

**Cottonwood CDDO
Policies and Procedures**

POLICY NO. CDDO-008

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SUBJECT: Gatekeeping

EFFECTIVE DATE: January 1997

Policy:

Cottonwood in its capacity as the Community Developmental Disabilities Organization (CDDO) shall review each request for admission to a public or private Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) from persons residing in Douglas and Jefferson counties.

In addition, the CDDO will assist each person living in a private or public ICF/IID located in Douglas or Jefferson County to review other options for placement annually. Per KAR 30-64-29

Procedure:

The Director of CDDO Administration or his/her designee will:

- 1) Determine if the person meets the definition of an intellectual disability per KDADS/CDDO policy.
- 2) Determine if the person meets the criteria for admission to an ICF/IID by having a functional assessment completed and submitting the assessment to Kansas Department for Aging and Disability Services (KDADS) for scoring and eligibility determination.
- 3) Ensure that the person and key individuals from the person's support network are fully apprised of all services that are available in or near the person's home county and of the person's rights pursuant to the DD Reform Act and regulations. This shall be accomplished by in-person contacts and/or by providing this information in writing annually and when requested.
- 4) Offer through referral, application or other needed assistance appropriate community services.

- 5) Provide Kansas Department for Aging and Disability Services (KDADS) the results of the review including the CDDO's approval for those applying for ICF/IID placement using designated KDADS forms within 15 days of receiving information necessary to determine whether the ICF/IID placement is consistent with the lifestyle of the person as specified by the person/guardian.
- 6) Conduct a meeting with the person/guardian, case manager (if person has one), other interested persons, and ensure that the KDADS Quality Management staff assigned to the CDDO area is notified of the meeting and invited to participate.
- 7) At least annually, review the person's living in ICF/IID's in Douglas and Jefferson counties by:
 - A. Collecting information about the persons living in ICF/IID's and submitting functional assessment data to KDADS.
 - B. Making a determination regarding the person's home county and providing the CDDO whose service area includes the person's home county of the person's name and address, and the name and address of the person's family and guardian if applicable.
- 8) Additionally, individuals and their guardians referred by other CDDO's whose home county is Jefferson and Douglas counties will be apprised of services and supports that are available in Douglas or Jefferson counties and of the person's rights pursuant to the DD Reform Act and regulations.