

KDADS STANDARD POLICY

Policy Name:	Authorization for Day Supports during Inclement Weather	Policy Number:	2013-02-01
Division:	Home and Community Based Services (HCBS)	Date Established:	2/3/2014
Applicability:	HCBS-IDD Program Providers	Date Last Revised:	2/27/2014
Contact:	HCBS-IDD Program Manager	Date Effective:	3/1/2014
Policy Location:	Community Services & Programs (CSP) Commission	Date Posted:	3/1/2013
Status/Date:	Final	Number of Pages:	2

Summary

REASON FOR POLICY

The purpose of this memo is to provide clarification about the authorization for the provision of Day Supports in the home of an individual during Inclement Weather.

ENTITIES AFFECTED BY THIS POLICY

Community Developmental Disability Organizations (CDDO)
Community Service Providers (CSP)

Policy

A licensed Day Supports provider may provide Day Supports to individuals on the HCBS-IDD Program during inclement weather under limited circumstances: **For example**, if the local schools are closed for inclement weather (such as ice, snow or flooding) or the inclement weather affects the individual or the individual's service providers.

Procedures

I. Provider Responsibilities

Provider requests for inclement weather exceptions must be made prior to or within 2 business days of inclement weather. If appropriate requests are not made within the approved timeframes, Day Supports will not be billable.

a. How to Submit Requests

- i. Submit requests to the CDDO within two (2) business days of the end of the event
- ii. Requests submitted to the CDDO must indicate each individual's MCO, Medicaid number, last name, first name, start date and ending date of inclement weather event, time period

covered by inclement weather event, provider name, and comments (if any), utilizing the KDADS template provided to the CDDO and attached to this policy.

b. Who Submits Requests

- i. Requests should be made by the Day Supports Provider because only Day Supports providers can be paid for services provided.
- ii. Residential providers should have plans in place for inclement weather to assure the health and safety of individuals receiving Residential Supports.

c. Providers must maintain documentation of services provided consistent with the KMAP HCBS-IDD provider manual. Failure to maintain required documentation may be subject to recoupment.

II. CDDO Responsibilities

CDDOs must submit the consolidated requests report to KDADS within 5 business days of the due date for provider submissions to the CDDO. If appropriate requests are not made within the approved timeframes, Day Supports will not be billable.

- a. CDDOs will compile data collected from providers, complete spreadsheet indicating CDDO’s request and send to KDADS within 5 business days of the end of the event.
- b. CDDOs will notify providers of KDADS’ response to the request.

III. KDADS Responsibilities

- a. KDADS will review and approve requests for inclement weather and notify the MCOs of the providers approved to bill for services during inclement weather.
- b. KDADS will notify the CDDO of the approvals for inclement weather.
- c. KDADS will develop a reporting option in KAMIS to allow for simpler reporting in the future.

This procedure is authorized pending review of compliance with CMS guidance.

Contact Information

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Related Information

Approved by:		
	Home & Community Based Services Director	Date
	Community Services and Programs Commissioner	Date
	KDADS Legal	Date