

Annual Functional Assessment

Who should be assessed

Individuals who are:

- Receiving services funded through HCBS/I/DD program
- Receiving State Aid funded Day and/or Residential services
- Those who scored Tier 0 on the previous assessment

When will the assessment take place?

Each assessment will be completed once every 365 days. Individuals will receive a meeting invitation at least one month prior to their meeting date.

What do I need?

The following information should be submitted at least 2 weeks prior to the scheduled appointment if applicable:

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

Can there be last-minute updates to information?

Yes. Please be sure to advise the assessor of any necessary changes to the documentation submitted prior to the assessment. Let your assessor know at the meeting if additional updated information is available and needs to be submitted for accurate assessment scoring (ex. Updates to the PCSP). Once the assessment has been submitted to KDADS, changes can only be made with KDADS approval.

The assessment will be submitted to KDADS for scoring within three business days following the assessment.

Who should attend?

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

- Person served
- Service provider representatives
- Legal guardian, if applicable
- Care coordinator
- Targeted Case Manager
- Teachers (for children in school)
- Anyone with information relevant to the assessment

How long will the assessment take?

A annual BASIS assessment generally takes a minimum of 45 minutes if all documentation has been submitted at least 2 weeks in advance.

When will the results be available?

The individual/guardian and TCM will receive written notification within approximately 10 business days following the completion of the assessment.

Is there an appeals process?

If there is disagreement with the outcome of the assessment please contact the SCDDO as soon as possible and request a review of the assessment. The purpose of the review will be to determine if the functional assessment has been scored accurately. Please call 316-660-7630 to request a review of your assessment.

If the dispute cannot be resolved, and the result of the assessment is a Tier 0, you may submit an appeal in writing to the Kansas Office of Administrative Hearings within 30 days.

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

