



NEW BEGINNINGS ENTERPRISES, INC.
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **102.0 Gatekeeping (K.A.R. 30-64-29)**

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Regarding: Gatekeeping guidelines and responsibilities

Effective Date: 7.31.02

Revised Date: 1.13.09; 9.11.09;11:26.12

New Beginnings Enterprises, Inc., as the designated Community Developmental Disabilities Organization (CDDO) for Elk, Chautauqua, 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 have been proposed for admission to any privately operated ICF/MR or to any state institution for individuals with intellectual disabilities in the State of Kansas.

Procedure

The CDDO administrator or his/her designee will:

1. Determine whether the person proposed for admission is a person who meets the intellectual disability criteria and if so, complete the BASIS assessment. Only CDDO staff trained in completing a BASIS assessment may complete and submit Basis Screening.
2. Meet with the individual, their family/guardian to determine whether a proposed admission to ICF/MR or state institution placement is appropriate by:
 - a) Determining the persons preferred lifestyle (then)
 - b) Determining if ICF/MR placement is consistent with the persons preferred lifestyle;
 - c) Determining if currently available community services could meet the needs of the person as identified in the person's Person Centered Support Plan.
 - d) Ensuring that the persons and key individuals from the person's support network are fully appraised regarding all available community services or supports.
 - e) Offering the person appropriate available community services, including in-home or out of home community based services, within funding availability.
 - f) Determine the choice of ICF/MR, State Hospital, or Community Service provider and document choice on the MR1 form.
 - g) Submit results of the Gate-keeping process to Kansas Department for Aging and Disability Services (KDADS) for final decision within 5 days after receiving the necessary information to determine eligibility and preferred lifestyle.
3. Annually the CDDO, where the ICF/MR or State Hospital is located will complete a BASIS screening. The CDDO will be informed of individuals whose home county is in the New Beginnings Enterprises, Inc. CDDO service area. The Eligibility Coordinator 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 KAR 30-63-22.



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- c) Bring to the attention of the Secretary of KDADS any persons who would present a clear and present danger to self or others by remaining in the community even when provided appropriate services.

Only the Secretary may determine whether someone may not be allowed access to community services. Additionally, the Secretary of KDADS retains the authority to determine whether to admit a person to a State Mental Retardation Hospital.