

# **Harvey-Marion County CDDO Service Area Policy/Procedure**

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**Subject: Single Point of Entry**

**Ref: K.A.R. 30-64-23**

**Effective Date: March 2009**

**Revised: October 2011, June 2014**

**Purpose:** Establish Harvey-Marion County CDDO as the sole contact for community developmental disability services for residents of Harvey and Marion Counties.

**Intended outcome:** Residents of Harvey and Marion Counties contact Harvey-Marion County CDDO to inquire about community developmental disability services, apply for services, receive service funding as available, and access services of their choice in Harvey and Marion Counties.

**Policy:** Harvey-Marion County CDDO is the single point of entry for community developmental disability services for residents of Harvey and Marion Counties.

## **Procedure:**

1. Inquiries are answered by the Executive Director/designee, who provides information about community developmental disability services, as well as alternative community services and generic community resources as requested.
2. For persons who make application for community developmental disability services, the Executive Director/designee determines whether the person meets the definitional criteria to be considered a person with intellectual disability or other developmental disability as defined in KSA 39-1803, and amendments thereto. The Executive Director/designee who completes eligibility determination is required to maintain training in eligibility determination as required and made available by KDADS.
3. The Executive Director/designee will impartially inform eligible applicants of all of the developmental disability community service providers available to provide services within the Harvey-Marion County CDDO area, the types of services provided, and information on how to contact those providers directly to learn more about what they have to offer. In addition, the Executive Director/designee provides each eligible applicant information on individual rights under the Developmental Disabilities Reform Act, the availability of dispute resolution, resources for self-advocacy, the local Quality Assurance Committee, and the local Council of Community Members. This information is provided annually thereafter to each person and his/her legally responsible party.
4. The Executive Director/designee notifies ineligible applicants in writing of the reason(s) for the determination. The notification includes information on alternative community options, and informs ineligible applicants of their right to request reconsideration by an independent third party. If, upon

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reconsideration, the determination is unchanged, the applicant is notified in writing of his or her right to an administrative appeal, which must be submitted in writing within 30 days of the final notification.

5. The Executive Director/designee informs the eligible applicant of available providers of case management services in the Harvey-Marion County CDDO area, and encourages accessing case management services to assist the person in accessing additional services and supports.

6. The eligible applicant is then assessed by a screener who has completed training in how to administer the uniform statewide assessment that determines eligibility for ICF/IID or HCBS I/DD level of care. The screener is required to complete training in how to complete the assessment as required and made available by KDADS. The individual's case manager, family, guardian, and members of the individual's support network are encouraged to participate in the level of care screening.

7. Through the uniform statewide service application, the eligible person's application for specific services is entered into the statewide data base for inclusion in the statewide service access list, also known as waiting list.

8. When an eligible individual is first placed on the waiting list, as well as annually thereafter, the individual is given the choice of keeping his/her name confidential, or releasing his/her name to providers so they may share information about their services with the individual. Lists of names of individuals who agree for their names to be released, are shared upon request with affiliated service providers.

9. When funding is available for a person requesting service(s), the Executive Director/designee sends the individual written notice, along with a current service provider directory and service provider choice form. The chosen service provider is expected to initiate services within 60 days.

10. When any person receiving services desires to change service providers, that person is referred to the Executive Director/designee, an individual who is not involved in the delivery of any service, who is not involved in any dispute about the person's current services, and who is charged with honoring the confidentiality of the person considering a change in service providers. The Executive Director/designee offers the opportunity to assist the person in resolving any conflicts or customer service concerns with the present provider. The Executive Director/designee provides the person and the person's guardian information about the types and availability of community services within the Harvey-Marion County CDDO area, and assists the person in accessing alternative service providers as desired.

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11. Harvey -Marion County CDDO maintains records showing compliance with the above requirements.

12. In order to fulfill the above functions in a competent, effective, and efficient manner, Harvey-Marion County CDDO maintains records that staff who carry out functions of eligibility determination, screening, and information/referral have a minimum of 5 years experience in the field of services to persons with developmental disabilities. In addition, staff who carry out functions of eligibility determination, screening, and information/referral will trained and knowledgeable of resources on the following topics, as approved by the Harvey-Marion Community Council:

- A. Developmental Disabilities Reform Act and Implementing Regulations (Article 64)  
Individual Rights
- B. Abuse/neglect/exploitation
- C. Eligibility Determination (determining whether the applicant meets the requirement of having intellectual disability or other developmental disability).
  - Training as provided by KDADS
  - Frequency as required by KDADS
  - Eligibility Roundtable activities, required at frequency of occurrence
- D. Level of care screening (functional assessment formerly called the Developmental Disabilities Profile (DDP))
  - Training as provided by KDADS
  - Frequency as required by KDADS
  - Statewide assessment meetings as convened, required per occurrence
- E. Information on the types of generic community services available in the Harvey-Marion County CDDO service area including, but not limited to, housing, transportation, food, clothing, representative payee, medical/dental care, mental health, and addiction treatment services.
- F. Information on local community service networking /coordinating groups including, but not limited to, Harvey County Resource Team and Marion County Families and Communities Together;
- G. Referral contacts for KanCare Care Coordinators and other Home and Community Based Waivers including Physical Disability (PD), Traumatic Brain Injury (TBI), Technology Assisted (TA), Frail Elderly (FE), and Serious Emotional Disturbance (SED);
- H. Centers for Independent Living;
- I. Kansas Employment First Initiative, Work Opportunities Reward Kansans (WORK) and Working Healthy, Kansas Rehabilitation Services
- J. Social Security application and Benefits Counseling Services
- K. Guardianship
- L. Positive Behavioral Supports Resources
- M. Home Modification and Assistive Technology Resources