

TO: HCBS-IDD Program Providers  
FROM: Aquila Jordan, HCBS Director, KDADS  
DATE: February 3, 2014  
RE: Authorization for Day Supports during Inclement Weather

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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.

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

Procedure:

- I. Requests for inclement weather must be made prior to (in anticipation of) inclement weather or within 48 hours of the inclement weather.
  - a. Please submit requests to the CDDO for a single submission and approval by the State.
    - i. Requests submitted to the CDDO must indicate the individual's MCO, and Day support Provider
    - ii. CDDOs must submit the consolidated requests within 5 business days of the due date for submission and provide them to KDADS by MCO.
  - b. If a request for authorization is submitted after the inclement weather, it should include the information about the activities provided.
    - i. CDDOs may request additional documentation to demonstrate activities completed during the inclement weather
    - ii. Billable activities require documentation of services/activities provided and may be requested by the MCO for final authorization.
- II. Providers
  - a. Requests should be made by the Day Supports Provider because only Day Supports providers can be paid for services provided.
  - b. Residential providers should have an emergency back up plan in place for inclement weather that includes provided residential services during the day time if day support providers are unable/unwilling to provide day supports due to weather risking the lives of their employees.

III. If appropriate approval is not made within the approved timeframes, Day Supports will not be billable.

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

For questions, please email the HCBS-IDD Program Manager, Greg Wintle at [greg.wintle@kdads.ks.gov](mailto:greg.wintle@kdads.ks.gov).

