



FAQ

Please review this section before you contact KDADS.FinalRule@ks.gov, there may be an answer to your question here.

Am I required to complete the assessment?

You must complete a self-assessment for each site you own or operate that receives HCBS Medicaid funding. Sites that are not assessed will not be eligible to receive Medicaid HCBS funding after March 17, 2022.

When is the deadline to respond to the assessment?

The self-assessment will be available from September 15, 2019 to February 29, 2020. You are encouraged to complete the self-assessment as soon as possible in order to find out which areas you need to remediate. All assessments must be submitted by **February 29, 2020**.

Is there a risk in completing the assessment?

No, there is no risk associated with completing the assessment. You will not lose HCBS Medicaid funding if your site is non-compliant in one or more areas. The assessment will help you understand where you are on your pathway to compliance and you will have additional time to remediate and come into compliance with the HCBS Settings Final Rule.

How will the assessment be administered?

The assessment will be administered online through the online system. You will need to create an account and log-in to your account to answer the questions. You are encouraged to download and print a paper copy of the assessment so that you can collect documents to upload and answer questions before entering responses online.

How long does it take to complete the assessment?

The survey questions themselves do not take long to complete for each site – approximately 15 – 30 minutes. Most questions only require a “yes” or “no” response. However, gathering and uploading documentation can be time-consuming and is required to validate certain responses on the assessment. Advance preparation will help cut down the time spent in the assessment itself. Estimates from a pilot of this assessment are that each site may take up to an hour.

How can I navigate between pages?

If you have completed a page and want to go back to it, you can either click on the number of the page (at the top of the screen) or use the “Previous Page” button.

Why do I not see a section that's on the hard copy? Or a certain question?

The assessment questions you see online will be based on the HCBS setting type you select, and in some instances, the answer you provide to a previous question. When completing assessments for multiple sites, you may notice that the questions are different. For example, there are different questions for residential and non-residential sites.

Is supporting documentation required to be sent in with the self-assessment?

Yes, the supporting documentation is required to be uploaded with the assessment. If you cannot provide a document when one is required, you must change your response to the question. The lack of documentation will be addressed in remediation and shouldn't be a cause for undue concern.

Why do I have to submit documentation when I've just answered the questions?

CMS requires that all HCBS settings, including all sites/locations, be assessed and that the answers be validated in some way. Kansas has opted to administer the self-assessment and use a "desk review" as the validation method. For desk review, documents must be submitted to verify the answers to each question. For some questions, you may not be able to provide documentation. That's OK but it may require you to change your answer to the question.

How do I upload the documents?

If you need instructions how to upload the required documents, please check the YouTube video that can be found at <https://communityconnectionsks.org/final-rule-assessment/> or refer to the section in this manual [Uploading Documentation](#).

Can I attach more than one file per question?

Yes, you can attach multiple files the same way you attached the first one.

What documentation do I need to upload as evidence?

[Appendix 1](#) has examples of documents you might use for each question in the assessment. There is no specific document you are required to upload. You may upload any documents you want to use to support your answers. The examples below are only suggestions.

How do I label/name the documents?

We suggest labeling your documents in a unique manner that allows you to easily identify them compared to other files, such as "ProviderName_Setting_DocumentType.docx". This will help you select the appropriate document when completing the assessment, and it will also help the reviewer get the results back to you in a timely manner.

If my operational manual or handbook (which includes evidence of compliance with the HCBS Settings Rule) is too large for electronic submission, can this document be mailed?

Do not attach your entire manual or handbook. Only upload sections that pertain to the questions you are answering. You may scan the relevant sections. Mailed documents will not be accepted.

Can I upload a document after starting the assessment?

You can upload a document by going back to Section B on page 3 in the assessment.

Is the assessment HIPAA compliant?

Do not upload any document or information that exposes someone's private health information (PHI) or violates the Health Insurance Portability and Accountability Act (HIPAA). You will need to redact and de-identify PHI from any document you want to upload.

What if I have more questions or need further assistance with the assessment?

If you have questions about the HCBS statewide transition process, the heightened scrutiny process, or the assessment process, please contact the Community Connections team at KDADS.FinalRule@ks.gov for assistance.

If you have questions about how to fill out the assessment, please check the YouTube video that can be found at <https://communityconnectionsks.org/final-rule-assessment/>

For each agency, can multiple people have accounts to be able to fill out the self-assessments or just one person per agency?

You have one log in per provider, but multiple people can use that login. I would be careful about making sure that you only have one person fill it out per site so don't give it to multiple people per site so that we don't get duplicates but yes, you just have the one login and everyone can use that.

How many assessments do I need to complete?

Each provider is required to fill out this assessment for EACH site/location they either own or operate that receives HCBS Medicaid funding.

If I completed an assessment during the previous site-assessment process in 2015 and 2016, do I still have to fill out this assessment?

Yes. All providers must complete assessments for each HCBS setting they own or operate that receives HCBS Medicaid Funding by February 29, 2020.

Under the FAQ (frequently asked questions) it mentions sites to be assessed are those that are provided owned or operated yet in other places it says that all sites where services are provided even where a client rents from a community landlord they must be assessed too- could you clarify which is true?

What is meant with that is if you've got a client and I know you specifically directed to IDD so along with that, if you've got a client that is receiving residential services and they have their own apartment or their own house, it is because of that residential services that CMS had considered it to be provider owned or operated.

How will I learn about heightened scrutiny, remediation, expectations, strategies and timelines?

The Kansas Department for Aging and Disability Services (**KDADS**) is organizing activities for the State transition process. Information will be updated and available at the State's HCBS website at <https://communityconnectionsks.org/>.

If you have specific questions about the HCBS statewide transition process or the assessment process, please contact the Community Connections team at KDADS.FinalRule@ks.gov

What happens after I complete the assessment?

You will receive communication from KDADS regarding results and next steps. More detailed information will be announced as available at <https://communityconnectionsks.org/>

How do I complete the assessment if I do not have a desktop computer or laptop and/or access to e-mail?

Please contact the Community Connections team at KDADS.FinalRule@ks.gov