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Developmental Disability Organization

615 N. Main, Wichita, KS 67203 - www.sedgwickcounty.org - TEL: 316-660-7630 - FAX: 316-660-4911

Dee E. Nighswonger, LMSW, LCAC
Director

SEDGWICK COUNTY DEVELOPMENTAL DISABILITY COMMUNITY COUNCIL MEETING MINUTES

October 19, 2018

11:30 a.m. – 12:00 p.m.

The Arc of Sedgwick County, 2919 W. 2nd Street, Wichita, KS

Kirsten Robinson, Vice President of the Sedgwick County Developmental Disability Community Council Executive Committee, opened the meeting. Jeannette Livingston, Assistant Director, Sedgwick County Developmental Disability Organization (SCDDO) provided an overview of the role and responsibilities of a Community Developmental Disability Organization (CDDO) and general service system information. Sherry Arbuckle, Director of Service Access and Operations, Heather Pace, Service Access Manager, and Shelley Herrington, Director of Quality Assurance with the SCDDO also participated in the presentation. Please see the attached PowerPoint and handouts for details.

The system to serve individuals with intellectual and/or developmental disabilities (IDD) in Kansas is rooted in the Developmental Disabilities Reform Act (KSA 39-1801). The law requires services and supports to allow choice, increase independence, productivity and integration/inclusion in the community. It also specifically requires that individuals with IDD be afforded the same dignity and respect as any other person. A CDDO acts as a single point of application and referral for the service system for individuals with IDD. The SCDDO is the CDDO for Sedgwick County.

The service system for individuals with IDD includes services funded through the Medicaid home and community based waiver, as well as targeted case management, CDDO and state aid funded programs and behavioral assessments through Parson's Outreach Team. To be eligible for any of these or to find out more information, you can contact the SCDDO at 316-660-7630.

An intake with the SCDDO is the first step in the process to determine whether you are eligible for services. To be eligible for the IDD service system, a person must have an IDD that appeared before 22 years of age and is likely to continue indefinitely. A functional assessment is the next step in the eligibility process. This assessment determines a level of functional impairment resulting in what is referred to as a "tier score." Tiers roughly equate with the level of supports an individual needs to live safely in the community. Individuals scoring at a Tier 1 require the most supports and typically have significant physical health care needs or interfering behaviors. Individuals scoring at the Tier 5 level require the least amount of supports and individuals ranked as a Tier 0 are eligible for the system but do not require supports and don't qualify for waiver services.

The SCDDO offers several funding programs to assist individuals and families with the costs associated with an individual's disability. The SCDDO also provides options counseling to assist individuals in making a selection of a services provider. Quality Assurance is another service the SCDDO offers.


The presentation also provided information on the Community Council, youth transitions to adulthood, Project SEARCH, advocacy resources and behavior support resources. Please see the attached PowerPoint and handouts for details.

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Sedgwick County Community Council October 19, 2018

System Introduction & Function of the CDDO



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Developmental Disabilities Reform Act (DDRA)

- The DDRA is the state law governing the system to support individuals with intellectual and/or Developmental Disabilities (IDD) in Kansas (KSA 39-1801)
- It defines the state's policy as providing persons with IDD:
 - Services & supports to allow choice, increase independence, productivity and integration/inclusion in the community;
 - Access to range of services/supports appropriate to the needs of the person; and,
 - The same dignity and respect as persons without an IDD



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Community Developmental Disability Organization (CDDO)

- The DDRA establishes the powers & duties of CDDO's
- CDDO's:
 - Serve as a single point of application & referral for services for persons with IDD
 - Determine if a person is eligible for IDD services
 - Provide information on and explain available services & service providers
 - Organize a Council of Community Members



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CDDO

- There are 27 local CDDO's in Kansas.
- Sedgwick County Developmental Disability Organization (SCDDO) is the CDDO for Sedgwick County
 - Phone: 316-660-7630
 - Website: www.sedgwickcounty.org/cddo



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The “IDD Service System”

- Includes IDD Case Management, CDDO and State Aid funded programs & behavioral assessment from Parson’s Outreach Team
- As well as, supports/services funded thru the Home & Community Based (HCBS) Medicaid Waiver
- List of funded services and providers can be found:
<https://www.sedgwickcounty.org/media/31129/provider-directory.pdf>



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Initial Intake

- The CDDO will determine IDD eligibility through an initial intake.
- An intake requires a significant amount of documentation.
- See Initial Intakes Fast Facts for details



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IDD System Eligibility

- To be eligible for the IDD service system a person must have an intellectual or developmental disability that appears before 22 years of age and is likely to continue indefinitely.
- See I/DD Eligibility Fast Facts handout for details

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Young Children & Eligibility

- Different process for children under 6 years of age:
 - At least 3 types of delays
 - List of assessments used to identify delays
 - Describe services child is receiving *or is needing*
 - Cannot be solely mental health related
 - Delays *likely* to continue indefinitely

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Functional Assessment

- Functional assessment conducted once determined eligible
- Individuals receiving Waiver services must have an annual functional assessment
- Individuals with a score of Tier 0, also are required to be assessed annually
- See Annual Functional Assessment Fast Facts for details


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Tier Score

- Through the functional assessment process the person eligible for the IDD system will be assigned a tier score.
- Tiers relate to the person's functioning level & support needs
- Individuals at tier 1 require the most support and typically have significant physical, health and/or behavior support needs
- Individuals at tier 5 are the least functionally impaired but require some supports
- Individuals at tier 0, are eligible for the system but don't require supports


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Important Things to Know about Tiers

- Tier score may impact a service provider's reimbursement rate, **but** it doesn't dictate what or how much service an individual will receive (service needs are identified through person centered support planning)
- Individuals can change tiers, based on their current functioning & needs
- Individuals at tier 0 are eligible for the IDD system but not for HCBS Program Services (i.e. Medicaid Waiver)

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Tier 0

- Individuals scoring at tier 0 **do** have access to:
 - Targeted Case Management (through Title XIX Medicaid or private pay)
 - SCDDO Programs:
 - Family Support
 - Incidental Client Supports
 - One Time Funds
 - State Aid Services

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What's a Waiver?

- Regular Medicaid covers medical services, like typical insurance
- Medicaid Waiver programs provide disability specific services (not covered by medical insurance) to individuals who might qualify for institutional care
- Kansas has seven HCBS Waivers:
 - IDD - Technology Assisted (TA)
 - Frail Elderly - Autism
 - Physical Disability - Traumatic Brain Injury (TBI)
 - Severe Emotional Disturbance (SED)

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IDD Waitlist

- In Kansas there is a waitlist for funding thru the IDD Medicaid Waiver
- Individuals needing services can sign up for the waitlist at intake with the CDDO
- Average wait time for service funding is around seven and a half years

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SCDDO Programs

INCIDENTAL CLIENT SUPPORTS (ICS)	FAMILY SUPPORT	ONE TIME FUNDS
<p>To assist individuals eligible for intellectual and/or developmental disability (IDD) services with needs not met by Medicaid, Home and Community Based Services (HCBS) Program Funds or other private insurance. Funds may be requested at any time to address needs related to avoiding a restrictive living environment. Examples include, but are not restricted to:</p> <ul style="list-style-type: none"> - Consumer emergent needs - Assistive technology - Dental services - Housing start-up - Work boots 	<p>Family Support funds are made available to individuals living in the family home to defray costs related to an individual's IDD. Funds may be allocated for, but not limited to the following:</p> <ul style="list-style-type: none"> - In home or group personal care - Diapers (over age of 4) or adult briefs - Respite - Specialized childcare - Dietary supplements (doctor's note required) 	<p>One-Time Funds are used to assist individuals with IDD and their families with services and items not covered by Medicaid or private insurance. The One-Time Funds program is not open every year and is based on funding availability. Items typically covered through this program include:</p> <ul style="list-style-type: none"> - Dental services over \$1,000 - Home modifications - Wheelchairs - Van lifts - Assistive technology over \$1,000
Limited to \$1,000 per fiscal year	Limited to \$3,500 per fiscal year	Limited to \$10,000 limit per lifetime
<p>ICS may not be used for the following:</p> <ul style="list-style-type: none"> - Ongoing or past due medical bills or cost of therapies - Legal fees - Requests not directly tied to the disability-related needs of the person - Reimbursement for items/services already purchased <p>If item may be covered by Medicaid or insurance, a denial is required before ICS could be requested.</p>	<p>Family Support will not pay for the following:</p> <ul style="list-style-type: none"> - Unlicensed childcare - Vitamins - Therapies - Tutors - Requests not directly tied to the disability-related needs of the person - Past due bills <p>If item may be covered by Medicaid, insurance or another Waiver, a denial is required before Family Support could be requested.</p>	<p>Contractors used for home modifications must be licensed contractors in the city or county.</p> <p>One-Time Funds cannot be used for:</p> <ul style="list-style-type: none"> - Reimbursement for items or services - Vehicles - Items not directly related to the individual's disability <p>If item may be covered by Medicaid, insurance or another Waiver, a denial is required before One-Time Funds could be requested.</p>



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SCDDO Programs Continued

- Can be accessed via your IDD targeted case manager or by calling SCDDO
- All funding allocated on a sliding fee scale (i.e. amounts adjusted based on income)
- Allocated on a July to June fiscal year
- Other resources must be explored prior to application
- Denial will be required for items potentially covered by Medicaid or private insurance


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Options Counseling

- Important function of CDDO's
- SCDDO Service Access Specialist will go over all the service provider options
- Required before can select a service provider (funded or private pay)
- Designed to ensure informed choice
- Can visit with providers but intake cannot begin until options counseling is complete
- Call SCDDO to access options counseling (660-7630)



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Quality Assurance (QA)

- SCDDO has a role in ensuring services provided meet regulatory standards
- QA Staff conduct regular site visits & coordinate the Quality Assurance Committee process
- QA works with providers to improve any deficiencies in a collaborative manner



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Provider Complaints

- Any complaints about a provider should first be addressed with the provider
- If provider's dispute resolution process followed but unable to settle, can contact SCDDO
- Provider complaints should be sent to QA

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Developmental Disability Community Council

- Dedicated to "Educating and empowering those affected by Intellectual and/or Developmental Disabilities"
- Meets quarterly, everyone welcome
- Website: www.scks.info/scddo
- Resource guide:
<https://www.sedgwickcounty.org/media/26327/community-council-resource-guide-final.pdf>

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Employment Resources

- KS Vocational Rehabilitation (VR) tasked with helping individuals with disabilities obtain employment (phone: 1-888-213-3079)
- The Workforce Alliance of S/C Kansas is a one-stop resource for job seekers & employers (<http://workforce-ks.com/> or 316-771-6800)

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Youth Transitions to Adulthood

- Start planning early
- Request school begin transition planning meetings
- Pre-Employment Transition Services available for students 16 to 21 years of age
- Ensure transition to adult benefits for Medicaid and/or Supplemental Security Income (SSI), as appropriate
- Consider need for guardianship or other supported decision-making options

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Project SEARCH

- Internship program designed to build employment skills in a real world work setting
- Youth program administered through Wichita, & Derby Public Schools
- Adult program hosted by Goodwill Industries at Cintas

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Advocacy Resources

- Families Together – assist with educational advocacy www.familiestogetherinc.org or 1-888-6364
- Kansas Council on Developmental Disabilities – promotes opportunity & inclusion www.kcdd.org or 785-296-2608
- Disability Rights Center of Kansas – legal advocacy agency www.drckansas.org or 785-273-9661
- Self Advocate Coalition of Kansas – offers training & conferences to build self-advocacy skills www.sackonline.org or 785-749-5588

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Behavior Support Resources

- Important to understand function of the behavior, see Fast Facts Sheet for basic information.
- Targeted Case Managers (TCM) have a broad range of experience & can connect to resources
- The SCDDO has a Specialized Services Coordinator that conducts gatekeeping & hospital discharges
- Parsons' Outreach Team can conduct an assessment & make recommendations – arranged through TCM



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about Sedgwick County Government

May 2015

Initial Intakes

Who do I call?

To begin the Intake process please contact a Services Access Specialist at 316-660-7630 or email scddo@sedgwick.gov.

What information is needed from me?

The following is a list of the items you will need to bring to your initial intake appointment. Many of these items may be brought with you to the appointment, if necessary the items can be faxed in advance to Attn: SAO, 316-660-4911, or emailed to scddo@sedgwick.gov.

Required Documentation:

- Medical examination report (Blue form)
- Psychological evaluation (Applicants age 7+) (Green form)
- Copy of most recent individualized education plan (IEP)
Note: IEP should be submitted for current students only
- Developmental Delay Checklist (provided) for children ages 6 and under
- Copy of Social Security card
- Copy of Medicaid card, if applicable
- Health Home Partner Assignment, if applicable

Additional Preferred Documentation (if available):

- Copy of government issued ID, if applicable (applicant/parent/guardian)
- Copy of birth certificate
- Copy of guardianship paperwork, if applicable

How long does it take to process my information?

Once all of the *required* information is received our goal is to have a decision to you in writing within five to 10 business days. Please be aware that in certain situations additional evaluation may be needed to determine eligibility.

If I am determined eligible for I/DD Services, what will be expected of me?

Individuals ages 5 and up will be required to complete a functional assessment within 30 days of notification of eligibility.

You may chose to access Targeted Case Management (TCM) services if you have Title XIX Medicaid or if not Medicaid funded are willing to private pay for TCM services. If you chose to receive TCM services we will refer you to your chosen agency within 10 business days.

Is there a waiting list for all services?

There is not a waiting list for services. However, there is a waiting list for HCBS-IDD Program funding. You may be eligible for other funding through SCDDO programs such as Family Support, One Time Funds, Incidental Client Support, etc.

What if I cannot find my Social Security card?

We will accept any official communication from the Social Security Administration that shows the social security number in writing. This could include a benefit letter or acknowledgement of a replacement card request.

For More Information:

Sedgwick County Developmental
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615 N. Main
Wichita, KS 67203
E-mail: scddo@sedgwick.gov
316-660-7630
TTY 316-660-4893
www.sedgwickcounty.org



I/DD Eligibility

What is an Intellectual Disability (ID)?

Sometimes referred to as mental retardation, intellectual disabilities refers to substantial limitations in present functioning that has manifested during the period from birth to age 18 years.

ID is characterized by significantly sub-average intellectual functioning that exists concurrently with deficits in adaptive behavior.

This includes related limitations in two or more of the following applicable adaptive skill areas:

- Communication
- Self-care
- Home living
- Social skills
- Community use
- Self-direction
- Health and safety
- Functional academics
- Leisure
- Work

In order to be eligible for services an individual must have a diagnosis of mental retardation, more formally known as an AXIS II diagnosis of Mental Retardation (MR).

This diagnosis must come from a healthcare professional that is licensed to make a *DSM-IV diagnosis. For more information on who can do this within the community please contact SCDDO at 316-660-7630.

*The DSM-IV is an acronym for the fourth edition of the Diagnostic and Statistical Manual of Mental Disorders. Each disorder or diagnosis is given a numerical code, for example, an AXIS II diagnosis of Mild MR is coded as 317.

What is a Developmental Disability (DD)?

Developmental disabilities refers to a condition(s) such as autism, cerebral palsy, epilepsy, or another similar physical or mental impairment that is evidenced by a severe, chronic disability which:

1. Can be attributed to a mental or physical impairment or a combination of both, AND
2. Is manifested before the age of 22, AND
3. Is likely to continue indefinitely, AND
4. Results in substantial functional limitations in three or more of the following areas of life functioning:
 - self-care,
 - understanding and the use of language,
 - learning and adapting
 - mobility
 - self-direction in setting goals and undertaking activities to accomplish those goals,
 - living independently
 - economic self-sufficiency, AND

To further clarify substantial functional limitations, the SCDDO may, but is not required to, use the Eligibility Determination Instrument (EDI) or other professionally accepted, standardized methods of functional assessment.

Children Under the Age of 6 with DD:

Children under 6 may be eligible if there is a severe, chronic disability which:

1. Are attributed to a mental/physical impairment(s), AND
1. Are likely to continue indefinitely, AND
2. Results in at least 3 developmental delays as measured by qualified professionals, AND
3. Reflects a need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are lifelong or extended in duration and are individually planned and coordinated, AND
4. Does not include individuals who are solely severely emotionally disturbed or seriously and persistently mentally ill.



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Annual Functional Assessment

Who should be assessed?

Individuals who are :

- Receiving services funded through HCBS I/DD program
- Receiving State Aid funded Day and/or Residential services
- Receiving services through a private pay agreement
- Those who have scored Tier 0 on the previous assessment

When will the assessment take place?

Each person will be contacted at least **two months** prior to their birth month to complete the annual assessment.

What do I need?

The following information should be submitted at least **48 hours** prior to the scheduled appointment if applicable:

- Current list of medications
- Person centered support plan (PCSP)
- Behavior support plan
- Behavior data from previous 12 months
- Any other supporting documentation

If this information **has not been submitted** within 48 hours PRIOR to the scheduled appointment, please contact SCDDO at 660-7630 to reschedule.

Can there be last-minute updates to information?

Yes. Please be sure to advise the assessor of any necessary changes to the documentation submitted prior to the assessment. If changes are needed as a result of the discussions occurring during the appointment, any updates must be turned into the assessor within five business days of the appointment (ex. updates to the PCSP) updates should be turned in to the assessor within five business days of the appointment (ex. updates to the PCSP). These updates should be turned into the assessor within five business days of the appointment (ex. updates to the PCSP).

The assessment will be submitted to KDADS for scoring within six business days following the assessment.

Who should attend?

Those invited to the meeting will vary for each person, but in general should include:

- Person served
- Service provider representatives
- Legal guardian, if applicable
- Care coordinator
- Targeted Case Manager
- Teachers (for children in school)
- Anyone who has information to contribute

How long will the assessment take?

An annual BASIS assessment generally takes a minimum of 45 minutes if all documentation has been submitted at least 48 hours in advance.

When will the results be available?

The individual/guardian and TCM will receive written notification within approximately 10 business days following the completion of the assessment.

In addition, the individual/family/guardian, the TCM, and the SCDDO receive written notification of scores from KDADS within approximately two weeks of SCDDO submitting the assessment.

Is there an appeals process?

If there is disagreement with the outcome of the assessment please contact the SCDDO as soon as possible and request a review of the assessment. The purpose of the review will be to determine if the functional assessment has been scored accurately. Please call 316-660-7630 to request a review of your assessment.

If the dispute cannot be resolved, you may submit an appeal in writing to the Kansas Office of Administrative Hearings (address below) within 30 days.

Kansas Office of Administrative Hearings
1020 S. Kansas
Topeka, KS 66612-1327

For More Information:
Sedgwick County Developmental
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615 N. Main
Wichita, KS 67203
316-660-7630
TTY 316-660-4893
Email: scddo@sedgwick.gov
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Youth Transitions to Adulthood

May 2015

Vocational Rehabilitation Services (VR):

If eligible, a vocational rehabilitation counselor will work with the person to develop a program of services to assist with successful employment. Applications for transitioning youth are typically handled within the school district by either a transition or guidance counselor, approximately 18 months prior to graduation.

For more information visit www.dcf.ks.gov or call 1-888-213-3079 (Relay Center for people with hearing or speech impairments: toll-free 1-785-296-1491).

Supplemental Security Income (SSI)

SSI is a Federal income supplement program funded by general tax revenues (not Social Security taxes) designed to help vulnerable people (aged, blind, and disabled) who have little or no income. This supplement is intended to be used for basic needs like food, clothing, and shelter. To apply call 1-800-772-1213 (TTY 1-800-325-0778) or visit www.ssa.gov

Agency/Program Tours

Planning for transition to adulthood can be greatly aided by becoming aware of what is available and knowing what the eligibility requirements are for adult services. Each student is welcome to contact the individual agencies for program information and/or tours or work with their Targeted Case Manager (TCM) if one is assigned.

The following is a short list of options available:

- Work and/or Job Coaching
- Residential Supports
- Day Programs
- Mentoring/Educational
- Social Opportunities

For more information regarding what is available within Sedgwick County please contact your TCM or you may contact an options counselor at SCDDO by calling (316) 660-7630.

Other Questions/Documents to Consider:

- Copies of Birth Certificate, SS card and photo ID
- Does Guardianship and/or a Payee need to be in place? **Begin planning prior to the student's 18th birthday**

resources and natural supports have been accessed prior to applying for HCBS crisis funding. Contact your TCM or SCDDO Service Access Specialist for assistance with a Crisis request.

Moving out?

Do you need assistance with the costs associated with moving? Funds may be requested at any time to address the needs of a person served in Sedgwick County, who do not have the ability to pay for costs associated with housing start-up (pots, pans, furniture), rent and/or utility deposits.

For information regarding funding available please contact your TCM or a Service Access Specialist at SCDDO.

Medical Testing

Having medical testing completed (staged TB, physical exam, immunizations) is another important part of transition planning.

Contact your primary care physician for all medical needs and be sure to check with your TCM to find out if any specific information is needed prior to moving into a residential placement or before starting a job.

Transition Plan Document

Creating a specific plan will help you organize goals and steps involved in the upcoming transition. The transition plan will outline the goals and establish a timeline for achievement of those goals.

For more information about transition planning please contact your TCM. If you do not have a case manager please contact an SCDDO Service Access Specialist at 316-660-7630.

Additional Information:

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615 N. Main
Wichita, KS 67203
316-660-7630
E-mail: scddo@sedgwick.gov
www.sedgwickcounty.org



Behavior

What is meant by Behavior?

Behavior is a form of communication. For some persons with disabilities, it may be their main form of communicating wants, needs, likes and dislikes. For others, behaviors they show can help us understand what they are feeling.

Determining function of behavior

When someone is displaying inappropriate or dangerous behaviors, it is important to find the “function” of the behavior. Determining the function of the behavior is a critical first step in correcting the problematic behavior. When determining the function, ask yourself, and other team members, these questions:

1. When is the behavior occurring? Does it always occur at the same time of day or during the same activity? Does it always occur with the same person?
2. Where does the behavior occur? Is it always in the same setting or the same type of setting?
3. What leads up to the behavior? Can you identify one or more factors that will make it more likely the behavior will happen?
4. What happens after the behavior is over, or what happens to make the behavior end? Does the person get something out of the behavior? What is their “pay off” at the end?

Primary Functions of Behavior

There are four primary functions of interfering behavior. Most behavior displayed is to obtain one or more of these outcomes. How we respond to someone with interfering behavior will be determined by which of these functions we believe their behavior is supported by. The most common functions of behavior are:

1. **Attention:** The person wants someone to look at them, interact with them or notice them. Even negative attention is still attention.
2. **Tangible:** The person wants a specific item. Displaying the behavior grants them access to this item.
3. **Escape:** The person wants out of a specific situation. Imagine the child who doesn't want to do school work, or the adult who doesn't want to clean their room. Both could display behaviors that interfere with their ability to communicate effectively with others and ‘get out of’ or delay the unwanted task.
4. **Sensory:** Some behaviors are internally driven. The behavior gives the person internal feedback that they find enjoyable.

Function Based Interventions

Once your team has decided they understand the function of the behavior, it is time to look at interventions to make the behavior stop. Here are some ideas on function based interventions that you may use.

1. **Attention:** Make sure the person gets plenty of positive attention throughout the day. If the individual displays interfering behavior, intervene using the least amount of attention possible to keep the individual and others safe. Avoid eye contact, if possible. Remember that any attention is good attention, so no talking, arguing, counseling or otherwise engaging with them until after the behavior has calmed.
2. **Tangible:** Allow opportunities for the person to gain access to the item(s) they are seeking throughout their day. If the person displays the behavior, do not allow them access to the item. Set a timer, start over with points, or otherwise let them know that after a period of no behaviors, they can obtain access to the item again.
3. **Escape:** If the person is always looking to escape an activity, decide if the activity is something they must do, ask yourself or the team “is there a way to break the task into smaller, manageable steps?” Cleaning your whole room at one time could be overwhelming for some. Having them clean a small area then provide a break, could prevent the behavior completely. If the individual displays the behavior to get out of the task, have them complete three more steps of the task prior to getting a break. Do not allow the behavior to become a way they can get out of the task.
4. **Sensory:** If the behavior is internally driven, it's harder to stop, but not impossible. Look for age appropriate ways they can meet their sensory needs without displaying inappropriate behaviors. Work with the specialists to determine the sensory need and develop a sensory diet for the individual. These can include certain types of foods, clothing, toys, activities, etc.

Behavior is communication. Determine what the person is trying to tell you and you will be on your way to success!

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