



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

<b>Subject: Closures to KAMIS</b> <b>Effective Date: 12-15-97</b>		<b>Policy No: 06-008</b>
<b>Revised:</b> 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, 11-15-18, 08-27-19, 10-26-20, 09-19-22	<b>Forms:</b> <a href="#">06-008.001 Closure Summary</a> <a href="#">06-008.002 Status Action Form</a> CDDO Notification Form (State Form) ES-3161 (State Form)	
<b>Reviewed:</b> 8-31-09, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 07-25-16, 11-06-17, 10-15-18		

**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:

- a. The Targeted Case Manager (TCM) or CDDO Representative is required within ten (10) days of notification to upload a Status Action Form ([06-008.002](#)) to BCI. If the Status Action Form ([06-008.002](#)) indicates that an individual is being closed from services due to the TCM being unable to contact for any reason; a letter will be sent (via Certificate of Mailing) by the CDDO to the individual prior to closure allowing a minimum of fourteen (14) days for response.
- b. Once it is determined by the CDDO to close IDD Services for the individual, the Funding Coordinator will complete the Closure Summary ([06-008.001](#)), input the closing information into KAMIS and update BCI.
- c. The CDDO Funding Coordinator will notify the Kansas Department of Aging and Disability Services (KDADS) when any individual is closed from KAMIS within 14 days of the date the person terminates from services via the State IDD Notification form.
- d. The State IDD Notification form will be uploaded to BCI.

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 ([06-008.002](#)), input the closing information into KAMIS and update BCI and notify KDADS.
- b. The case file will be uploaded to BCI.