
 - Documentation of the impending transfer from the PRTF will be required in order to justify this exception, if person doesn't meet criteria for Institutional Transition.
- ✓ Persons previously on the IDD waiver transferring back to the IDD waiver from the WORK program **do not require the crisis-exception process, however a current Functional Assessment will need to be completed before transitioning back to the IDD HCBS Waiver.**

To Apply for Crisis or Exception Funding the Follow Steps Must Be Completed:

1. The TCM sends all supporting documentation and checklist to cddo@jocogov.org.
2. Documentation review will be completed by the CDDO. The CDDO may ask for additional information before scheduling a Crisis/Exception Review Committee Meeting.
3. If BASIS Functional Assessment is needed, **must be current within the last 365 days of the request.** The CDDO will coordinate with TCM to schedule.
4. After Crisis/Exception Review Committee Meeting, the CDDO will notify the TCM if request meets criteria. If request meets criteria, the request will be forwarded to KDADS for review.
5. If approved by KDADS, the individual will be granted access to the HCBS I/DD Waiver. The Managed Care Organization (MCO) determines what services will be authorized and paid for through the Kansas Medicaid HCBS program (KanCare).
6. In the event the CDDO does not support the request locally, or if KDADS denies the request at the state level, appeal rights are sent to the individual/guardian and TCM.

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Individual's Name: _____

TCM Name: _____

BCI # & KAMIS #: _____

TCM Email: _____

Date of Birth: _____

Date of Request: _____

Type of Request: Crisis Exception

Yes N/A

Required Documentation:

<input type="checkbox"/>	*	Completed and Signed Crisis/Exception Request Form (this document).
<input type="checkbox"/>	*	Signed current Person Centered Support Plan (PCSP) demonstrating need. If the person requesting services does not currently have a PCSP one shall be completed within 30 days of approval for waiver access.
<input type="checkbox"/>	*	Current functional assessment Date of last functional assessment:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • <u>MCO</u> statement of resources exhausted Required. • For a person enrolled with an assigned to the MCO, outreach by the TCM to the MCOs for the MCO review of resources exhausted by an MCO is required before any crisis request submission to KDADS. • Email Subject "IDD Crisis Request": <ul style="list-style-type: none"> – UHC: uhcksltss@uhc.com – Sunflower: ltss@sunflowerhealthplan.com and KSLifeshare@sunflowerhealthplan.com – Aetna: aetnabetterhealthKSHCBS LTSS@aetna.com
<input type="checkbox"/>	<input type="checkbox"/>	Signed current Behavior Support Plan (BSP).
<input type="checkbox"/>	<input type="checkbox"/>	Law Enforcement documentation/Police Reports.
<input type="checkbox"/>	<input type="checkbox"/>	DCF/ANE documentation
<input type="checkbox"/>	<input type="checkbox"/>	Signed Individualized Education Plan (IEP)
<input type="checkbox"/>	<input type="checkbox"/>	Documentation that all community resources have been exhausted prior to submission of request.
<input type="checkbox"/>	<input type="checkbox"/>	Other pertinent documentation including, but not limited to: Physician recommendations, hospitalization reports, family member/neighbor statements, etc.

*Denotes minimum requirements necessary before a request can be reviewed by the Crisis/Exception Review Comm.

List Service(s) Being Requested:

List Natural Supports Exhausted, Including Private Pay Options:

List MCO Value Added Benefits Exhausted:

List Community Supports Exhausted:

Explain in Detail How Crisis/Exception Funding Will Alleviate Current Situation:

X

Individual Signature

Date:

X

Guardian Signature

Date: