

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

SUBJECT: UNIFORM ACCESS TO SERVICES

EFFECTIVE: 12/1/14

SECTION: 515 C

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SUPERCEDES: 515B

DATED: 1/1/14; 2/24/2014; 7/10/14; 10/15/14

Policy:

Access to programs and services offered by the CDDO serving Coffey, Osage and Franklin Counties and its affiliates is based on the needs and preferred lifestyle of eligible persons and by the organization's ability to meet these needs and preferences. Individuals are considered for services without regard to race, gender, religion, national origin, age, ancestry, political affiliation, previous institutionalization, or severity of disability, unless the Secretary of the Kansas Department of Aging and Disability Services (KDADS) determines that the person is inappropriate for community services because the person presents a clear and present danger to self or the community (K.A.R. 30-64-22 and K.A.R. 30-64-25). All admissions are on a voluntary basis.

Procedure:

- 1) All Paid Providers (here meaning all agencies providing Medicaid funded services through the I/DD waiver in Coffey, Osage and Franklin Counties, including, but not limited to Community Service Providers (CSPs), Targeted Case Management Agencies (TCMs), Financial Management Services agencies (FMS), Limited License agencies wishing to provide Intellectual/ Developmental Disability (I/DD) supports and services to eligible persons in Coffey, Osage, and Franklin counties must be affiliated with the CDDO of Coffey, Osage and Franklin counties through an Affiliation Agreement. The affiliation agreement includes a provision that all providers may be expected to serve all persons choosing their services, regardless of severity of the person's disability as pursuant to K.A.R. 30-64-25. *It is understood that, in certain cases, a person's care may require service provisions that cost more than the established tier rate.* In these cases (examples including, but not limited to: Sliding Scale Insulin for Diabetes Care and Tracheostomy Care), the Paid Service Provider should apply for Extraordinary Funding. The process for this type of funding request is listed on the KDADS website: www.kdads.ks.gov. The CDDO will provide reasonable assistance with this process as requested by the service provider, and in conjunction with the current KDHE-KDADS-CDDO contract requirements. In reference to CDDO Policy #501B CDDO Affiliate Process, (9) (a), it is understood that a provider cannot be required to provide services at a financial loss indefinitely while waiting for a funding decision from KDADS, or while the Individual is on the Extraordinary Funding waiting list, and that if Extraordinary Funding is not secured, the CDDO will work with the Paid Provider (here meaning affiliated community service provider also known as a CSP) and the Targeted Case Manager (TCM) to find alternative placement options.
- 2) Paid Providers may specialize in services if all persons are offered services based on need and consistent with their person-centered support plan, regardless of the severity of the person's disability. Affiliate providers who specialize in services or limit capacity are required to complete a CDDO Specialty Notification Form.
- 3) The CDDO will not require any paid provider to accept more persons than the paid provider can effectively serve. If all service providers are at their maximum capacity, the CDDO will assist in the establishment of new providers.

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- 4) The CDDO, in consultation with affiliated providers, and after a ruling by the Secretary of KDADS, in keeping with K.A.R. 30-64-25, 2d, may refuse community services to any person determined by the Secretary of KDADS to be a clear and present danger to self, others, or the community.
- 5) If a person feels that he/she has been discriminated against with regard to provision of services, the person may seek dispute resolution through the Council of Community Members.

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