



NEW BEGINNINGS ENTERPRISES, INC
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **109.0 Crisis Funding / Service Reduction**

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Regarding: Procedure to access crisis; Procedure to reduce services not being utilized

Effective Date: 7.31.02

Revised Date: 1.13.09; 9.11.09; 11.22.11; 11.26.12

Crisis / Eminent risk for crisis

Persons who are in crisis or imminent risk of crisis and whose needs can only be met through services available through the HCBS I/DD waiver are those persons who:

1. Require protection from confirmed abuse, neglect, or exploitation or written documentation of pending action for the same; or
2. Are at significant, imminent risk of serious harm to self or others in their current situation.

Procedure for Crisis funding

1. When persons presents themselves to the CDDO as being in crisis, the CDDO shall make appropriate referral to other available community services and if after all natural and community supports have been explored and exhausted and the person is still determined to be in crisis consistent with the definition above, the CDDO will allow the person to access I/DD services. Documentation of all attempts will be maintained and provided to the CDDO prior to the person being approved for crisis funding.
2. After a person enters services, the CDDO will review the person's continued need for services after no longer than 90 days. If the person needs fewer paid supports after this review, the CDDO shall reduce services. If the person no longer needs I/DD funded services, he/she will be removed from services. The CDDO shall make appropriate referrals to other available community services. If the person is determined to need services after the initial 90 days, the CDDO will continue to monitor the need for I/DD funded services as appropriate. Documentation of the monitoring will be maintained by the CDDO.

Service Reduction

New Beginnings Enterprises, Inc. CDDO will look at service reduction for persons already served who may not have a need for those services using a tool specified by KDADS (State Needs Assessment) for in-home supports or CDDO Form 022 for day and residential supports. New Beginnings may reduce services either voluntary or involuntary. If an individual has not utilized a service based on the approved existing plan of care after 90 calendar days, that service will be reviewed for involuntary reduction. If services are to be reduced involuntarily the following will occur:

1. Review of the person centered support plan to determine if reduced services will meet the person's current needs.
2. Specifically identify how much paid support the person needs and previous amount of paid services previously utilized.
3. The Targeted Case Manager will complete CDDO form 041 and submit the form to the CDDO Director.



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4. Provide 15-day notice to the person served and their guardian if one has been appointed.
5. Notification of the dispute resolution and administrative hearing process.

Once a service is reduced, an individual must reapply for that service, which may result in the need to access the service access list (waiting list). See Policy 108.0