



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

Subject: Gatekeeping - Referral to I/DD Public/Private Intermediate Care Facilities		Policy No: 06-004
Effective Date: 12-15-97		
Revised: 06-10-99, 11-05-01, 08-05-02, 01-20-03, 05-15-06, 08-30-07, 08-18-08, 08-31-09, 08-27-12, 09-08-14, 07-18-16, 09-15-17, 08-29-19, 10-19-20, 09-19-22	Forms: Standardized ICF-IDD Gatekeeping Application (KDADS/CSP/Gatekeeping Application) Service Request Form Parsons State Hospital Service Request Form	
Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 07-18-16, 09-15-17, 10-15-18		

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will be the Gatekeeping entity for any person residing in Shawnee County and requesting services from an ICF-IID Public and Private Intermediate Care facility.*

GUIDELINES:

1. I/DD eligibility will be determined prior to a person being considered for public or private Intermediate Care Facilities for Individuals with an Intellectual Disability (ICF-IID) placement. This will be established by following Single Point of Application Eligibility Determination and Referral Policy [06-001](#).
2. Requesting admission to a private or State ICF/IID:
 - a. The Targeted Case Manager (TCM) will contact the CDDO Liaison to request a face to face meeting. The guardian, person served, MCO Care Coordinator, CDDO Liaison, and support network must be present at this meeting.
 - b. At the meeting the team will determine if all community supports and services have been exhausted to meet the persons preferred lifestyle and if funding for such services/supports can be accessed.
 - c. Consideration regarding the least restrictive environment will be determined at this meeting.
 - d. The team will ensure all options have been explored. The TCM will submit a brief description of individual and support needs to the CDDO Liaison. The Liaison will look for resources outside Shawnee County. The MCO Care Coordinator will look statewide for other placement options.
 - e. All documents must be submitted to the CDDO Liaison prior to the request being made.
 - f. If the person chooses not to receive available community services and/or the person is at risk to self or others in the community, as determined by the State of Kansas, the CDDO Liaison will notify the Kansas Department for Aging and Disability Services (KDADS) and request consideration of admission.
 - g. The CDDO Liaison will submit the Standardized ICF-IDD Gatekeeping Application to KDADS.
 - h. Additional information requested by KDADS must be submitted to the CDDO Liaison within 7 days.
 - i. The CDDO Liaison and/or the person's TCM will assist the person with admission and transition to the ICF/IID upon admission.
3. Requesting for Dental, Outreach Consultation/Training, Behavior/Psychiatric Consultation, Dual Diagnosis Treatment & Training Services, Medical Consultation and Evaluation/Assessments
 - a. TCM or designee, if TCM has not been assigned, will meet with person requesting services and/or their support network to determine what services are needed.
 - b. TCM will submit the completed form (Service Request Form) or (Parsons State Hospital Service

Request Form) to the CDDO Liaison to forward to the appropriate requested ICF-IID.