

**THIS IS AN OFFICIAL JOHNSON COUNTY COMMUNITY DEVELOPMENTAL  
DISABILITIES ORGANIZATION COMMUNICATION.**



## Notice of BASIS Scheduling

The Individuals Listed Below Require New BASIS Assessments. Please Return the Completed Chart to the Assigned BASIS Assessor. List 3-5 Dates and 3-5 Times the Circle of Support is Available.

	Individual	Scheduling Response Due By	Proposed Day/Time				
1.							
2.							
3.							
4.							
5.							



## Preparation & Reminders

### Steps That Need to Be Completed:

1. Invite all Circle of Support Members.
2. Contact BASIS Assessor with 3-5 dates and 3-5 times available for scheduling.
3. Send all documents to assessor 2 weeks before meeting.
4. If guardian or paid provider declines participation, submit signed documentation.

**Reminders:**

- A. Please take note of the scheduling deadline and meeting dates.
- B. All information needs to be HIPPA compliant, including scheduling emails.
- C. Assessments will be canceled if Circle of Support members no-show meetings without signed documentation declining participation.
- D. Per pandemic protocols, all assessments are currently being facilitated telephonically.
- E. Documented submitted after the meeting conclusion will not be able to be captured.
- F. Forms can be found on the [CDDO Website](#).



## Required Documents

<b>Behavior Tracking</b> <i>*Required</i>	Submit Tracking from all providers or families. Tracking runs from the day following previous assessment to the day before current assessment OR when tracking is received up to 2 weeks prior to the assessment. Tracking form <b>must include person's name, date, and provider</b> . If missing dates are due to extenuating circumstances, please include dates and reasons for missing tracking. <b>Extenuating circumstances include:</b> Hospitalizations, extended vacations from day/residential providers, camps, or time away from paid providers – <i>not to include weekend visits to parent's house</i> .
<b>New Diagnosis</b> <i>*If applicable</i>	Submit medical documentation that shows a list of all <b>new</b> diagnosis/medical conditions for the person served.
<b>Seizure Tracking</b> <i>*If applicable</i>	Submit tracking since the last BASIS was held. Written tracking can be submitted in any form if dates are included. If the person has daily seizures then medical documentation from a physician, which states the person has daily seizure activity and the type of seizure(s) may be submitted.
<b>Prescribed Medications</b> <i>*If applicable</i>	Submit a current list of all daily medications including injections and/or prescribed topical creams and approved dental rinses and toothpastes.

<b>Special Diet</b> <i>*If applicable</i>	Submit a copy of the prescribed specialized diet signed by a physician and dated within the last two years.
<b>Individual Education Plan (IEP)</b> <i>*If applicable</i>	Submit a copy if the IEP is currently in use. Must include BIP if place in school.
<b>Person Centered Support Plan (PCSP)</b>	*Submit upon request.
<b>Behavior Intervention Plan (BIP) / Behavior Support Plan (BSP)</b> <i>*If applicable</i>	<p><b>In order to capture a BIP on the functional assessment, it must be written and include the 4 required conditions. It may be part of another plan – PCSP or Individual Education Plan (IEP) – but it must contain all 4 conditions.</b></p> <ol style="list-style-type: none"> <li>1. Clear definition of the behavior(s). This statement should be very detailed and specific to the person and what behavior(s) is being exhibited. <i>Simply stating a category from the functional assessment does not meet this condition.</i></li> <li>2. Clear definition of staff support strategies. This statement should be a comprehensive list of interventions and include, but not be limited to, strategies to prevent the behavior, warning signs, specific supports to be provided when the behavior occurs, and responses to the behavior.</li> <li>3. Collection of information as to the frequency and severity of behaviors. Behavior tracking methodology is outlined. Must be written and reported on daily.</li> <li>4. Supports are specific to the person. All elements of the plan are detailed and specific to the individual and beyond standard teaching and guidance that is part of quality service provision. <b><i>Simply stating prompting or redirection is not specific or beyond typical expectations of program staff.</i></b></li> </ol>
<b>Time Out Tracking</b> <i>*If applicable</i>	If someone has a BIP/BSP and time out is reported – submit a copy of Time Out Tracking to the assessor. Must be used a minimum of one time per week for this category to count.
<b>Special Health Procedures</b> <i>*If applicable</i>	For weighted bowls and utensils – must have a copy of physician order to count.

  
**JOHNSON COUNTY**  
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**Community Developmental  
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