
**Gatekeeping
KAR 30-64-29**

<u>SECTION:</u> CDDO 10-005	<u>EFFECTIVE DATE:</u> 11-96	<u>REVISION DATE:</u> JUNE, 2006 REVISED MARCH, 2010 REVISED AUGUST 2018
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POLICY: Tri-Ko, Inc., as the designated Community Developmental Disability Organization (CDDO) for Miami, Anderson, and Linn counties shall review applications for placement of persons living in the service area into public and private Intermediate Care Facilities in order to determine Intellectual/ Developmental Disability Service eligibility, appropriateness of institutional placement, and/or availability of community-based services.

In addition the Tri-Ko Inc. CDDO will review all applications of persons living in a public or private Intermediate Care Facility and applying for community services in Miami, Anderson and Linn counties.

PROCEDURE:

ELIGIBILITY

1. The Tri-Ko, Inc. CDDO will determine eligibility of services for all persons with intellectual and/or developmental disabilities for whom Anderson, Linn, or Miami County is their "home county" (as defined in K.A.R. 30-24-27) and who are seeking admission to any public or privately operated Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) .
2. Determine if the person meets criteria for admission to an ICF/IID by having a functional assessment completed and submitting the assessment to KDADS for scoring and eligibility determination.
3. Inform the person, family members and guardian (if applicable) about community-based services in or near the person's home county and the person's rights pursuant to the DD Reform Act, in writing, annually and as requested.
4. Offer assistance with pursuing community-based services as requested.

CHOICE OF SERVICES

1. If the individual is eligible for admissions to an ICF/IID, the Tri-Ko, Inc. CDDO will determine whether the proposed admissions is proper by:
 - a. Determining if ICF/IID placement is consistent with the person's preferred lifestyle as identified in the person's Person-Centered Support Plan, completed by the person, guardian, interested parties, and staff at the current place of service.
 - b. Informing the person and parent/guardians of all available community services or supports that meet the needs identified in the Person-Centered Support Plan and could be made available within 90 days in or near the

- person's home county.
- c. Offer the person appropriate available community services or refer them to a licensed affiliate for these services.
- d. Provide information to persons-served regarding their rights pursuant to the DD Reform Act and regulations.
- e. The information, which is developed from (A) through (C) above, will be shared with appropriate county/state and federal agencies within 15 days of receiving information necessary to determine eligibility and preferred lifestyle. This information will be submitted on forms specified by the commission.

Individuals, and/or their guardians if applicable, currently residing in an ICF/IID whose home county is Anderson, Linn or Miami counties shall be contacted by the CDDO at least annually of available community service choices and types in Miami, Linn and Anderson counties and they will receive an annual copy of rights pursuant to the DD Reform Act and regulations.

APPLICATION FOR PLACEMENT IN A PUBLIC OR PRIVATE INTERMEDIATE CARE FACILITY FOR INDIVIDUALS WITH INTELLECTUAL DISABILITIES

1. The Tri-Ko, Inc. CDDO will assist in the application process pursuant to KDADS policy for each person from Anderson, Linn, or Miami County applying for placement in an Intermediate Care Facility for Individuals with Intellectual Disabilities for the purpose of:
 - a. Determining if community services are available which may meet the preferred lifestyle
 - b. Informing the person and the persons support network of all available community services.
 - c. Offering the person appropriate available services.
2. The CDDO will forward application to the commission and will include: eligibility, preferred lifestyle, demonstration of the person's need of active treatment and reasons for admission, why the service setting is essential to the person's health and safety, ICF/IID Gate-keeping Application and Summary and any other necessary documents.
3. Should the Tri-Ko, Inc. CDDO be concerned about providing community services to a person who may be dangerous to self or others they will bring this to the attention of the Secretary of KDADS.
4. The Tri-Ko, Inc. CDDO will notify the person seeking placement of status of application within 20 working days. If there is no resolution within the first 20 working days, the consumer will be notified of the status every 20 working days thereafter, until it has been resolved.