

Sedgwick County Developmental Disability Organization

Policy Section	Service Access	Policy Number	B-09
Policy Name	Discharge from a Public/Private ICF/IID	Revision Date	09/2017
Former Number	F-06-02	SRS Approval Date	08/2009
		KDADS Approval Date	01/24/2018

PURPOSE:

The purpose of this policy is to identify Sedgwick County Developmental Disability Organization (SCDDO) and community service provider (CSP) responsibilities regarding individuals who are residing in a public/private Intermediate Care Facility for individuals with an intellectual disability (ICF/IID) and are seeking community services.

POLICY:

SCDDO is the gatekeeping entity for this process and will ensure that the least restrictive and most appropriate service setting for the person is achieved.

PROCEDURES:

1. Prior to discharge from a public/private ICF/IID the individual/guardian or their support network should contact SCDDO to assist with coordination and access to the intellectual and/or developmental disability (IDD) supports.
2. The individual/guardian must provide documentation of an intellectual disability and/or a severe, chronic developmental disability from a qualified healthcare professional. Additional supplemental information submitted may include the following:
 - a. Social work history
 - b. Behavior Support Plan including behavior data
 - c. Person Centered Support Plan

- d. Current medication information
 - e. SCDDO release of information
3. Upon eligibility determination, SCDDO will contact KDADS to obtain funding authorization. Once funding authorization has been obtained and a discharge date has been scheduled, within 90 days SCDDO will perform Options Counseling and refer to the chosen provider(s). Chosen provider(s) are responsible for ensuring authorization prior to delivering services.
 4. The TCM provider will make contact with the individual/guardian or their support network to discuss the discharge plan as well as contact the social worker at the ICF/IID within one month of receiving the referral.
 5. The TCM provider will submit a written update to SCDDO by the first of each month, following receipt of the referral, until the individual is placed in the community. If at any time SCDDO determines that a placement is not occurring in a timely manner, a written plan of action will be requested from the CSP.
 6. After the individual has been placed in the community, the TCM provider will submit an update to SCDDO at 30 and 90 days following placement. This update should identify how the individual's support needs have been met or if additional assistance is needed.