

**CDDO OF SOUTHEAST KANSAS
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
POLICIES AND PROCEDURES**

REGARDING: Gatekeeping

REFERENCE: K.A.R. 30-64-29

KDADS Policy Regarding SMRH Admission

KDADS Policy Regarding ICF/IDD Gatekeeping

Revised 8/04, 09/07, 07/14, Reviewed 6/23

POLICY

The CDDO will be the gatekeeping entity for persons with developmental disabilities residing in its service area who request admission to private ICF/IID or to a public ICF/IID. The CDDO will also be responsible for facilitating community placements for persons residing in private and state ICF/IID.

PROCEDURE

The CDDO shall annually perform functional assessments and collect required information about persons residing in ICF/IID, both public and private, that are located in the CDDO service area. For those persons whose home county is in the CDDO service area, the CDDO shall annually inform the person, the person's family, and the person's guardian, if applicable, of all services or supports that are available in or near the person's home county, and of the persons' rights to request such services. The CDDO will arrange to provide these services or supports if the person/guardian chooses to receive them in the CDDO service area. For those persons whose home county is in another CDDO service area, the CDDO will provide the home county CDDO with the persons' information for the person in order for that CDDO to fulfill its responsibilities in this regard. "Home County" is determined by the CDDO in accordance with the following listed order of priority:

- The county of residence of a family member of the person with DD;
- The county of residence of the person's guardian; or
- The county in which the person is living

ICF/IID public Placement

For requests for admission to a public ICF/IID, the CDDO and any representative service provider shall follow the provisions and requirements of KDADS Policy Regarding public ICF/IID Admission.

ICF/IID private Placement

For requests for admission to a private ICF/IID, the CDDO and any representative service provider shall follow the provisions and requirements of KDADS Policy Regarding Private ICF/IID Gatekeeping.

Community Placement from a private or public ICF/IID

If community placement from a state or private ICF/IID is requested, the CDDO will contact the person, the family, or guardian, if applicable, to complete the eligibility and services/provider(s) choice process. Placements will follow the process outlined in CDDO Policy Regarding Single Point of Application and Referral. The CDDO may require periodic updates from the chosen service provider(s) on the status of service(s) initiation.

If a service provider has concerns about the appropriateness of community services for a person, the provider must submit such concerns in writing, with supporting documentation, to the CDDO. The CDDO will review the information and will determine if it is appropriate to forward these concerns to KDADS. The CDDO will forward such concerns if deemed appropriate. If the CDDO determines it is not appropriate to forward these concerns to KDADS, the CDDO will meet/discuss with the service provider to discuss the concerns.

The service provider must continue the placement/service process, even after concerns have been submitted to the CDDO, until KDADS notifies the CDDO that the person is not suitable for community services. If this determination is made by KDADS, the CDDO will notify the service provider and appropriate alternatives will be determined.

ICF/IID Placement

For requests for admission to a private ICF/IID, the CDDO and any representative service provider shall follow the provisions and requirements of KDADS Policy Regarding Private ICF/IID Gatekeeping.