

P O L I C Y

KANSAS  
DEPARTMENT ON AGING

FINAL

I S S U A N C E

To: **Secretary's Office**      **Community Programs**      **Financial /Info Services**      **Survey and Certification**  
 Shawn Sullivan      Susan Fout      Dave Halferty      Joe Ewert  
 Karla Werth      Joyce Smith      Bob Parker      Vera VanBruggen  
 Carmen Sellens      Wilda Davison      Brad Ridley      Patty Brown  
 Sara Arif           Henry Mace      Audrey Sunderraj

**Legal**      **Administration on Aging**      **Tribal Organizations**      **Provider Associations**  
 Bill Rein      Amy Wiatr      Haskell Health Center      Shannon Jones, SILCK  
 Greg Wright           Hunter Health Center      KACIL  
 Susan Andrews      **KDHE**      Kickapoo Health Center      LeadingAge Kansas  
                                  Fran Seymour-Hunter      Prairie Band Potawatomi      KHCA/KCAL  
                                       Health & Wellness      K4A  
                                       White Cloud Health Station

**Case Management Entity**

CME 01 Ruth Jones/Joseph Reardon/Loris Jones	CME 10 Jodi Abington/Don Bales
CME 02 Annette Graham/Thomas Winters	CME 11 Dan Goodman/Hannes Zacharias/AnnabethSurbaugh
CME 03 Michelle Morgan/Wilmer Severns	CME 5790 Stepping Stones Unlimited, LLC
CME 04 Jocelyn Lyons/Tom Ryan	CME 5999 Legacy Case Services
CME 05 John L. Green/Ralph L. Barclay	CME 6805 Life Transitions LLC
CME 06 Dave Geist/Phyllis Haltom	CME 6807 Communityworks Inc.
CME 07 Elizabeth Maxwell/Eugene Highberger	CME 6817 Gault Consulting and Family Services
CME 08 Julie Govert-Walter/J.M. Frey	CME 6868 The Caring Heart
CME 09 Karen Wilson/Allison Mueller	CME 6985 Patricia Jensen
	CME 7042 Mental Health Association of South Central Kansas

Field Services Policy #: FS 2011-06  
 From: Tina Gustin  
 Date: 12/29/2011

RE: Home and Community Based Services

Policy Issue: 3.4 – Adding Attendant Care Level III and update and clarify various policies. 3.5 - Removing Cost Cap Approval policy and update and clarify various policies.

- Section 3.4
- Section 3.5
- Appendix A
- Appendix D
- Appendix F
- Appendix I

Check Appropriate Process:

Standard Policy Process       KDOA/KDHE Policy Process       Expedited Policy Process

Policy Implementation Through:

KDOA       KDHE       MMIS Fiscal Agent (HP Enterprise Services)

KDOA Contact Person(s): Krista Engel (785) 296-0385  
 KDHE Contact Person(s): N/A

**Related References/Processes:**

Related Policy Number(s): \_\_\_\_\_

Superseded Policy Number 2011-05

**K.A.R. Change Required?** No

**KDOA Policy Manual Change?** Yes

If yes: What Reference #(s) \_\_\_\_\_

Date to initiate revision \_\_\_\_\_

Proposed effective date \_\_\_\_\_

**State Plan Change Required?** No

If yes: What section #(s) \_\_\_\_\_

Submission Date: \_\_\_\_\_

Transmittal Number (TN): \_\_\_\_\_

Supersedes Transmittal Number: \_\_\_\_\_

**Waiver Amendment Required?** Yes

**Routing Information:**

Internal Route Date: 12/29/2011

Internal Comments Due Date: 12/13/2011

Field Route Date: 12/29/2011

Field Comments Due Date: 12/13/2011

KDHE Route Date: 12/29/2011

KDHE Comments Due Date: 12/13/2011

KDHE Approval Date: \_\_\_\_\_

**KDOA Approval Date:** 12/29/2011

**Training Required?**

KDOA Central Office: NO

KDOA Field Staff: NO

CME Staff: NO

Contracted Case Managers: NO

Customer Education: NO

**Rationale for Change:** Attendant Care Rate is revised due to implementation of Attendant Care Level III. We are removing Cost Cap approval process due to current ATR process. All other changes are based on comments made from the field.

**Final Policy:** See attached Section 3.4,3.5, Appendices A,F,D and I of the Field Services Manual. This policy change will become effective on November 01, 2011 & January 01, 2012.

Approved

Disapproved

  
\_\_\_\_\_  
Secretary of Aging

12/30/11  
\_\_\_\_\_  
Date