

Facts & Details

For More Information:
SCDDO 271 W 3rd St N., Suite 500
Wichita, KS 67202
p: 316-660-7630 f: 316-660-4911
scddo@sedgwick.gov

May 2025

Appeals

Appeals to Functional Assessments

The purpose of a Functional Assessment (aka BASIS) appeal would be to determine if the current assessment has been scored accurately. Anything concerning the past year's assessment is strictly historical information and no longer relevant to the current year.

There are two ways individuals may appeal the functional assessment:

- 1) **Internal Review:** It is critical that the team work with the assessor at the time of the meeting to determine if there are any areas of the assessment that the team believes is scored incorrectly. During the annual review process, once the assessment has been input in to the state system, SCDDO staff can only change the functional assessment with approval from the Kansas Department of Aging and Disability Services (KDADS). The team will need to show that either the assessor was incorrect in their scoring, or that the information was not available at the time of the assessment. To request an internal review of the current functional assessment please call 316-660-7630.
- 2) **Administrative Hearing:** This should be requested only if the following two criteria have been met:
 - The dispute cannot be resolved at the internal review level; and
 - The functional assessment results in a finding of *Tier 0

Within 30 days of receipt of the **Notice of Action, a written appeal must be submitted to the Office of Administrative Hearings at the following address:
Kansas Office of Administrative Hearings
1020 S Kansas
Topeka, KS 66612-1327

*Tiers 1-5 maintain eligibility for HCBS funding; tier 0 does not.

**When an assessment is completed, written notice is generated by the CDDO on behalf of KDADS. The written notification will explain whether a person is eligible for HCBS-IDD Program funding. Written notification is sent to the individual/guardian and Targeted Case Manager (TCM).

Eligibility Determination Appeals

If an individual does not meet the eligibility criteria for I/DD service, they may request an independent third party review of the local eligibility determination. Written request of the appeal must be made within 30 days of receipt of the notice of eligibility letter.

Please mail the written request to the SCDDO, Attn: SAO Director (address listed above), fax to 316-660-4911, or email to scddo@sedgwick.gov

If upon reconsideration the determination is unchanged, the individual has the right to request an administrative appeal. This appeal must be submitted in writing within 30 day of the final local notification.

Requests for administrative appeals should be sent to:

Kansas Office of Administrative Hearings
1020 S Kansas
Topeka, KS 66612-1327

For Additional Information

Sedgwick County
Developmental Disability Organization
271 W 3rd St N., Suite 500
Wichita, KS 67202
Phone: 316-660-7630
Fax: 316-660-4911
E-mail: scddo@sedgwick.gov
www.sedgwickcounty.org/developmental-disabilities



SEDGWICK COUNTY STRATEGIC COMMUNICATIONS

316.660.9370 | 100 N. Broadway Suite 640 - Wichita KS, 67202 | sedgwickcounty.org