

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

**SUBJECT:** ABUSE, NEGLECT, & EXPLOITATION

**EFFECTIVE:** 12/1/14

**SECTION:** 610B

**PAGE:** 1 of 2

**SUPERCEDES:** 610A

**DATED:** 7/1/2013; 2/24/2014; 4/3/2014; 7/10/14;  
10/15/14

**Policy:**

The Community Developmental Disability Organization (CDDO) serving Coffey, Osage, and Franklin counties has the primary responsibility to monitor paid services, to ensure that individuals are protected from harm and that their rights are observed and protected, pursuant to K.A.R. 30-64-27, 4 and 5 (A) and (B), namely that: ***The CDDO, the affiliate of the CDDO, (and any Paid Support Worker to the person as agent of the affiliate) is affording the person being served all of the person's legally protected rights. The CDDO, the affiliate of the CDDO (and any Paid Support Worker, as agent of the affiliate), meets both of these requirements: (A) Is reporting any suspicions of abuse, neglect, or exploitation to the appropriate state agency; and (B) has corrected or is actively in the process of correcting the cause of any confirmed violation.*** The CDDO works in conjunction with the Council of Community Members and the Quality Assurance Committee to ensure that all Paid Providers (including, but not limited to: Community Service Providers (CSPs), Limited License Providers, Targeted Case Management providers, Financial Management Services (FMS) and all in-home Personal Assistant Service (PAS) workers of individuals receiving in-home here known as Paid Support Workers) are immediately reporting incidents of suspected abuse, neglect, and/or exploitation to the appropriate authorities. (Please reference local agency policies regarding Abuse, Neglect, and Exploitation and K.A.R. 30-63-28).

All people who provide paid support to Individuals served through the IDD waiver shall comply with these standards. All affiliate agencies shall provide written confirmation to the CDDO that they have included this education and these expectations to all persons providing paid supports to individuals served on the IDD waiver, and can produce proof of confirmation to the CDDO upon reasonable request. **The CDDO reserves the right to observe all paid support activity as it is being provided.**

**Procedure:**

When any person providing paid supports (a Paid Provider) reports suspected Abuse, Neglect, or Exploitation (ANE), or is notified by an outside entity that a report has been made to the Kansas Protection Report Center, the details of the reported incident should be provided in writing to the CDDO within 24 hours of the occurrence of the incident, as per AIR ( KDADS Adverse Incident Report) reporting standards.

- 1) The process for reporting ANE issues will be as follows and in this sequence:
  - a) Incident of suspected abuse, neglect, or exploitation is reported to the Kansas Protection Report Center (1-800-922-5330).
  - b) A "CDDO Trend Tracking" form is completed by the person witnessing the event, the TCM agency and/or the affiliated agency which includes:
    - i) A summary of the suspected ANE incident;
    - ii) Date the report was made to the Kansas Protection Report Center;
    - iii) Date and location where the incident occurred;
    - iv) Names of all persons involved in the incident.

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

**SUBJECT:** ABUSE, NEGLECT, & EXPLOITATION

**EFFECTIVE:** 12/1/14

**SECTION:** 610B

**PAGE:** 2 of 2

**SUPERCEDES:** 610A

**DATED:** 7/1/2013; 2/24/2014; 4/3/2014; 7/10/14;  
10/15/14

- c) The Trend Tracking form shall be forwarded to the CDDO Director, the CDDO Quality Assurance Coordinator, the CDDO CEO, and KDADS Quality Management Specialist (QMS) via secure email. Trend Tracking forms may also be submitted anonymously. A blank Trend Tracking form is available from the CDDO in electronic and paper formats, and are available also as requested.
  - d) The Paid Provider must forward to the Director of CDDO Administration follow up correspondence received from Kansas Protective Services or DCF within two (2) working days of receipt. This includes notification of screen-in and screen-out and confirmed/unconfirmed findings.
- 2) The Director of CDDO Administration may provide written recommendations or request corrective action from the Paid Provider any time during or following the course of the Kansas Protective Services investigation.
  - 3) If an investigation of abuse, neglect, or exploitation results in a confirmed finding, the CDDO Director will request outcomes of any internal investigations and corrective action taken or contemplated by the Paid Provider and may conduct its own investigation of the incident, including, but not limited to unscheduled visits to the place where the paid service is occurring. The CDDO will provide a final review and respond, in writing, to the Paid Provider with further recommendations, if needed.
  - 4) Should the Paid Provider fail to respond to CDDO requests or correct deficiencies as specified, the CDDO may recommend disciplinary action up to and including suspension or termination the affiliation agreement with the Paid Provider, if an affiliated agency of the CDDO. If the Paid Provider is a Paid Support worker providing in-home supports, the Director of CDDO Administration will follow the guidance stated in K.A.R 30-63-10, J (i) and (ii), to whit: ***The person or person's representative directing and controlling the services agrees to both of the following: (i) If it is determined by the CDDO or the commission that the person receiving services is or could be at risk of imminent harm to the person's health, safety, or welfare, the person or person's representative directing and controlling the services shall correct the situation promptly. (ii) If the situation is not so corrected, after notice and an opportunity to appeal, funding for the services shall not continue.***
  - 5) The CDDO will actively monitor any situation that indicates risk or possibility of risk to a person's health, safety, welfare from abuse, neglect and/or exploitation.