



## 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 necessary documentation is made available to SDSI to complete the assessment.
  - a. The assessment will be completed in person or over Zoom. The SDSI Functional Assessment Document Checklist and supporting documentation is required to be submitted no sooner than 2 weeks prior to the scheduled meeting, or at the discretion of the SDSI assessor.
    - i. Documentation should be provided in one email per client. Preferably one attachment per email as well, but not required.
    - ii. If you are experiencing technical difficulties feel free to hand deliver hard copies of everything to our office. This does not change the deadline of getting things turned in.
    - iii. Documentation includes all documentation the support team would like discussed during the Functional Assessment. (All medical documentation, seizure logs, behavior tracking of 13 behaviors, incident reports for physical restraint, diet, PCSP, BSP, etc.)
    - iv. After the assessor receives the documentation, they will review it and send an email to the team notifying them what is missing (if anything). This provides the team a second opportunity to provide additional documentation to the assessor. However, there will not be continued communication. Final decision will be made at the assessment meeting.
  - b. Whether the assessment is completed in person or via Zoom the following is expected:
    - i. Documentation submitted must be accurate and current.
    - ii. Follow the Functional Assessment Document Checklist to prepare documentation.
    - iii. It is required for the TCM/provider to prepare and organize their documentation to efficiently complete the assessment.
    - iv. There should be communication between the TCM and agency to ensure all documentation is accounted for.

- v. As the assessment is real time, documentation 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.

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

Assessment results are not subject to appeal, unless an individual loses functional eligibility. *Ref. KDADS Policy E2017-034 Functional Eligibility Assessments and Waitlist Management.*