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ImportantThe required fields referenced in this chapter refer to system-required fields. These
fields are required in order for the form to be saved in approved status.
The information that is required due to policy may be different from those that are
system required.

Person Administration Requirements

Introduction	Depending on the form, certain fields are required within Person Administration.
Required Fields for	Personal Admin/Home Tab:
Approved	NAME (first) (last) – Customer Legal Name
Form Status	Date of Birth
	SSN
	Marital Status
	Gender
	Ethnicity
	Race
	Sneaks – Defaults to English
	Beads - Defaults to English
	Linderstands Only – Defaults to English
	Chaerstands Only Deladits to English
	Address Information Region:
	Address Type of Residence
	Street
	City
	County – If out of state – use County "ZZ"
	<i>State</i> – If out of country – use State "ZZ"
	Zip
	<i>Residence</i> – Rural or Urban
IDD Additional	Personal Admin/IDD Additional Info Tab:
Info Tab	
Required	Disabilities Information:
Fields	Identified Disabilities
	Intellectual Assessment
	Hearing Assessment
	Vision Assessment
	<u>Residential & Day Program Information:</u> Residential Status Day Programs

Customer Information Heading

Introduction The customer heading displays basic information regarding the customer.

Click on the 'More Person Info...' link to view the current demographic information of the customer.

KAMIS ID: 5722210 Name: SMUR	F, KID Customer State	us: ACTIVE More Person Info	o On Waiting List
[
KAMIS ID: 5722210 Name: SMU	RF, KID Customer St	atus: ACTIVE More Person	<u>nfo</u>
DOB 04/01/1992 Gender FEMALE	SSN 999-41-1992	Medicaid Nbr 99944411992	
Address 444 1992ND PL	County BROWN	Location RURAL	
SABETHA, KS 66534-			
Home Phone	Work Phone	Cell Phone	
Ethnicity NOT HISPANIC OR LATINO	Race REPORTING 2 OR	MORE RACES	
Preferred Name	Effective Date 03/07/201	7	

Clicking on the "On Waiting List" link will display the Waiting List Detail page.

Overview

BASIS Assessment	The BASIS assessment form is used for adult clients applying for or served by the Intellectual/ Developmentally Disabled (IDD) waiver.
Automated Processes	The only service that is included in the KAMIS Plan of Care that is associated with the BASIS Assessment is the cost of the assessment itself. All other client services are managed by their Managed Care Organization (MCO). When the BASIS assessment is saved in Approved status, KAMIS automatically creates the Plan of Care with the Assessment line entry, and then automatically processes the billing for the assessment using the Service Provided (225) tool. KDADS pays the assessment during the first billing cycle after the billing record was created.

Main Assessment Info. Navigation Tab

Prerequisite Add or update all customer and associate information before beginning the assessment data entry. Refer to the 'Person Administration Requirements' section at the beginning of this chapter for required Person Admin fields.

Main Assessment Info. 200	Health Info. 202	Adaptive Behaviors 203	Maladaptive Behaviors 2	05 Re-Evalu	uation Letter 501	Notice 500	Print View 610
* Organization: * Form Status:	000 - TEST WORK IN PR	CDDO ORGANIZATION	Scor	es and Tier Ith Score:			Health Tier:
 * Face To Face Meeting Dat * Assessment Completed E 	e: 06/02/2017]	Ada Mala Co	Adaptive Score: Maladaptive Score: Converted Score: 0.00		Adaptive Tier: Maladaptive Tie	
 Reassessment Date: Assessment Location: 	~ Select ~	•		Tier			
* Assessor Assessor Phone: * Customer has a Current M * Waiting For Services: Medicaid Card ID Number: 9 Converted Assessment: No Create		YES O NO YES O NO					
oortant The ass tab	e <i>Main Ass</i> essment c o will autor	essment Info p an be accessed natically displa	bage must be s I. Once the sav Iy.	aved bef e is succ	fore any c cessful, th	other tab le next n	s/pages in th avigational le

Form Reference Page 1 of the BASIS Assessment form.

RequiredAll required fields (marked with a red asterisk [*])on the Main Assessment Info pageFieldsmust be completed in order to save the page.

Time of Assessment is required for Initial Assessments; it is added and displays automatically when the assessment is saved in 'Approved' status.

Continued on next page

Main Assessment Info. Navigation Tab, continued

Required

continued

Fields

Field	Purpose/Use
Form Status	The form status is automatically set to Work in
	Progress when the assessment is first created. The
	form cannot be saved in Approved status until all
	required fields on all pages are completed.
Assessment Type	The Assessment Type describes the specific kind of
	BASIS assessment being created.
Face to Face Meeting Date	This is the date the assessor met with the
	customer/parents/guardians and completed the
	assessment.
Assessment Completed Date	This is a read only field and is automatically populated
and Time	with the date and time that the form is saved in
	KAMIS in Approved status.
Reassessment Date	This is a read only field and is automatically populated
	with the date that is 364 days after the 'Assessment
	Completed Date.'
Assessment Location	Where the assessment was done.
Assessor Search (Last, First)	Who performed the assessment. To select an
and Assessor drop-down list	assessor, type in the full or partial LAST name in the
	Assessor Search field and press the enter key. The
	Assessor drop-down list populates with the search
	results. Click on the appropriate Assessor
	name/organization to select.
Customer has a Current	Respond as appropriate – Yes or No
Medicaid Card	
Waiting for Services	Respond as Appropriate – Yes or No

Main Assessment Info. Navigation Tab - File Upload

Document FileOnce the Main Assessment Info. page is saved successfully, an additional regionUpload Regiondisplays, providing a way to upload files that attach to the assessment form.

Follow the instructions in the Document File Upload region to upload files associated with this customer's BASIS Assessment.

istructions	
Steps to Upload a File:	To Delete a File:
 Click on the Choose File button. Browse to the file location. Click on the file and then the "Open" button. 	Click on the trash can next to the file to be deleted in the Uploaded Files section.
 Enter an optional description of the file in the Description field. Select one or more optional categories for the file from the Category drop-down list. Click the "Upload" button. 	Note: Only the person who uploaded the file can delete the file.
Choose File No file chosen	
Description (Optional)	
Category (Optional) (Select One or More)	×
Category (Optional) (Select One of More)	~

Health Info. Navigation Tab – Medical, Seizures, Medications

Form Reference	Page 2 of the BASIS Assessment form
Top portion of the page	IDD BASIS Assessment Assessment Nbr: 1506539 Main Assessment Info. Health Info. Adaptive Behaviors Re-Evaluation Letter Notice Print View Medical, Seizures, Medications Medical, Seizures, Medications Medical Seizures, Medications Medical Seizures, Indicate Yes or No for each of the following: Respiratory: - V Cardiovascular: - V Genito-Urinary: - V Neoplastic Disease: - V Neurological Disease: - V
	Seizure Information * Does individual have a history of Seizures? * Types of Seizures in the last year: No seizures this year: Simple Partial: Simple Partial: Complex Partial: Generalized - Absence (Petit Mal): Had some type of seizure: NONE domer the last year: About ONCE A WEEK Several TIMES A WEEK ONCE A DAY OR MORE
Required Fields	All fields displayed on this page are required in order to save the page.
Special Information	*Types of Seizures in the last year: No seizures this year:
	If "YES" is selected (Yes - there were no seizures), the other five questions in the section cannot have a 'YES' response.
	Continued on next page

Health Info. Navigation Tab – Medical, Seizures, Medications, continued

Form Reference	Page 2 of the BASIS Assessment form, continued					
Bottom						
portion of the	Medication Information					
page	* Is Individual currently taking prescription medication?					
	* Medications - Mark all prescription medications the individual receives:					
	Antipsychotic:					
	Antianxiety:					
	Antidepressant:					
	Anti-Convulsant:					
	Sedative/Lucentic:					
	Other Maintenace Medication:					
	* Dess Individual receive mediaction hu inicition?					
	* Level of Medication Support: ONO MEDICATIONS O TOTAL SUPPORT O ASSISTANCE O SUPERVISION O INDEPENDENT					
	* Indicate whether or not the individual: Missed more than a total of two weeks of a day programing due to a medical condition during the last year:					
	Was hospitalized for medical problem in the last year:					
	Presently requires caregiver be trained in special health care procedures:					
	Presently requires special diet planned by dietician, nutritionist, or nurse:					
	Health Score: 0					
	Cancel Save					
Required Fields	All fields displayed on this page are required in order to save the page.					
Special Information	Is Individual currently taking prescription medication?					
	If "NO" is selected, the eight <i>Medications</i> listed will automatically display "NOT CLIBBENTLY TAKING" and					
	Does Individual receive medication by injection? question will automatically display "NO".					
	If any of the above fields are changed to "CURRENTLY TAKING" or "YES" a message at save will display indicating two or more responses do not correctly match, and the page cannot be saved as filled out.					

Adaptive Behaviors Navigation Tab – Mobility, Communication

Form Reference	Page 3a of the BASIS Assessment form
Top portion of the page	IDD BASIS Assessment Assessment Nbr: 1506539 Main Assessment Info. Health Info. Adaptive Behaviors Maladaptive Behaviors Mobility, Communication Self-Care Skills and Daily Skills
	* Typical level of Mobility: V * Uses a Wheelchair: V
	Individual Can Perform
	Indicate whether or not the individual: Back to Stomach Pulls self to standing Pulls self to standing Walks up and down stairs by alternating feet: Picks up small object Transfers an object from hand to hand: Transfers an object from hand to hand: Marks with pencil, crayon or chalk: Up the set of a book one at a time: Voies a circle from an example Cuts with scissors along a straight line:
Required Fields	All fields displayed on this page are required in order to save the page.
Special Information	Uses a Wheelchair:
	If "NO" is selected. The <i>Wheelchair Mobility</i> field will automatically display "Does Not Use Wheelchair".
	If the <i>Wheelchair Mobility</i> field is changed to another option other than "Does Not Use Wheelchair" the <i>Uses a Wheelchair</i> field will switch to "YES".
	Continued on next page

Adaptive Behaviors Navigation Tab – Mobility, Communication, continued

Form Reference	Page 3a of the BASIS Assessment form, continued
-	
Bottom portion	* Indicate whether or not the individual can perform each of the following:
of the page	Sort objects by size
	Correctly spells first and last name:
	Tells time to nearest five minute:
	Distinguishes between right and left:
	Counts ten or more objects:
	Understand simple functional signs (exit, restroom):
	Do simple addition and subtraction of figures:
	Reads and comprehends simple sentences: V
	Reads and comprehends newspaper or magazine articles: 🗸
	Communication Skills
	* Indicate whether or not the individual typically displays each of the follow receptive and expressive communication skills:
	Understands meaning of "No":
	Understands one-step directions:
	Understands two-step directions:
	Understands a joke or story:
	Responds "Yes" or "No" to a simple question: 🗸
	Asks simple questions:
	Relates experiences when asked:
	Tells a story, joke or plot of television show:
	Describes realistic plans in detail:
	Cancel Save

Required Fields All fields displayed on this page are required in order to save the page.

Adaptive Behaviors Navigation Tab – Self-Care Skills and Daily Skills

Form Reference	Page 3b of the BASIS Assessment form
Top portion of the page	IDD BASIS Assessment Assessment Nbr. 1506539 Main Assessment Info. Health Info. Adaptive Behaviors Mobility, Communication Self-Care Skills Self-Care Skills
	* Indicate how independently the individual typically performs each activity: Code Description Toileting/Bowels: 1 Toileting/Bladder: 1 Shower/Bath: 1 Brushes Teeth/Cleans Dentures: 1 Brushes/Combs Hair: 1 Selects Clothes appropriate to weather: 1 Undresses self: 1 Drinks from a cup or glass: 1 Feeds self: 1
Required Fields	All fields displayed on this page are required in order to save the page.
Hint	If a number other than 1, 2, 3, or 4 is entered, a warning box will display when tabbing or mouse-clicking out of the field.
	Continued on next page

Adaptive Behaviors Navigation Tab – Self-Care Skills and Daily Skills, continued

Form Reference	Page 3b of the BASIS Assessment form, continued					
Bottom portion of the page	Daily Living Skills * Indicate how independently the individual typically performs each task:					
	Makes Bed: 1 Cleans Room: 1 Does Laundry: 1 Uses Telephone: 1 Shops for simple Meal: 1 Prepares Food that do not require cooking: 1 Uses Stove or Microwave: 1 Cross Street in Residential Neighborhood: 1 Uses Public Transportation for simple direct trip: 1					
Required	Manages own Money: 1 Adaptive Score: 327.77 Cancel Save	ze.				
Fields	If a number other than 1, 2, 3, or 4 is entered, a warning box will dis	play when				
	tabbing or mouse-clicking out of the field.					

Maladaptive Behaviors Navigation Tab – Behaviors

Form Reference	Page 4 of the BASIS Assessm	ent form		
Top portion of the page	IDD BASIS Assessment Assessment Nbr: 1506539 Main Assessment Info Health Info Adaptive Behaviors Health Info Adaptive Hastantrums or emotional outbursts: Damages own or others property: Physically assaults others: Disrupts others' activities Is self-injurious: Is self-injurious: Resists supervision: Runs or wanders away: Steals: Eats inedible objects: Displays sexually inappropriate behavior: Smears feces: Health Info Steals Health Info	Behaviors Maladaptive Behaviors ver the last twelve months: 1	Re-Evaluation Letter Behavior Code De 1 Noi 2 Oci 3 Mo 4 We 5 Fre 6 Dai	Notice Print View Scoring Guide scription this year casionally - Less than once a month nthly - About once a month ekly - Acount once a week quently - Several times a week ly - Once a day or more
Required Fields	All fields displayed on this p	age are required in or	der to save t	he page.

Continued on next page

Maladaptive Behaviors Navigation Tab – Behaviors, continued

Form Reference	Page 4 of the BASIS Assessment form, continued
Bottom portion of the page	Results of Behaviors * As a result of any behavior problem(s) consider whether or not each of the following: Behavior problems prevents individual from moving to a less restrictive setting: Has a written behavior intervention plan: Individual's environment must be carefully structured to avoid behavior problems: Staff sometimes intervenes physically with individual: Supervised "Time Out" period is needed at least once a week: Requires one-on-one supervision for many program activities: Maladaptive Score: 0.00
Required Fields	All fields displayed on this page are required in order to save the page.
Hint	Once the Save button is selected, the form will automatically forward to the Main Assessment Info. navigation tab so that the form status can be changed from Work in Progress to Approved.

Approve (Complete) the Form

Overview The data entry of the BASIS form within KAMIS is completed. For the form to be completed, it needs to be in "Approved" status. Once the form is in Approved status and saved, the following will occur:

- All fields will be disabled.
- The Converted Score and Tiers will be calculated.
- Based on standard criteria, a notice will display stating either 'Functionally Eligible' or 'Functionally Not Eligible.'
- Based on criteria* that determine under what funding code an assessment should be paid, and if it should be paid, the following automated processes run:
 - Plan of Care is automatically created with the Assessment service line entered.
 - Services Provided (225) entry is automatically created.
 - KDADS Accounting Division pays the CDDO on the next monthly payment cycle.

*If Assessment Location is not "State Institution", the POC/billing process runs using the appropriate funding code depending on whether the *Customer has a Current Medicaid Card* field response is "YES" (BASFED1) or "NO" (BASFED0).

If *Assessment Location* is "State Institution", and the *Assessment Type* is "Annual Reevaluation", "Special Re-evaluation with Permission", or "Transferred from another Facility", and the assessing organization is one of two pre-defined CDDOs, the automated POC/billing process runs using the IDDSGF funding code.

Continued on next page

Approve (Complete) the Form, continued

How To Follow the steps in the table below to finish the data entry process.

Step	Action	Result
1.	In the Form Status field, select	
	"Approved".	
IDD BAS	SIS Assessment	
Assessment	Nbr. 1506539	etter Notice Print View
main Asses	sament mo. Theater mo. Theater Denarrors mailedepare Denarrors Tre Evaluation	
* Organiz * Form St	atus: APPROVED V	Scores and Tier
* Assessr	nent Type: INITIAL V	Adaptive Score: 225.96 Adaptive Tier:
* Assessr	nent Completed Date: 06/02/2017	Converted Score: 75.19
* Assessr	nent Completed Date and Time: (Req for Initial,Re-admit Asmt & Child at 5 yrs Only)	Tier:
* Reasses	sment Date:	
Assessor 5	iearch (Last, First)	
* Assessor Pl	r: [3 •
* Custom	er has a Current Medicaid Card: OYES NO	
* Waiting	For Services:	
Converted A	Assessment: No	
Save		
Attachme	nts and File Upload(0) (Use to attach a document (JPEG, PDF,) to this assessment.)
2	Click on Save	A double check of all validations
2.		both in Person Administration and
		within each Assessment page will be
		completed
2		completed.
3.	It a required field has not been	Form cannot be saved as Approved - required fields missing.
	completed, errors will display on the	The following are required for Approved status:
	page.	Customer:
		Birth Date is Required
		Customer - Main: Birthdate must be entered
4.	ine error listing will state either	
	Person Administration (Customer) or	
	the Navigation Tab location and the	
	field name causing the error.	
5.	Navigate to the page and field	Remember to click the Save button
	containing the error(s) and enter or	on each page that is updated.
	correct the data.	
6.	Once all the errors have been	
-	corrected, navigate back to the Main	
	Assessment Info. Navigation Tab	
	Assessment mon Navigation Tab.	

Continued on next page

Approve (Complete) the Form, continued

How To Continued

Step	Action	Result
7.	In the Form Status field, select	
	"Approved".	
8.	Click on Save .	The validation check will occur again.
9.	If no errors, the form will be saved as	All fields will be read-only and the
	Approved.	form can no longer be edited.

Main Assessment Info. Health Info.	Adaptive Behaviors Maladaptive Behaviors Re-Evaluation Letter Notice	Print View
* Organization:		Scores and Tier
* Form Status:	APPROVED	Health Score: 6 Health Tier:
* Assessment Type:	INITIAL	Adaptive Score: 225.96 Adaptive Tier:
* Face To Face Meeting Date:	05/31/2017	Maladaptive Score: 0 Maladaptive Tier:
* Assessment Completed Date:	06/05/2017	Converted Score: 75.19
* Assessment Completed Date and Tim	e: 06/05/2017 09:31 (Req for Initial,Re-admit Asmt & Child at 5 yrs Only)	lier: 5
* Reassessment Date:	06/04/2018	Eurotionally Eligible
* Assessment Location:	COMMUNITY	Functionally Eligible
* Assessor:	16	
Assessor Phone:	-	
* Customer has a Current Medicaid Car	d: ○YES ◉NO	
* Waiting For Services:	● YES ○ NO	
Medicaid Card ID Number: 99944411992		
Converted Assessment: No		

Overview The Re-Evaluation Letter navigation tab contains the re-evaluation letter that is completed based on the data entered in the Assessment, and information pulled from the customer's Person Administration records.

To print the letter, use the Page Setup instructions and Print button located in the top-left corner of the page.

Set browser options for Print/Page Setup: Orientation: PORTRAIT Print: shrink to fit Set all margins: .5 Set all header and footer notations to 'Empty' [Print] Return to Assessment]				
New England Building 503 South Kansas Avenue Topeka, KS 66603-3404	Kansas Department for Aging and Disability Services		P	hone: (785) 296-4986 Fax: (785) 296-0256 dads.www.kadaks.gov www.kadaks.gov
Laura Howard, Secretary				Laura Kelly, Governor
Customer: MAY SMURF 2346 SMURF WAY TOPEKA, KS 86814- Guardian/Responsible Party: MOM SMURF 2346 SMURF WAY - TOPEKA KS 86814 - LEGAL Other Information: Social Security Number: Converted Score: 98.15 Assessment Type: SPECIAL RE-EVALUATION WITH PERMISSION Assessment Date: 08/20/2021 ReAssessment Date: 08/20/2021	GUARDIAN Medicaid ID: Tier: 3	CDDO Respor Name: Address:	cDD Informa	O ation
Contact:				
If you have questions about this notice of action, please contact:				
The CDDO Office Listed.				
	RE-EVALUATION NOTICE			
The above consumer is eligible for an Intermediate Care Facility (ICF/IDD) and	the Home and Community Based Services for Intellectual and Develo	opmental Disabilities	(HCBS/IDD).	
HCBS Director				
This Plan of Care has been reviewed and found:			Yes	No
	Current Adequate			
If the plan is not adequate, it is based on the following information:				
Additional Comments:				
MR-4 02/2019 Printed On: 01-SEP-21				

To exit out of the Re-Evaluation Notice and return to the BASIS Assessment, click on the **Return to Assessment** button (next to the Print button).

Notice Navigation Tab

Overview The Notice navigation tab contains the Notice of Action letter that is completed based on the data entered in the Assessment, and information pulled from the customer's Person Administration records.

To print the letter, use the Page Setup instructions and Print button located in the topleft corner of the page.



To exit out of the Notice of Action and return to the BASIS Assessment, click on the **Return to Assessment** button next to the Print button.

Print View Navigation Tab

Overview This tab provides a print view version of the BASIS assessment. Print View opens in a new window, providing a scroll bar to view all the form data on one screen. The Print View format does not display in the same layout as the online form, but it is divided into sections of information based on the paper form.



Print ViewTo print the Print View version of the BASIS Assessment, use the Print buttonWindowlocated at the top of the Print View window.

		Kansas Department for Aging and Disability Services	Kansas Version:	Departmen BASIS A : 5.1.3.00.05	t for Aging and D ssessment Instru Viewed 09/01/2021 10:00	Disability Service ument 5:55 AM	Page 1
		KAMIS ID: 821305 Name: MAY SMUR Name Preferred:	Age: 3 Gende Marital Vetera Spous Recv. 1	1 r: FEMALE I Status: SINGLE n: N e of Veteran: Veteran Benefits:			
The graved out		Customer Ethnicity Customer Ethnicity:	Type: NOT HI REPORTING	SPANIC OR LAT	TINO ACES		
portion of the form indicates		Customer Speaks: I Customer Reads: E Customer Understa	ENGLISH NGLISH nds: ENGLISI	н			
information		Current Addresses:	Address Type	e: RESIDENTIAL	Effective Date: 01/01/2	021 Termination Date:	
from Person	\langle				Location: URBAN	County: SN - SHA	WNEE
			TOPEKA, K	- WAY S 66614-			
Administration			Primary Phor	ne: 785-555-234	5 Alternate Phone:	Cell Phone:	Fax:
			E-Mail:		Website:		
			Directions:				
		Roles: CUSTO	OMER	ACTIVE	Effective Date: 01/01/20	21 Termination Date:	
		Associates: LEGAL	GUARDIAN	MOTHER	Effective Date: 01/01/20	21 Termination Date:	
				SMURF, MOM	2345 SMURF WAY TOPEKA, KS 66614-		
				Primary Phone 785-555-2345	Alternate Phone	Cell Phone 	
The white	(Customer: 821305 Organization:	5 - SMURF, M	AY	Assessment Nbr: 17578	19 Assessment Date:	08/20/2021
background is		Assessment Type	BASIS ASSES	SSMENT / SPEC	IAL RE-EVALUATION W	ITH PERMISSION	
obtained from	\prec	Status APPROVED					
		Assessor: ASSESSOR9080, TEST1 ID: 11538					
assessment.	Ĺ	Medicaid #: 999888	d # 99988876543 KDADS Disclaimer Kansas Open Records KD Kansas.gov Home Page Contac continues as you scroll dow			BASIS assessment bu scroll down the	
						page.	
Т	lo retur	n to the BAS	IS asses	sment in I	(AMIS, simply	close the Prin	t View window

clicking on the \boxtimes in the right upper corner.