



NEW BEGINNINGS ENTERPRISES, INC.
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **102.0 Gatekeeping**

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Regarding: K.A.R. 30-64-29, Gatekeeping guidelines and responsibilities

Effective Date: 7.31.02

Revised Date: 1.13.09; 9.11.09; 11.26.12; 10/8/18

New Beginnings Enterprises, Inc. CDDO, as the designated CDDO for Chautauqua, Elk, Greenwood and Wilson counties, shall serve as the single point of application and referral for services to all persons living in one of these four counties who has applied for admission to any private or public ICF-IID. The CDDO will determine eligibility for this level of placement and ensure that the individual fully understands community services and is afforded an informed choice of placement. Individuals residing in ICF-IID's with a home county in our catchment area will be informed of community services available in their home community annually. Individuals who choose community services will be reintegrated into the community.

Procedure:

1. The CDDO will determine whether the person proposed for admission is a person who is intellectually or developmentally disabled as defined by Kansas Department for Aging and Disability Services (KDADS).
2. If an individual is requesting state hospital or ICF placement, the CDDO will comply with KDADS policy regarding ICF-IID Gatekeeping.
3. Annually, the CDDO where the ICF-IID or State Hospital is located will complete a BASIS Functional Assessment. The CDDO completing the assessment will inform New Beginnings Enterprises, Inc. CDDO of any individuals whose home county is within New Beginnings Enterprises, Inc. CDDO service area. The CDDO will:
 - a. Send information to the person and the person's guardian explaining and offering available community services which might meet the person's lifestyle needs and preferences;
 - b. Inform the person and the person's guardian of their rights pursuant to K.A.R. 30-63-22.
4. For individuals requesting community placement from an ICF-IID, the CDDO will make contact with the person/their guardian, follow the Single Point of Application policy, and continue to work with the chosen providers and MCO to plan for placement in the community.