

To: CDDOs, Shared Living Providers, MCOs
From: Brandt Haehn, KDADS Commissioner of Community Services and Programs
Date: May 24, 2016
Re: Interim Process for Shared Living Placements

A handwritten signature in black ink, appearing to be "B. Haehn", is written vertically to the right of the header information.

INFORMATION MEMORANDUM

This informational memo serves to provide immediate direction concerning the interim process for shared living placements with approval of Bill No. 422 included in the conference committee report under SB 449.

1. Each shared living provider must provide KDADS with a current list of all shared living placements to include: consumer name, provider name, contractor name and contractor address. These lists shall be uploaded using the "KDADS General Utility Upload" tool.
2. Providers must be in compliance with requirements the standards attached hereto until the complete set of standards are issued by KDADS.
3. Once the provider has uploaded the required information as stated in number 1, new requests for shared living contractors and consumers may be submitted.
4. The requirements for the provision of shared living services can be found in attached interim "KS Shared Living Program Design Interim Guidance" manual dated May 24, 2016. This manual will provide interim guidance while rules and regulations are drafted. Attached.
5. Current providers requesting shared living placements will be required to use the "KDADS General Utility Upload" tool to submit requests and all required documentation.
 - a. First time users must complete the KDADS "Information System Resources User Security Agreement" located at the following website:
<https://webapps.kdads.ks.gov/LSOBP18/f?p=101:210>.
 - b. The "HCBS General Utility Upload" can be accessed at:
<http://www.kdads.ks.gov/commissions/csp/hcbs-file-utility>
 - c. Login to the system and enter the following information:
 - i. Organization: Organization making shared living request
 - ii. E-mail Address: E-mail address of the requester
 - iii. Name: Name of the requester
 - iv. Note: Indicate this is a shared living request.
 - v. Click on the "Create New Identification Record" button
 - vi. Click on the "Upload/View Attachments" button

- vii. Upload the required documents to the request and indicate the file being uploaded and click “Upload or Delete File”.
 - a. See attachment for the “Request for Shared Living Review” and documentation requirements.

6. Review Process

- a. Once uploaded to the “KDADS General Utility Upload” tool, a KDADS representative will review the shared living request.
- b. Upon review KDADS personnel will contact the requester and schedule on-site review.
- c. On-site review will be completed within 30 days of KDADS receiving all required documentation.
- d. Following on-site review, KDADS will issue an approval or denial of the shared living request based on the results of the “Shared Living Home Review Tool”. See attachment.

7. Questions

- a. Shared Living Program: Brandt Haehn, brandt.haehn@kdads.ks.gov, 785-296-0141
- b. Licensing/Review: Janelle Lyons, Janelle.lyons@kdads.ks.gov, 785-296-4737
- c. Utility Upload: KDADS Helpdesk, helpdesk@kdads.ks.gov, 785-296-4987