

Sedgwick County Developmental Disability Organization

Notifications/Updates

PURPOSE

Sedgwick County Developmental Disability Organization (SCDDO) funding committee monitors timely access of services and utilization of funding to ensure usage of available resources and network capacity for individuals eligible for intellectual and/or developmental disability (IDD) services. The information is also used to provide administrative oversight of the system.

Types of updates required:

- Temporary Stay / Hold on Services
- Utilization of Services
- Initial Access
- Money Follows the Person

The Targeted Case Management (TCM) service provider will submit the following information to SCDDO Funding Committee.

FUNDING COMMITTEE UPDATE FORM INFORMATION

Type of Update

Hold on services – Select when an individual has requested or needs to request a hold on services, this includes any approvals received by the Managed Care Organization (MCO). The dropdown includes the type of service that is being placed on hold (If there are multiple services, please use the Type in box for other and list all services).

Utilization of Services – Select when an individual has not utilized services per SCDDO Policy D-04 Monitoring of IDD Services, Funding Access and Utilization. TCM will notify within 5 business days if an individual has not accessed services for 15 consecutive days and/or used less than 75% of allocation for 3 consecutive months. The dropdown includes the type of service that is being placed on hold (If there are multiple services, please use the Type in box for other and list all services).

Initial Access – Select appropriate category as defined below when update pertains to an individual accessing new service.

1. New allocation via crisis – Individual received Home and Community Based Services (HCBS) access through the crisis exception request.
2. New allocation via priority population – Individual received access to HCBS because they are considered other priority populations such as; kids in custody, waiver transition, PRTF discharge.
3. Pending HCBS approval – The recommendation to access HCBS has been submitted to KDADS by the CDDO however a decision has not been rendered by KDADS. This update keeps FC informed of the crisis situation to include any new or changes in circumstances.
4. Wait List funds offered – Individual has accepted HCBS waiting list funds.
5. Money follows the Person (MFP) – Select when submitting an update regarding an MFP referral

Provider and Service Information

MCO Name – List the MCO that has been assigned

MCO allocated service – List the type of service(s) that have been approved by the MCO after a Health Risk Assessment has been completed.

Options Counseling Completion Date – the date the provider was notified by the CDDO that they were chosen to serve.

Provider's Name – List the provider's name if Options Counseling has been completed and a provider has been chosen, this is not to record a preferred provider.

Start Date for Services – Date that individual entered services; this field is not intended to record anticipated start dates.

GENERAL INFORMATION

1. Updates must be submitted on the current Funding Committee Update form located on the SCDDO website www.sedgwickcounty.org/cddo. All boxes on the form must be filled in, as applicable.
2. Updates are due by noon on Monday to the fundingrequests@sedgwick.gov inbox.
3. Upon receipt of notification the committee will review, determine if further action is needed and when applicable submit notification to Kansas Department for Aging and Disability Services (KDADS) and/or other affected parties.
4. Funding Committee minutes will advise TCM of any further updates needed based on the type of update submitted and the information provided.

TEMPORARY STAY/HOLD ON SERVICES

Within five business days of being made aware of by the CSP, individual, guardian or through discovery via monitoring of services; TCM will submit the Funding Committee Update form for the following circumstances:

1. Individual is requesting a hold on services; the update will include reason for request and projected date the individual will resume accessing services.
2. Individual is incarcerated, institutionalized, or placed in a nursing facility for period of time that exceeds the limits of a temporary stay. A temporary stay is defined by the month of entrance and the following two months.

UTILIZATION OF SERVICES

Within five business days of being made aware of by the Community Service Provider (CSP), individual, guardian or through discovery via monitoring of services; TCM will submit the Funding Committee Update form for the following circumstances:

1. Individual receiving HCBS IDD program services or State Aid Day/Residential services does not complete the Medicaid application/renewal process.

2. Services have not been accessed for 15 consecutive days, for example:
 - a. Staffing difficulties
 - b. Individual refuses services
 - c. Individual is hospitalized and/or recovering from an illness and funded services are not being used
 - d. The individual has left the State for any reason and funded services are not being used
3. Services are being used at less than 75% of allocation for 3 consecutive months. The update should include, at a minimum:
 - a. Service type and CSP
 - b. Dates services were stopped or utilization was reduced
 - c. Utilization records for the previous three months
 - d. Reason the individual is not using services
 - e. Barriers and solutions to accessing services

INITIAL ACCESS

Upon receipt of the funding allocation for Home and Community Based Services (HCBS) IDD Program funds or State Aid Day and Residential funds the TCM must submit updates to SCDDO as directed by the funding committee until services have been initiated. SCDDO will monitor timely access to all other State Aid resources.

MONEY FOLLOWS THE PERSON (MFP)

Funding Committee will request updates every 30 days at the beginning of the MFP referral and then will increase per the funding committee minutes as the referral gets closer to discharge.