Chapter 37 – Functional Assessment Instrument (FAI) Form

Table of Contents

Overview of Form Format ........................................................................................................... 1
Person Administration Requirements ............................................................................................ 2
Customer Information Heading .................................................................................................. 3
Functional Assessment Instrument For Frail Elderly (FE) Waiver ............................................ 4
  Customer Navigation Tab – Main .............................................................................................. 5
  Customer Navigation Tab – File Upload & Additional Notes .................................................... 7
  Customer Navigation Tab – Demographics ............................................................................... 9
  Functional Assessment Navigation Tab – Cognition Deficits .................................................. 10
  Functional Assessment Navigation Tab – ADL .......................................................................... 11
  Functional Assessment Navigation Tab – IADL ......................................................................... 12
  Functional Assessment Navigation Tab – Continence .............................................................. 13
  Functional Assessment Navigation Tab – Risks ......................................................................... 14

Functional Assessment Instrument For Physically Disabled (PD) Waiver ............................ 15
  Customer Navigation Tab – Main .............................................................................................. 16
  Customer Navigation Tab – File Upload & Additional Notes .................................................... 18
  Customer Navigation Tab – Demographics ............................................................................... 20
  Functional Assessment Navigation Tab – Cognition Deficits .................................................. 21
  Functional Assessment Navigation Tab – ADL .......................................................................... 22
  Functional Assessment Navigation Tab – IADL ......................................................................... 23
  Functional Assessment Navigation Tab – Continence .............................................................. 24
  Functional Assessment Navigation Tab – Risks ......................................................................... 25

Functional Assessment Instrument For Traumatic Brain Injury (TBI) Waiver ...................... 26
  Customer Navigation Tab – Main .............................................................................................. 27
  Customer Navigation Tab – File Upload & Additional Notes .................................................... 29
  Customer Navigation Tab – Demographics ............................................................................... 31
  Functional Assessment Navigation Tab – Cognition Deficits .................................................. 32
  Functional Assessment Navigation Tab – ADL .......................................................................... 33
  Functional Assessment Navigation Tab – IADL ......................................................................... 34
  Functional Assessment Navigation Tab – Continence .............................................................. 35
  Functional Assessment Navigation Tab – Risks ......................................................................... 36

Approving (Complete) the Form ............................................................................................... 38
Print View .................................................................................................................................... 39

Important

The 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.
Overview of Form Format

Introduction
The Functional Assessment Instrument (FAI) has three divisions which represent the three HCBS waivers, Frail Elderly (FE), Physically Disabled (PD) and Traumatic Brain Injury (TBI), which the FAI is performed.

KAMIS follows the paper form in the following way:

Page 1: Same for all waivers. The information is located within KAMIS Person Administration and on the Customer navigation tab of the FAI.

Page 2, Page 2a and Page 2b: Different pages for each waiver. Within KAMIS, selecting the Waiver Type on the Customer – Main navigation tab will display the corresponding fields for the specified waiver.
Person Administration Requirements

Introduction
According to each form, certain fields are required within the Person Administration.

Required Fields for Approved Form Status
Personal Admin Tab / Name Secondary Tab:

NAME (first) (middle) (last) – Customer Legal Name
Date of Birth
SSN
Marital Status
Gender
Veteran
Spouse of Veteran
Receive Veteran Benefits
Ethnicity
Race
Speaks – Defaults to English
Reads – Defaults to English
Understands Only – Defaults to English

Address Details Tab:

Needs to have the Address Type of Residence
Street
City
County – If out of state – use County "ZZ"
State – If out of country – use State "ZZ"
Zip
Residence – Rural or Urban

Saving Form
Each navigational tab (page) must be saved before advancing to the next tab. Once the save is successful the page will automatically forward to the next navigational level tab.
Customer Information Heading

Introduction  The customer heading displays certain information regarding the customer.

Indicates the Primary ADRC organization, and any customer shares (secondary) to other organizations.

Clicking on the link will access the Waiting List Detail page

Click on the “more...” link to view the current demographic information of the customer.
Functional Assessment Instrument For Frail Elderly (FE) Waiver
Customer Navigation Tab – Main

**Requirement**  Add or update all customer and associate information before you begin.

**Form Reference**  Page 1 of the Functional Assessment Instrument (FAI) form.

### Main Secondary Navigational Tab

**Required Fields**  All fields displayed on this page are required in order to save the assessment as work in progress.

Selecting the appropriate Waiver type will display the corresponding fields for the specified waiver.
## Customer Navigation Tab – Main (Continued)

### Assessment Date
FAI requires entry of the date and time the assessment was done. This requirement is due to any waiting list for services that may be in force.

The format is MM/DD/YYYY for the date and the 24 hour clock format for the time.

Click on the calendar icon next to the field to display the calendar/time.

Click on the date in the calendar and select the time using the drop down fields.

Click on OK. The entry will be displayed in the field.

### Form Status
The form status will automatically be placed in Work in Progress status which will be uneditable until the form is saved. Once the form data entry is completed, then switch the Form Status field will be active.

### Assessor Selection
To select an assessor, type in the full or partial name and press the enter key. A search will be performed and a listing will be displayed. Click on the appropriate Assessors Name to select.
Customer Navigation Tab – File Upload & Additional Notes

Introduction

Once the FAI is created by saving the Customer – Main page, two additional regions will be displayed.

Attachments and File Upload

(Use to attach a document (JPEG, PDF, ...) to this assessment.)

Additional Notes

Display Only Un-read Notes  ☐ Yes ☐ No  Post Additional Information

Attachments and File Upload

Click on the blue link and a separate window will display. Follow the instruction on this page to upload documents associated with this Customers FAI.
Additional Notes

To enter additional notes regarding this Customer's FAI that may happen after the assessment was completed and data entered.

Click on the Post Additional Information button.

Enter the information

Click on the Post New Entry button.

The note will be displayed with the name of who posted the note and the organization they are associated with along with the date and time.
Customer Navigation Tab – Demographics

Form Reference
Page 1 of the Functional Assessment Instrument (FAI) form

Demographic Secondary Navigational Tab

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

Note: If the Medicaid Financial Eligibility is pending, either in filing or determination, select “Yes” in the Medicaid Eligibility Pending field. Payment for the FAI will be pending until the eligibility is determined. The customer will be listed on the Medicaid Pending workload. Payment will be released when one of the situations occur:

1. If determined eligible the Medicaid ID Number is entered.
2. If determined to be ineligible the date the eligibility was denied is entered.

Continued on next page
**Functional Assessment Navigation Tab – Cognition Deficits**

**Form Reference**
Page 2 of the Functional Assessment Instrument (FAI) form

**Cognition Secondary Navigational Tab**

**Threshold Scoring Guide**
- Code 0 - no impairment
- Code 1 - impairment with the tested area
- Code 9 - unable to test

**COGNITION**

<table>
<thead>
<tr>
<th>Cognition Code</th>
<th>Multiplier</th>
<th>X</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation (day of the week, month, year, President)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-word recall (pen, car, watch)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spelling backward (table)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clock Draw (all #s, spacing of #s, hands at 11:10)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cognition Score: 0

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

*Continued on next page*
Form Reference
Page 2 of the Functional Assessment Instrument (FAI) form

ADL Secondary Navigational Tab

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

Continued on next page
Functional Assessment Navigation Tab – IADL

Form Reference
Page 2 of the Functional Assessment Instrument (FAI) form

IADL Secondary Navigational Tab

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

Continued on next page
Functional Assessment Navigation Tab – Continence

Form Reference
Page 2 of the Functional Assessment Instrument (FAI) form.

Continence Secondary Navigational Tab

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

Continued on next page
Functional Assessment Navigation Tab – Risks

Form Reference
Page 2a of the Functional Assessment Instrument (FAI) form

Risks Secondary Navigational Tab

FAI - Functional Assessment Instrument; Frail Elderly

RISKS: Current or Recent Problems (check all that apply)
Falls (Last 1 month [ ] (Last 5 months total [ ]) 1 X 3 = 0

Neglect [ ] Abuse [ ] and/or Exploitation [ ] By Others [ ] None [ ] 1 X 5 = 0

Informal Support - check appropriate choice
Yes - there is support [ ]
Inadequate [ ]
No - there is no support [ ] 1 X 4 = 0

Behavior - check appropriate choice(s) if any difficulty
Wandering [ ]
Socially Inappropriate/Disruptive [ ]
Decision Making/Judgment [ ] 1 X 5 = 0

Sum of Continence and Risks Scores 0

Sum of Cognition/Deficits, ADL/ADL, and Continence/Risks Scores 0

Impairment
Impaired Vision [ ] Yes [ ] No
Impaired Hearing [ ] Yes [ ] No

Save

Red Indicates required for Approval

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

Hint
Once the Save button is selected, the page will automatically forward to the Customer Primary Navigation Tab – Main Secondary Navigation Tab so that the form status can be changed from Work in Progress to Approved.
Functional Assessment Instrument For Physically Disabled (PD) Waiver
Customer Navigation Tab – Main

**Requirement**
Add or update all customer and associate information before you begin.

**Form Reference**
Page 1 of the Functional Assessment Instrument (FAI) form.

**Main Secondary Navigational Tab**

**Required Fields**
All fields displayed on this page are required in order to save the assessment as work in progress.

Selecting the appropriate Waiver type will display the corresponding fields for the specified waiver.
Customer Navigation Tab – Main (Continued)

Assessment Date  FAI requires entry of the date and time the assessment was done. This requirement is due to any waiting list for services that may be in force.

The format is MM/DD/YYYY for the date and the 24 hour clock format for the time.

Click on the calendar icon next to the field to display the calendar/time.

Click on the date in the calendar and select the time using the drop down fields.

Click on OK. The entry will be displayed in the field.

Form Status  The form status will automatically be placed in Work in Progress status which will be uneditable until the form is saved. Once the form data entry is completed, then switch the Form Status field will be active.

Assessor Selection  To select an assessor, type in the full or partial name and press the enter key. A search will be performed and a listing will be displayed. Click on the appropriate Assessors Name to select.
Customer Navigation Tab – File Upload & Additional Notes

Introduction

Once the FAI is created by saving the Customer – Main page, two additional regions will be displayed.

Attachments and File Upload

(Use to attach a document (JPEG, PDF, ...) to this assessment.)

Additional Notes

Display Only Un-Read Notes

Post Additional Information

Attachments and File Upload

Click on the blue link and a separate window will display. Follow the instruction on this page to upload documents associated with this Customers FAI.

To Attach / Upload File:

Steps to upload a File:
Browse to the file location by clicking on the "Browse..." button.
Type a unique name in the "File Name" field for easy identification.
Click the "Upload or Delete File" button.
Do not upload "doc", "docx" or "zip" files. (Save "doc", "docx" files as PDFs then upload the PDF file.)

To Delete a File:
Only the person who uploaded the file can delete the file.
Click on the checkbox next to the file to be deleted.
Click on the "Upload or Delete File" button.

File size limited to 1MB

File Name: [Browse...]

Upload or Delete File

Attached / Uploaded Files

Application: FAI (ID 30001563)

name delete size source added by

Continued on next page
Customer Navigation Tab – File Upload & Additional Notes (Continued)

Additional Notes

To enter additional notes regarding this Customers FAI that may happen after the assessment was completed and data entered.

Click on the Post Additional Information button.

Enter the information

Click on the Post New Entry button.

The note will be displayed with the name of who posted the note and the organization they are associated with along with the date and time.
Customer Navigation Tab – Demographics

Form Reference

Page 1 of the Functional Assessment Instrument (FAI) form

Demographic Secondary Navigational Tab

Required Fields

All fields displayed on this page are required in order to save the assessment as approved.

**Note:** If the Medicaid Financial Eligibility is pending, either in filing or determination, select “Yes” in the Medicaid Eligibility Pending field. Payment for the FAI will be pending until the eligibility is determined. The customer will be listed on the Medicaid Pending workload. Payment will be released when one of the situations occur:

3. If determined eligible the Medicaid ID Number is entered.
4. If determined to be ineligible the date the eligibility was denied is entered.

Continued on next page
Functional Assessment Navigation Tab – Cognition Deficits

Form Reference
Page 2 of the Functional Assessment Instrument (FAI) form

Cognition Secondary Navigational Tab

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

Continued on next page
Functional Assessment Navigation Tab – ADL

Form Reference
Page 2 of the Functional Assessment Instrument (FAI) form

ADL Secondary Navigational Tab

FAI - Functional Assessment Instrument; Physically Disabled (Not on WL)

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

Continued on next page
**Functional Assessment Navigation Tab – IADL**

**Form Reference**
Page 2 of the Functional Assessment Instrument (FAI) form

**IADL Secondary Navigational Tab**

![FAI - Functional Assessment Instrument; Physically Disabled (Not on WL)](image)

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

*Continued on next page*
Functional Assessment Navigation Tab – Continence

Page 2 of the Functional Assessment Instrument (FAI) form.

### Continence Secondary Navigational Tab

#### Required Fields

All fields displayed on this page are required in order to save the assessment as approved.

Continued on next page
Functional Assessment Navigation Tab – Risks

Form Reference
Page 2a of the Functional Assessment Instrument (FAI) form

Risks Secondary Navigational Tab

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

Hint
Once the Save button is selected, the page will automatically forward to the Customer Primary Navigation Tab – Main Secondary Navigation Tab so that the form status can be changed from Work in Progress to Approved.
Functional Assessment Instrument For Traumatic Brain Injury (TBI) Waiver
Customer Navigation Tab – Main

**Requirement**  Add or update all customer and associate information before you begin.

**Form Reference**  Page 1 of the Functional Assessment Instrument (FAI) form.

**Main Secondary Navigational Tab**

**Required Fields**  All fields displayed on this page are required in order to save the assessment as work in progress.

Selecting the appropriate Waiver type will display the corresponding fields for the specified waiver.
Customer Navigation Tab – Main (Continued)

Assessment Date
FAI requires entry of the date and time the assessment was done. This requirement is due to any waiting list for services that may be in force.

The format is MM/DD/YYYY for the date and the 24 hour clock format for the time.

Click on the calendar icon next to the field to display the calendar/time.

Click on the date in the calendar and select the time using the drop down fields.

Click on OK. The entry will be displayed in the field.

Form Status
The form status will automatically be placed in Work in Progress status which will be uneditable until the form is saved. Once the form data entry is completed, then switch the Form Status field will be active.

Assessor Selection
To select an assessor, type in the full or partial name and press the enter key. A search will be performed and a listing will be displayed. Click on the appropriate Assessors Name to select.
Customer Navigation Tab – File Upload & Additional Notes

Introduction

Once the FAI is created by saving the Customer – Main page, two additional regions will be displayed.

Attachments and File Upload

(Use to attach a document (.JPEG, .PDF, ...) to this assessment.)

Additional Notes

Display Only Un-Read Notes ☐ Yes ☐ No

Post Additional Information

Attachments and File Upload

Click on the blue link and a separate window will display. Follow the instruction on this page to upload documents associated with this Customers FAI.

To Attach / Upload File:

Steps to Upload a File:
Browse to the file location by clicking on the "Browse..." button.
Type a unique name in the "File Name" field for easy identification.
Click the "Upload or Delete File" button.
Do not upload "doc", "docx", "xls", "xlsx", "pdf", etc.
(Save "doc", "xls", "pdf", etc. under "Application" folder. Then upload the PDF file.)

To Delete a File:
Only the person who uploaded the file can delete the file.
Click on the checkbox next to the file to be deleted.
Click on the "Upload or Delete File" button.

File size limited to 1MB

File Name: [Browse]

Attached / Uploaded Files

[Name] [Delete] [Size] [Source] [Added by]
Customer Navigation Tab – File Upload & Additional Notes (Continued)

Additional Notes

To enter additional notes regarding this Customer's FAI that may happen after the assessment was completed and data entered.

Click on the Post Additional Information button.

Enter the information

Click on the Post New Entry button.

The note will be displayed with the name of who posted the note and the organization they are associated with along with the date and time.
Customer Navigation Tab – Demographics

Form Reference
Page 1 of the Functional Assessment Instrument (FAI) form

Demographic Secondary Navigational Tab

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

Note: If the Medicaid Financial Eligibility is pending, either in filing or determination, select “Yes” in the Medicaid Eligibility Pending field. Payment for the FAI will be pending until the eligibility is determined. The customer will be listed on the Medicaid Pending workload. Payment will be released when one of the situations occur:

1. If determined eligible the Medicaid ID Number is entered.
2. If determined to be ineligible the date the eligibility was denied is entered.
Functional Assessment Navigation Tab – Cognition Deficits

Form Reference

Page 2 of the Functional Assessment Instrument (FAI) form

Cognition Secondary Navigational Tab

All fields displayed on this page are required in order to save the assessment as approved.
Functional Assessment Navigation Tab – ADL

Form Reference
Page 2a of the Functional Assessment Instrument (FAI) form

ADL Secondary Navigational Tab

Required Fields
All fields displayed on this page are required in order to save the assessment as approved.
Functional Assessment Navigation Tab – IADL

Form Reference
Page 2a of the Functional Assessment Instrument (FAI) form

IADL Secondary Navigational Tab

Required Fields
All fields displayed on this page are required in order to save the assessment as approved.
Continence Secondary Navigational Tab

All fields displayed on this page are required in order to save the assessment as approved.
Functional Assessment Navigation Tab – Risks

For the TBI waiver, additional conditions are required to be met for the customer to be considered functionally eligible for the TBI waiver. There are indicators that displays the current functional eligibility of the customer as the questions are answered.

The LTC scores will display from the entry on the previous tabs. The eligibility indicator will indicate if the customer has met at least one of the LTC scores to meet the functional eligibility criteria.

Recent Problems or Risks and the Impairment regions are required but do not score or included in the functional eligibility requirements.

Functional Eligibility not met:

Continued on next page
Functional Assessment Navigation Tab – Risks

Risks Secondary Navigational Tab

Functional Eligibility met:

FAI - Functional Assessment Instrument; Traumatic Brain Injury

TBI Waiver Eligibility Criteria

Each of the following three items must be checked to be eligible for the TBI waiver:

- The consumer is between the ages of 16 and 65
- The consumer is at risk of placement in a TBI rehabilitation facility
- The consumer has been diagnosed with a traumatic, non-degenerative, non-congenital brain injury

At least one of the following three must be Yes to be eligible:

- Sum of Deficit Scores ≥ 8
- Sum of ADL/CAL scores ≥ 39
- Sum of Deficit, ADL/CAL, and Continence/Risks Scores ≥ 47

Are all three Eligibility Criteria checked yes?

Is at least one score sufficiently high?

Eligible for TBI Waiver

Required Fields

All fields displayed on this page are required in order to save the assessment as approved.

Hint

Once the Save button is selected, the page will automatically forward to the Customer Primary Navigation Tab – Main Secondary Navigation Tab so that the form status can be changed from Work in Progress to Approved.
Approving (Complete) the Form

Requirement
The data entry of the FAI form within KAMIS is not completed

Main
Secondary
Navigational
Tab

Required
Fields not
entered

Plan of Care
There is no Plan of Care entry needed. Once the FAI is in placed in approved status, and there is a Medicaid id entered for the customer the following will occur:

- Plan of Care will be created with the assessment service line entered.
- Services Provided (225) entry will be created.
This tab will give the opportunity to print the assessment information in its entirety. The format will not be in the same arrangement as the form, but it will be divided into sections of information according to the paper form. This will open in a separate window from the assessment.
To Print  Follow the steps in the table below to complete the Customer Referral process.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the <strong>printer icon</strong> at the top right of any region.</td>
<td>Printer dialog box will display. (This may look different depending upon your printer and the options available.)</td>
</tr>
<tr>
<td>2.</td>
<td>Select the <strong>Page Range</strong></td>
<td>See table below for options.</td>
</tr>
<tr>
<td></td>
<td><strong>Option</strong></td>
<td><strong>Result</strong></td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>All pages will print</td>
</tr>
<tr>
<td></td>
<td>Pages (enter the page number)</td>
<td>Only the specified page will print.</td>
</tr>
<tr>
<td>3.</td>
<td>Click on <strong>Print</strong></td>
<td>Document will print</td>
</tr>
</tbody>
</table>

To Close  The window can be closed by clicking on the ✗ in the right upper corner.