

Sedgwick County Developmental Disability Organization

Waiting List Exception Requests - Crisis Access

PURPOSE

Sedgwick County Developmental Disability Organization (SCDDO) Funding Committee will review individual requests for crisis access to Home and Community Based Services (HCBS) intellectual and/or developmental disability (IDD) Program services. The committee will determine if the request meets the Kansas Department for Aging and Disability Services Community Services & Programs Commission (KDADS) criteria for crisis:

1. Individual requires protection from confirmed abuse, neglect, or exploitation, or written documentation of pending action for same; or
2. Individual is at significant, imminent risk and is capable of performing serious harm to self or others.

PROCEDURES

1. Targeted Case Manager (TCM) will work with the individual / guardian to complete the Waiting List Exception request packet.
2. A Functional Assessment within the last 365 days must be completed prior to submission of the request packet. If a Functional Assessment is needed, contact the Service Access Manager to schedule an assessment.
3. Include income/expense information for everyone residing in the home of the individual. This information will be used to determine the ability to access alternative resources for the service being requested.
4. If requesting access to Personal Care Services; please complete the Statewide Needs Assessment and submit as supporting documentation.
5. A copy of the Person Centered Support Plan (PCSP), Individualized Education Plan (IEP), Behavior Support Plan (BSP), Psychotropic Medication Plan (PMP) and Mental Health Case Plan should be submitted (if applicable). Include the signature page of each plan submitted.
6. Please include other supporting documentation such as behavior data tracking, incident reports, or law enforcement reports which may assist the committee in understanding the crisis situation.

GENERAL INFORMATION ABOUT ASSESSING FUNDS

1. Crisis situations are specific to the individual, not the family situation. For example, parents attending school will not be considered a crisis unless required by current employer. School time may include but is not limited to class time, study time, and practicums. Documentation may be requested by the committee.
2. An individual given access to services through this process may be referred to a RISK provider.

3. Homelessness alone does not meet the Kansas criteria for crisis, health and safety must be at imminent risk.
4. An individual must be able to become Medicaid eligible.

WAITING LIST EXCEPTION REQUESTS - KIDS IN CUSTODY

PURPOSE

To assist children eligible for IDD services that are in Kansas Department of Children & Families (DCF) custody with needs that cannot be met by foster parents and the foster care system. *Note: Residential services paid for by the HCBS-IDD Program services are not available until the child is released from DCF custody.*

PROCEDURES

1. Children in DCF custody are a priority population commonly known as an exception to the State contract if they require access to new IDD program services for the purpose of addressing support needs related specifically to their IDD needs.
2. This population is not required to meet KDADS definition of crisis however justification of need is necessary.
3. The following documents should be submitted with a waiting list exception request as applicable: Statewide Needs Assessment (NA), Person Centered Support Plan (PCSP), Psychotropic Medication Plan (PMP), Behavior Support Plan (BSP), Individualized Education Plan (IEP), Foster Care Agency Case Plan including a Permanency Plan, and Mental Health Treatment plan. Include the signature page of each plan submitted.
4. When submitting the request based on transition to adult services, a court date or release date must be provided in the request before a recommendation for access to services can be considered.

WAITING LIST EXCEPTION REQUESTS – OTHER PRIORITY POPULATIONS

PURPOSE

To assist individuals with accessing IDD Program services if they meet HCBS-IDD program eligibility and are part of one of the following groups:

1. Individuals who have lost other funding due to the termination of Technology Assisted, Autism, or Traumatic Brain Injury program services
2. Individuals that are preparing to discharge from a Psychiatric Residential Treatment Facility (PRTF) that were receiving HCBS-IDD Program funds prior to admission into the PRTF.
3. Active duty or honorably discharged military personnel and/or immediate family members.

PROCEDURES

1. When TCM learns that an individual is seeking HCBS-IDD Program services and that individual meets the criteria as outlined above; the TCM will notify SCDDO by sending an email to fundingrequests@sedgwick.gov with the following information (as applicable to the individual seeking funding):
 - a. Individual's name
 - b. Name of waiver which is ending
 - c. Date the current waiver is ending
 - d. Name of current service providers
 - e. Information regarding military status
 - f. Information regarding PRTF admission/discharge
 - g. MCO care coordinator contact information
2. SCDDO Operations will engage with the TCM to ensure eligibility. SCDDO may request needed documents such as Individualized Education Plan (IEP) for children under age 7. If over age 7, SCDDO will review all temporary eligibility and make a determination for permanent eligibility.
3. If the individual is determined eligible SCDDO Service Access and Operations assessor will complete the functional assessment as needed.
4. SCDDO will notify KDADS of the outcome of the eligibility review and completion of the functional assessment.
5. KDADS will process the transition and documentation will follow.

FUNDING COMMITTEE DECISION

If the individual does not agree and would like to ask for a reconsideration or appeal please see Funding Committee General Process guide for details.