

Sedgwick County Developmental Disability Organization

Policy Section	Data Management/ Reimbursement	Policy Number	D-04
Policy Name	Monitoring of IDD Services, Funding Access, and Utilization	Revision Date	09/2017
Former Number		SRS Approval Date	08/2009
		KDADS Approval Date	01/24/2018

PURPOSE:

To outline the process Sedgwick County Developmental Disability Organization (SCDDO) will use to monitor access and utilization of intellectual and/or developmental disability (IDD) services and funding.

POLICY:

SCDDO will monitor timely access and utilization of funding to ensure usage of available resources and network capacity.

PROCEDURES:

1. Initial Access
 - a. Upon receipt of funding allocation for Home and Community Based Services HCBS-IDD Program Funds and State Aid Day and Residential Funds the Targeted Case Manager (TCM) must submit updates to the SCDDO as directed by the funding committee until services have been initiated.
 - b. SCDDO will monitor timely access to all other State Aid resources.
2. Service Utilization
 - a. Community service providers (CSP) will notify the TCM or SCDDO, if the individual does not have a TCM, within five business days when any of the following has or will occur:

i. Services have not been accessed for 15 consecutive days, for example:

1. Staffing difficulties;
2. Individual refuses services;
3. Individual is hospitalized and/or recovering from an illness and funded services are not being used;
4. The individual has left the State for any reason and funded services are not being used.

ii. Services are used at less than 75% of allocation for three consecutive months.

b. Upon receipt of notification from the CSP of under-utilization, the TCM or SCDDO, if the individual does not have a TCM, will submit an update to the SCDDO Funding Committee within five business days. Notification should include, at a minimum:

- i. Service type and CSP;
- ii. Date services were stopped or utilization was reduced;
- iii. Utilization records for the previous three months;
- iv. Reason the individual is not using services;
- v. Barriers and solutions to accessing services.

3. Temporary stay/hold on services

The TCM will submit an update to the SCDDO Funding Committee within five business days if the individual is requesting a hold on services. This update will include reason for request and projected date the individual will resume accessing services.

4. SCDDO Funding Committee oversight

Upon receipt of all notifications cited above the committee will review, determine if further action is needed and submit notification to Kansas Department for Aging and Disability Services (KDADS) and/or other affected parties when applicable.