



Functional Assessment Process

Purpose: SDSI is responsible for ensuring that all individuals who need a current functional assessment have it completed annually, or as needed. It is critical that individual support needs are accurately reported and captured in the assessment.

Procedure: SDSI will generate a list of needed assessments 3 months prior to the KAMIS functional re-assessment due date. SDSI’s internal process will be to complete each assessment 30-60 days prior to that re-assessment due date. There will be times that other assessments are needed and the TCM will be notified of these.

SDSI will initiate contact with the TCM to facilitate scheduling of the re-assessment. The expectation is that the TCM will coordinate the logistics of the meeting in a timely manner (unless otherwise coordinated by the CDDO). The scheduling process is as follows:

1. The TCM/provider is responsible to ensure the information is made available to SDSI to complete the assessment.
 - a. The assessment will be completed in person or over Zoom.
 - b. Whether the assessment is completed in person or via Zoom the following is expected:
 - i. There should be communication between the TCM and agency to ensure all information is accounted for.
 - ii. As the assessment is real time, information provided after completion of the assessment will not be accepted.
2. The TCM/provider is responsible for ensuring the individual in service is available for the meeting.
3. The TCM is responsible to invite the guardian (if applicable) to participate in the meeting. Their participation is encouraged, but not required.

During meetings held remotely, SDSI will provide signature pages to TCM/provider. These signature pages need to be returned within 3 business days unless other arrangements are made with the CDDO.

The Notice of Action, functional assessment results, and Options Counseling will be forwarded to the TCM. The TCM is responsible for sharing this information with the provider (if applicable).

Assessment results are not subject to appeal, unless an individual loses functional eligibility. *Ref. KDADS Policy E2025-129 HCBS-I/DD Program Functional Eligibility Assessments and Waitlist Management.*