



Shawnee County  
 Community Developmental Disabilities Organization  
 "Your resource for connecting our community"

<b>Subject:</b> <b>Gatekeeping – Referral from Public/Private Intermediate Care Facilities</b> <b>Effective Date:</b>	<b>Reviewed:</b> 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 07-18-16, 10-13-17, 10-15-18	<b>Policy No: 06-005</b>
<b>Revised:</b> 11-05-01, 08-05-02, 05-15-06, 08-30-07, 08-27-12, 07-18-16, 10-13-17	<b>Forms:</b> <a href="#">Case Management Choice Form 06-001.004</a> <a href="#">Service Provider Choice Form 06-013.002</a>	

**POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will be the Gatekeeping entity for any person with a developmental disability residing in an Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) and seeking community services in Shawnee County.***

**GUIDELINES:**

1. The ICF/IID designee shall forward referral information including, but not limited to; Essential Lifestyle Plan, physician’s report, nursing report, pharmacy review, Comprehensive Functional Assessment, psychological assessment, daily living schedule, and guardianship information, if applicable, to the CDDO Liaison.
2. When notified or requested, the CDDO Liaison will send referral packets to all affiliated providers or specified affiliated providers.
3. The CDDO Liaison will forward a copy of all referral cover letters to the referring ICF/IID designee.
4. The ICF/IID designee will inform the CDDO Liaison of a scheduled meeting to review proposed supports and transition plans.
5. The CDDO Liaison will inform the person seeking services and/or their guardian, if applicable, the role of the CDDO, affiliated providers and the selected Managed Care Organization (MCO).
6. The person seeking services and/or their guardian will inform the CDDO Liaison of their choice regarding case management services and the service provider by completing the Service Provider Choice form ([06-013.002](#)) prior to moving from the ICF/IID.
7. The CDDO Liaison will send referral information to all chosen service providers within three (3) days of notification.
8. The CDDO Liaison will inform the Kansas Department for Aging and Disability Services (KDADS) quality improvement staff of transition timelines and accomplishments of such transitions.