

# Initial Katie Beckett Determination Process

Bureau of Long Term Care (BLTC) will receive, process, and review the KB application. BLTC will determine whether an ICF/ID Level of Care determination is needed and forward it to an assessor at the Infant Toddler Program (ITP) or the Idaho Center for Disabilities Evaluation (ICDE).

*\*Applicants birth up until 2 years, 8 months of age will be sent to ITP. 2 years 8 months and older to ICDE.*



**Birth – 2y 8 m: ITP**

ITP will complete a SIB-R on the child and return the results to the nurse reviewer.



During the assessment, the ITP staff will inquire if the family wants to access DD services. If interested, the ITP staff will provide the family with the ITP and/ or FACS contact information and website (see page 4).

**2y 8m+: ICDE**



Within **30** days of a complete application, ICDE will complete a full assessment including:

- SIB-R (if not already completed)
- DD & ICF/ID LOC Checklists
- Medical Social
- Inventory of Needs

\*ICDE will obtain all documentation if a complete application is not received. The referring person will be notified of the potential delay and assist in obtaining, if able.

If a complete application cannot be obtained or if the participant is not eligible, the assessor will notify BLTC to complete the KB determination process. The assessor will include detailed information explaining their findings.



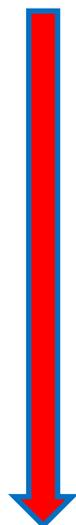
The nurse reviewer will complete the DD and ICF/ID checklists.



ICDE will upload the completed eligibility documents into the participant's file in the ICDE database, and select assessment type: KB Assessment. Following, notify BLTC if the participant meets ICF/ID Level of Care, and forward the SIB-R, DD and ICF/ID checklists.



At the eligibility assessment, the IAP will inquire if the family wants to access DD services. If interested, the IAP will provide the family with the FACS contact information and website (see page 4).



BLTC will complete the Katie Beckett determination and send decision to Self-Reliance. Self-Reliance will send notice to the family.

# Application for DD Services *Following* KB Determination

If the family chooses to access DD benefits, they will submit an application to ITP or FACS. The application will be forwarded to ICDE to finalize the eligibility determination and budget.



**B-2y 8m**

During the administration of the SIB-R, ITP inquired whether the family wanted to access DD services and referred them to ITP (and/or FACS). ITP (or FACS) will assist the family in completing an application.



ITP will complete the eligibility assessment per ITP protocol. If the Service Coordinator recommends the applicant to be evaluated for DD or ICF/ID level of care, the application will be emailed to ICDE.



ICDE will upload the completed eligibility documents into the participant's file in the ICDE database. The IAP will make an eligibility determination, and select assessment details of Infant Toddler and Paper Assessment.



ICDE will inform ITP of the eligibility determination. ITP will begin the plan writing process.



**2y 8m+**

At the eligibility assessment, the IAP inquired whether the family wanted to access DD services and referred them to FACS. FACS will assist the family in completing an application.

\*FACS will forward the application to ICDE.



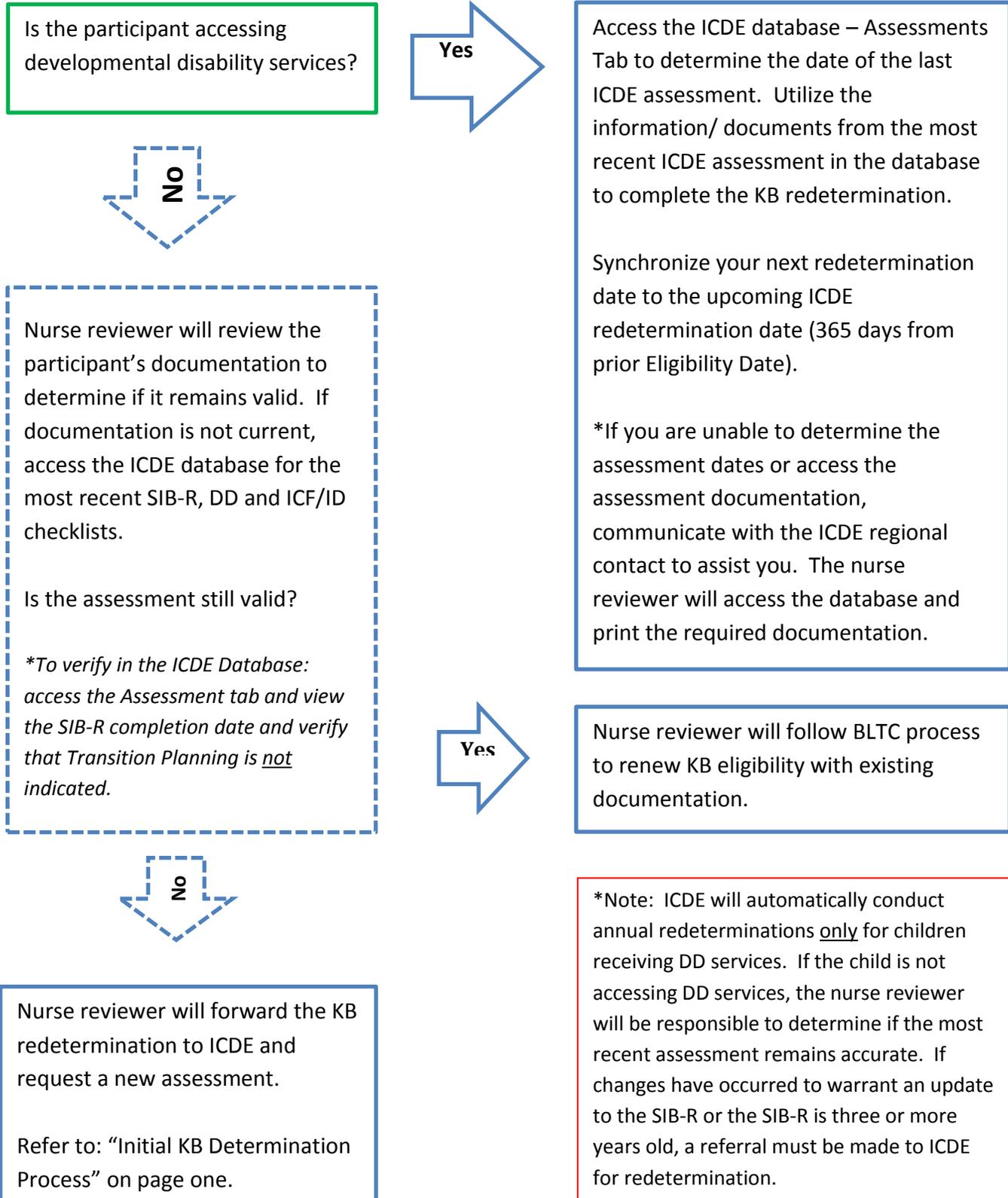
Since a Level of Care decision has already been made by ICDE, no additional assessment is needed. ICDE will create a DD assessment record (KB Not Billable assessment type). Notify the family of eligibility and budget.



ICDE will inform FACS of the eligibility determination. FACS will begin the plan writing process.

## BLTC Process for

### Annual Katie Becket Redeterminations



<b>BLTC Regional Nurse Reviewers</b>			
1	Gayle Freeman, RN	FreemanG@dhw.idaho.gov	(208) 665-8821
2	Kim Hickey, RN	HickeyK@dhw.idaho.gov	(208) 799-4435
3	Christy Brown, RN	BrownC3@dhw.idaho.gov	(208) 455-7269
4	Joanna Angel, RN	AngelJ@dhw.idaho.gov	(208) 334-0992
5	Annette Newnham, RN Debbie Parrish, RN	NewnhamA@dhw.idaho.gov ParrishD@dhw.idaho.gov	(208) 732-1479 (208) 732-1480
6	Jacquelyn Luckow, RN	LuckowJ@dhw.idaho.gov	(208) 239-6272
7	Nicole Wilson, RN	WilsonN@dhw.idaho.gov	(208) 528-5749
<b>FACS Website and intake email address</b>			
Website	www.ChildrensDDservices.dhw.idaho.gov		
FACS Intake email	ChildrensDDIntake@dhw.idaho.gov		
<b>ITP Website &amp; Regional Emails</b>			
Website	www.InfantToddler.idaho.gov		
1	ITP_R1ChildrensDD@dhw.idaho.gov	5	ITP_R5ChildrensDD@dhw.idaho.gov
2	ITP_R2ChildrensDD@dhw.idaho.gov	6	ITP_R6ChildrensDD@dhw.idaho.gov
3	ITP_R3ChildrensDD@dhw.idaho.gov	7	ITP_R7ChildrensDD@dhw.idaho.gov
4	ITP_R4ChildrensDD@dhw.idaho.gov		
<b>ICDE Regional Support Staff</b>			
1	Laura Strunk	strulaur@icde.isu.edu	208-772-8502
2	Patricia Stout	stoupatr@icde.isu.edu	208-799-5044
3 & 4	Randy Kibler	kiblrand@icde.isu.edu	208-376-0072
5	Karla Fuller	fullkarl@icde.isu.edu	208-736-5711
6	Karly Sorensen	sorekarl@icde.isu.edu	208-282-5465
7	Jody May	mayjody@icde.isu.edu	208-525-7050

*If any contact information is outdated, please notify Lauren Ertz at [ertzl@dhw.idaho.gov](mailto:ertzl@dhw.idaho.gov).*

## Supplemental Instructions to Determining Eligibility via the ICDE Database

- Step 1:** Access the participant's profile from the ICDE Database.
- Step 2:** Select the Assessments tab.
- Step 3:** Review record 1 of X. The most current will always be first.

The screenshot shows the 'Assessment Details' window for a participant in Region 1. Key fields include:
 

- Full Name:** [Redacted]
- Region 1:** 12/1/2009
- Assessment Process Start Date:** 6/14/2012
- Application 1st Rec'd:** [Blank]
- Application Rec'd Complete:** [Blank]
- Initial, Annual, Transitional:** Annual
- Redesign Budget:** \$29,300
- Plan Start Date:** [Blank] (circled in red)
- Assessment Completed:** 1/1/2011
- Eligibility Date:** 10/19/2012 (circled in red)
- Transitional / Initial Eligibility in 30 days?** No
- Participant Unavailable:** [Selected]
- Annual Eligibility 60 Days Prior to Plan Start?** No
- Eligibility Status:** Act Early Waiver
- Transition Planning:** [Dropdown menu] (circled in red)

 A red arrow points to the 'Record 1 of 4' indicator at the bottom left of the form.

- The Eligibility Date provides you with the date eligibility was last completed. Eligibility will only be redetermined within 365 days *if* the child is accessing DD services. If the eligibility date is blank, the IAP is in the process of redetermining eligibility, and you may review record 2 for the most recent *completed* eligibility. Synchronize your next KB redetermination to the ICDE Eligibility Date – subsequent year, as applicable.
- The Transition Planning provides you with an indicator as to whether the IAP determined the child was borderline eligible. If Borderline Eligibility is selected, a SIB-R update is indicated. If it lists No or left blank, a new SIB-R is not required.
- The Plan Start Date provides you with an indicator as to whether the child is accessing DD services. For the most current information on DD service access, select the Plan Review tab (most current record) to determine if a Plan Start Date has been entered by FACS/ITP.