
FUNCTIONAL ASSESSMENTS KAR 30-64-22

<u>SECTION:</u> CDDO 10-008	<u>EFFECTIVE DATE:</u> 3-06	<u>REVISION DATE:</u> JUNE 2010 REVISED AUGUST 2018
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POLICY: Tri-Ko as the Community Developmental Disability Organization (CDDO) for Miami, Anderson, and Linn counties shall gather information in accordance with the State contract to perform all initial and annual Functional Assessments. The CDDO will transmit electronically all data to Kansas Department for Aging and Disability Services (KDADS) for everyone served in their area and be responsible for the accuracy and validity of the data.

An initial functional assessment must be completed upon IDD eligibility determination and/or upon the individual attaining the age of 5 years and acknowledging a willingness to accept services upon receiving an offer of services. An annual re-assessment is not required for individuals placed on the waiting list unless they received a previous assessment of Tier 0.

Functional Assessment interviews, as feasible for the individual, should be held in person with the individual served and in person or by phone with the guardian and any other members of the person's support network that would have relevant information. ALL attempts should be made to ensure participation by the guardian and person served.

If the Eligibility Screener becomes aware that someone is inaccurately reporting information, the Eligibility Screener must take steps protect the accuracy of reports.

PROCEDURE:

1. The Case Manager will coordinate with the Eligibility Screener and the person's support network to schedule Functional Assessment meetings/interviews within three-hundred sixty-five (365) days of the submission of the previous Functional Assessment to KDADS.
 - a. The Eligibility Screener will be responsible for coordination and completion of all Functional Assessments for individuals not receiving targeted case management, including individuals receiving their initial Functional Assessment.
2. Prior to the Assessment, the case manager will review documentation to ensure it is sufficient to verify the information being reported and that it is easily accessed.
3. Participants in the Assessment will include but not be limited to person served, guardian, parents, direct care staff, applicable supervisors, teacher, etc.
4. Participants unable to attend are encouraged to submit documentation prior to screening date.
5. The Eligibility Screener will ensure that the completed assessments with signatures of the participants are submitted to KDADS within seven (7) days of completion of the assessment and within three-hundred sixty-five (365) days of the submission of the previous Functional Assessment.
6. The Eligibility Screener will review services dates on the Services Section for

- accuracy.
7. Tiers and scores received by the Eligibility Screener will be forwarded to the Payroll/Billing Agent and Director of CDDO Administration.
 8. Eligibility Screener will notify all applicable CSP's of tiers and scores.
 9. Original copy of Functional Assessment will be maintained in CDDO office.
 10. Eligibility Screener will disseminate copies of the Functional assessment to Case Managers for individual's personal file.
 11. Following a Functional Assessment, the Notice of Action (MR-4 or MR-5) will be attached to the original assessment, and a copy sent to persons, the applicable Case manager, and processed into the individual's file.

Throughout the year the Case Manager should:

- a. Gather and document information from the person served, parents/guardians, schools, community resources, caregivers, mental health professionals, physicians, etc. to ensure accurate information is reported.
- b. Submit Functional Assessment Section 1 to the CDDO as soon as changes in guardian, address or other information occurs.
- c. Submit Functional Assessment Section 3 to the CDDO immediately when changes in services or service needs occur. Functional Assessment Section 3 would also be completed if a service is anticipated to be requested in the next 3 years.