Gatekeeping, 008

Revision Date: January 3, 2020

CDDO Policy 008

Policy:

Cowley County CDDO Department will review requests for ICF/IID admission made by individuals residing in the area that it serves. Cowley County CDDO Department will determine eligibility for this level of placement and ensure that the individual fully understands community services and is afforded informed choice of placement. The policy is written in accordance to KDADS Policy for Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF–IID.)

Cowley County CDDO will complete annual notifications for all individuals who have a home county of Cowley and who are residing in an ICF-IID in accordance with KAR 30-64-29

Procedures for seeking admission to an ICF-IID:

1. Admission to an ICF-IID:

 a. The client/legal guardian, CDDO, and MCO shall complete the ICF-IID gatekeeping application in a face to face meeting.

 b. The CDDO, in consultation with the client, guardian (if applicable) and a representative from the MCO, shall explore and document all alternative options to admission to an ICF-IID to ensure that no opportunity to divert the client from an ICF-IID exists.

 1. The CDDO will explore options in the individual’s residential county and the surrounding counties.

 2. The MCO shall explore options across the State of Kansas.

2. The Gatekeeping Application is the document used by the CDDO to request from KDADS approval for admission to a public or private ICF-IID for clients receiving Medicaid. The CDDO and MCO shall sign the gatekeeping application and submit it to the KDADS ICF-IID Program Manager via the IDD Utility Upload tool.

3. Once the gatekeeping application is complete and uploaded, the ICF-IID Program Manager will review the application and complete the KDADS Review Section to determine if the criteria for admission to an ICF-IID in Kansas have been met. This review is conducted within 10 business days once all documentation has been received. If the application is missing supporting documentation, the ICF-IID Program Manager will notify the CDDO and MCO for the missing information. The CDDO and MCO will have to submit the additional requested/missing supporting information via the IDD Utility Upload within 10 business days of notification. If the information requested is not submitted within the timeframe, the Program Manager will deny the request and notify the CDDO and MCO and mail a letter with appeal rights to the client/legal guardian. A gatekeeping application can be resubmitted by the CDDO at any time.

4. If the application for admission is approved, the Program Manager will notify the CDDO and MCO and send a letter with appeal rights to the client/legal guardian.

Procedures for annual notifications:

1. ANNUAL NOTIFICATION: When the Cowley County CDDO Department service area has been identified as the “home county” for an individual residing in an ICF/IID or state institution, Cowley County CDDO Department will annually inform those individuals, their families, and their guardian (if applicable) of:

a. All services or supports available or could be made available in or near the person’s home county; and

b. Their rights pursuant to the Developmental Disability reform act and implementing regulations; and

c. Cowley County CDDO Department’s ability to arrange for services or supports if the person or their guardian chooses services.

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