



Sedgwick County...
working for you

Sedgwick County Developmental
Disability Organization (SCDDO)

FACTS&details

about Sedgwick County Government

Annual BASIS Assessments

May 2012

Who should be assessed?

Individuals who are receiving HCBS-MR/DD services, other than case management, will continue to be assessed annually. Individuals who have scored a tier 0 also will be assessed annually even if they are unfunded (on the waiting list).

When will the assessment take place?

Each person will be contacted at least **one month** prior to their birth month to complete the annual assessment.

What do I need?

The following information should be submitted at least 48 hours prior to the scheduled appointment if applicable:

- Current list of medications
- Person centered support plan (PCSP)
- Behavior support plan
- Behavior data from previous 12 months
- Any other supporting documentation

If this information has not been submitted within 48 hours of the appointment, please contact the assessor to reschedule the appointment.

Are last-minute updates accepted?

Yes. Please advise the assessor of any necessary changes to documentation that have resulted from discussions during the assessment. These updates should be turned in to the assessor within five business days of the appointment (ex. updates to the PCSP). BASIS will be submitted for scoring within six business days following the assessment if these arrangements are made.

Who should be in attendance?

Those invited to the meeting will vary for each person, but in general should include:

- The person served
- Service provider representatives
- The guardian, if one is appointed
- The case manager
- Teachers (for children in school)
- Anyone who has information to contribute

How long will the assessment take?

An annual BASIS assessment generally takes 30 to 45 minutes if all documentation has been submitted at least 48 hours in advance.

When will the results be available?

BASIS information is entered every Wednesday with scores returned the following business day. The SCDDO and the case management agency have access to the final scoring.

In addition, the individual/family/guardian, the case manager, and the SCDDO receive written notification of scores within approximately two weeks of the scoring.

Is there an appeals process?

Yes, there are two ways to appeal the BASIS assessment. The purpose of the appeal would be to determine if the current BASIS assessment has been scored accurately. Anything concerning the past year's assessment is strictly historical documentation and no longer relevant to the current year.

- **Internal appeal:** There is an opportunity to reassess and/or correct specific answers to questions during the birth month. Contact Brandi Loudermilk at 660-7630 to request a reassessment and/or correction.
- **Administrative Hearing:** Request only if the dispute cannot be resolved at the local internal appeal level during the birth month. Applicable only to BASIS results with a finding of tier 0. A written appeal must be submitted to the Office of Administrative Hearings within 30 days:

Department of Administration
Credit Union One Bldg.
610 W. 10th, 2nd Floor
Topeka, KS 66612

For More Information:

Sedgwick County Developmental Disability Organization
Phone: 316-660-7630 or TTY: 316-660-4893
www.sedgwickcounty.org