



Title: Needs Assessment (Supportive Home Care & Personal Assistant Services)

Purpose: Define Kansas CDDO Coalition member use of Statewide Needs Assessment funding tool piloted 2008. The home and community based (HCBS) MR/DD Medicaid Waiver is a funding mechanism to purchase services for people who have identified need for service. Supportive Home Care and Personal Assistant Services are hourly services that are designed to address hourly support needs associated with an individual's disability. The Needs Assessment seeks to identify needs for MR/DD Waiver paid supports in combination with available natural and generic supports.

Procedure:

1. Needs Assessment shall be completed by the individual's chosen Targeted Case Management provider according to guidance provided by the SRS/CDDO Statewide Funding Committee using the forms also developed and provided by that group as follows:
 - 1.1. The SRS/CDDO Statewide Funding Committee has determined the Needs Assessment tool is mandatory for children in SRS Custody who's foster family may be seeking Supportive Home Care, Respite and/or Sleep Cycle Support to meet the needs of the MR/DD Waiver eligible child in their home
 - 1.2. The Kansas CDDO Coalition is adopting the SRS/CDDO Statewide Funding Committee recommendation that all the following shall require a full Needs Assessment:
 - 1.2.1. Individuals offered and accepting HCBS MR/DD Medicaid Waiver Waiting List funding for Supportive Home Care/Respite/Sleep Cycle Support or Personal Assistant Services.
 - 1.2.2. Requests to transition/convert from a daily rate funded service to Supportive Home Care, Respite, Sleep Cycle Support or Personal Assistant services
 - 1.2.3. Crisis funding requests for Supportive Home Care, Respite, Sleep Cycle Support and/or Personal Assistant Services.
 - 1.2.4. Contract Exception funding requests for Supportive Home Care, Respite, Sleep Cycle Support and/or Personal Assistant Services.
 - 1.3. SRS/CDDO Statewide Funding Committee advises that a Needs Assessment shall be updated
 - 1.3.1. Annually for those using Personal Assistant Services whose Tier changes.
 - 1.3.1.1. Note: Personal Assistant Service funds are capped at the annual tier allocated funding amount.
 - 1.3.2. Annually for children in Foster Care
 - 1.3.3. When a Foster Care child moves from one foster home to another
 - 1.3.4. At any time an adult or child has reduced or increased need for Supportive Home Care, Respite, Sleep Cycle Support, Personal Assistant services
 - 1.3.4.1. Note: availability of funds for increased need for service is subject to the current SRS/CDDO Contract and SRS funding policy at the time needs are identified.
2. Coalition member local Funding Committee representatives may at any time request a Needs Assessment be completed
3. Needs Assessment shall be analyzed by designated staff according to guidelines established by the SRS/CDDO Statewide Funding Committee using the Ks CDDO Coalition "Guiding Principles Checklist - Statewide SHC Needs Assessment".
4. Analysis shall assure clarification of any questions raised by assessment and associated documentation
5. Analysis shall be reviewed by local Ks CDDO Coalition member Funding Committee for final review and consideration for approval.

	Policy Section No.	300	Original	2002	Code	12 4	
	Effective Date	11/1/2009	DPOK Board		-----		
	DPOK Staff Review	-----	DPOK Public Notice		-----		
	DPOK Leadership Review	-----	Submit to HCP/CSS		-----		
	DPOK Affiliate Review	-----	Coalition Process Team Review		9/22/09		
	DPOK Council Review	-----	Coalition Leadership				