

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

**SUBJECT:** CONTINUITY AND PORTABILITY OF SERVICES

**EFFECTIVE:** 12/1/14

**SECTION:** 530B

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**SUPERCEDES:** 530A

**DATED:** 4/8/2014; 7/10/14; 10/15/14

**Policy:**

The Community Developmental Disability Organization (CDDO) serving Coffey, Osage, and Franklin counties will ensure that if a person who moves from one service area to another in the State of Kansas and wants to continue receiving community services, the level of state and federal financial support utilized to provide services and supports for that person is transferred to the person's new service area, as per K.A.R. 30-64-28.

With the exception of State Aid and CDDO Administration funding, all funds identified in the contract between the CDDO and the Kansas Department of Aging and Disability Services, Division of Disability and Behavioral Health Services, Community Supports and Services (KDADS/DBHS/CSS) will be portable. Funds shall be portable between all State of Kansas CDDO's except when a person no longer needs services and/or voluntarily withdraws from services with no immediate future service needs. Funds are considered portable if person has applied for services, accepted services, and begun services funded by state and/or federal dollars.

**Procedure:**

- 1) When a person moves from one service area to another, within the State of Kansas, the Case Manager shall consult with the Director of CDDO Administration confirming discharge and establishing transition plans. If continuing services are needed, the current CDDO (The CDDO for Coffey, Osage and Franklin Counties) will contact the CDDO for the area where the individual is moving, completing the case transfer form and packet.
- 2) The Targeted Case Manager (TCM) will obtain a written statement from the individual and/or guardian (if applicable). The Targeted Case Manager (TCM) will facilitate a meeting with the individual and his/her support network to determine future service needs. The meeting will be documented by the Targeted Case Manager (TCM) and be consistent with the person's preferred lifestyle. The Case Manager will complete the CDDO Discharge Checklist and submit the completed Discharge Packet to the Director of CDDO Administration.
- 3) Within five (5) business days of transfer, the Director of CDDO Administration will send a case transfer notification to the CDDO in the new area. The receiving CDDO will sign the form and route it to the outgoing CDDO. Notification of the move to the MCO assigned to the person served will be made by the CDDO. The CDDO shall send a 3161 form to DCF indicating the move, via secure email, unless that address change has already been indicated by the TCM to the area DCF.
- 4) All funding will pass through the assigned Managed Care Organization (MCO) as per KanCare structure.
- 5) The CDDO will provide the current Integrated Service Plan (ISP), Person Centered Support Plan (PCSP), any Behavior Support Plans, a copy of the BASIS Functional Assessment, and the Intellectual/Developmental Disability (I/DD) eligibility documentation to the new CDDO. The CDDO will also transfer the person's KAMIS record (for current and past (basis) functional assessments and tiers) to the receiving CDDO.

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- 6) The case transfer agreement will include signatures from representatives of both CDDO's. The receiving CDDO will forward a copy of the signed case transfer agreement to KDADS/DBHS/CSS, unless otherwise indicated by KDADS current policy.
- 7) In the event that a consumer chooses services with a Paid (Affiliated) Provider in Coffey, Osage, and Franklin counties and is currently receiving services in another CDDO area, the CDDO will verify eligibility status and work with the CDDO where the person currently receives services to ensure appropriate transfer of funded services from their area by ensuring that the Informed Choice process by trained CDDO staff has been implemented and documented.
- 8) Copies of all correspondence will be kept on file at the CDDO Administrative Office for a minimum of six (6) years, or as current KDADS-CDDO contract dictates.

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