

THE CDDO SERVING COFFEY, OSAGE, AND FRANKLIN COUNTIES
Policies and Procedures

SUBJECT: CDDO IMPLEMENTATION RESPONSIBILITIES

EFFECTIVE: 12/1/14

SECTION: 500D

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SUPERCEDES: 500C

DATED: 7/9/14; 10/15/14

Policy:

The Community Developmental Disability Organization (CDDO) serving Coffey, Osage, and Franklin counties holds certain unique responsibilities that are distinctly separate and independent of service delivery. These functions include, but are not limited to, implementation of local procedures, collecting and reporting information to the Kansas Department of Aging and Disability Services (KDADS), establishing and maintaining specific committees as directed by K.A.R. 30-64-22 and KSA 39-1805, impartially communicating available services in the three county area to all people receiving services on the I/DD waiver as well to as prospective consumers and their responsible parties, and ensuring the health, safety, welfare, rights and preferred lifestyle choices of individuals on the IDD waiver.

Procedure:

- 1) The Paid Provider (meaning any paid provider of services, including, but not limited to Community Service Providers (CSPs), Limited License Providers, Financial Management Services Agencies (FMS), Targeted Case Management (TCM) agencies, any agent of the affiliated agency and any paid in-home support worker of an I/DD waiver service)) must provide information to the Director of CDDO Administration to satisfy requests of KDADS including the following:
 - a) Information necessary for the completion of Functional Assessments, currently known as Basic Assessment Services and Information System (BASIS) (CDDO Policy #502 "CDDO BASIS").
 - b) Integrated Service Plans generated by the Managed Care Organization (MCO)
 - c) All funding agreements pertaining to the paid service
 - d) Independent financial audits and any management letters generated as a result of the audit
 - e) Any other relevant documentation needed to monitor services effectively
- 2) The CDDO will require accurate paperwork from the Paid Provider and may request correction or follow up, at the time of each review, by a specified deadline.
- 3) The Paid Provider as affiliated agency will demonstrate to the CDDO that they are ensuring equal access to services for all persons currently residing in any Intermediate Care Facility/ Intellectual Disability(ICF/ID) or institution but referred to the CDDO for possible services.
- 4) The CDDO will ensure each person and/or the legal guardian (if applicable) applying for or receiving community services is given information, at least annually, regarding the following:
 - Types of community services available in the person's service area: This information will be made available in written format (CDDO Handbook, CDDO annual brochure and/or Provider Choice Form), using the information submitted by each affiliate and can be explained verbally or otherwise, if necessary. All written affiliate information will be presented by affiliate agency in alphabetical order. Any descriptive information about an affiliated agency will be provided by the agency and not by the CDDO. All persons and/or the legal guardian will receive information regarding the availability of

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services in the CDDO service area, at least annually, and also as requested. The person and/or family member/guardian will sign and date the Provider Choice Form and accompanying release, if necessary (for change of service providers) and return it to the CDDO. A follow up letter and/or phone call will take place within 30 days of the original mailing if no choice has been documented. Services will be reviewed at each annual BASIS meeting for satisfaction, and documented on the provided page by signature and date of person served and legal guardian (as applicable). This informed choice process will be performed by a CDDO staff trained to provide this process.

- The rights of persons served pursuant to the Developmental Disability (DD) Reform Act and implementation regulations: This information will be presented in writing, verbally, or otherwise to all consumers and guardians annually. Each consumer and/or the legal guardian will receive a CDDO Handbook, and/or annual Rights and Responsibilities brochures which will provide information on the Developmental Disabilities Reform Act and ways to access services and appeal decisions.
- 5) The CDDO will promote an efficient delivery of services within the service area. This will be accomplished through monitoring of services through the CDDO Quality Enhancement process, the Paid Services Review, the Quality Assurance Committee, and the Council of Community Members.

All decisions for crisis funding, Extraordinary Funding (as current contract with KDHE-KDADS-CDDO dictates), and actions taken by the CDDO, either by its internal process or via one of its Committees (Quality Assurance Committee, Council of Community Members), will be documented and tracked. These decisions will be made known to KDADS, the MCO, the person served (via the Targeted Case Manager if one has been chosen), or the person served and guardian (if applicable) via written communication, if no Targeted Case Manager has been assigned.