



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

Subject: Closures to KAMIS Effective Date: 12-15-97	Reviewed: 8-31-09,08-26-10, 08-22-11, 08-27-12, 07-29-14, 07.25.16, 11-06-17	Policy No: 06-008
Revised: 06-10-99, 11-05-01, 09-19-02, 10-20-03, 05-15-06, 08-30-07, 08-18-08, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 07.25.16, 11-06-17	Forms: 06-008-001 Closing Summary; 06-008-002 Status Action Form; CDDO Notification Form (State); 06-0013003 Eligibility Determination; ES-3161 (State Form)	

POLICY: *In the event of transfer, withdrawal from services, death, etc., an individual's file will be closed in Kansas Assessment Management Information System (KAMIS).*

GUIDELINES:

Closing Community Services:

1. The Targeted Case Manager (TCM) or CDDO Representative is required within ten (10) days of notification to:
 - a. Upload the Status Action Form (06-008-002) into the BCI web based system. Once uploaded, the Funding Coordinator will complete the Closing Summary (06-008-001), input the closing information into KAMIS and update the BCI web based system.
 - b. The file will be given to the CDDO Administrative Assistant to scan into the BCI web based system and placed into closed files. If the person is deceased only the KAMIS Closure Summary and Eligibility Determination form will be scanned.
 - c. Physical files will be retained for seven years. Electronic files will be retained indefinitely.

2. The CDDO Funding Coordinator will notify the Kansas Department for Aging and Disability Services (KDADS) when a person leaves waiver services within 14 days of the date the person terminates from waiver service via the State Notification form. If receiving HCBS, the CDDO will submit an ES-3161 (State form) to (Kansas Department of Health and Environment) KDHE and KDADS.

Closing Kansas Neurological Institute (KNI) Services:

- a. When a CDDO staff person is notified to close persons from KNI, that staff person will send an email to the Funding Coordinator identifying the person leaving KNI, the reason they are leaving, and the date when they closed services. The Funding Coordinator will complete the Closure Summary, input the closing information into KAMIS and update the BCI web based system.
- b. The file will be given to the CDDO Administrative Assistant to scan into the BCI web based system and placed into closed files.
- c. Physical files will be retained for seven years. Electronic files will be retained indefinitely.