

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

**SUBJECT:** STATEWIDE SERVICE ACCESS (WAIT) LIST

**EFFECTIVE:** 5/1/2017

**SECTION:** 540B

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**SUPERCEDES:** 540A

**R2 Dated 2/6/2017**

**Policy:**

The East Central Kansas Area Agency on Aging Community Developmental Disability Organization (ECKAAA-CDDO) serving Coffey, Osage, and Franklin counties shall administer and manage a local wait list as directed by the Kansas Department of Aging and Disability Services (KDADS), Division of Disability and Behavioral Health Services, Community Supports and Services (KDADS/DBHS/CSS) funded services. In accordance with DBHS/CDDO Policy, the CDDO shall report, via the Functional Assessment (currently known as BASIS) through the KAMIS system, all Intellectual/Developmental Disability (I/DD) eligible individuals seeking, but not receiving Home and Community Based Services (HCBS) funding.

**Procedure:**

- 1) The CDDO will be the single point of application and referral for persons seeking community services funded by KDADS/DBHS/CSS in Coffey, Osage and Franklin Counties.
- 2) The CDDO will determine eligibility for all applicants as defined by K.S.A. 39-1803
- 3) The CDDO will determine if eligible applicants would accept services within three (3) years from the date of application, or as stipulated by current KDADS policies, as tracked on the CDDO Application form.
- 4) The CDDO will serve or arrange to serve all individuals within an average of sixty (60) days from the date that KDADS and/or the MCO determines funding for services to be available, and informed choice of service provider has been established.
- 5) If funds are sufficient to serve everyone applying for and needing community I/DD services, the CDDO will serve persons on a first-come, first-served basis.
- 6) If funds are insufficient through the existing KDADS/CDDO contract to serve persons seeking services, the CDDO will:
  - i) Assist the person in making application to other community service providers, which may be able to provide support or assistance until the CDDO or an affiliate can arrange services. These referrals will be tracked and kept as part of the person's case notes in the Correspondence folder.
  - ii) Assist the person as much as possible to remain in the person's current setting by attempting to provide some level of service through existing resources in an effort to avoid a crisis until other services can be arranged.
  - iii) Arrange for targeted case management services, either through targeted case management funded through Medicaid (if Title 19) or privately paid targeted case management. If a person does not have a current Medicaid card, that person can apply to the CDDO to use State Aid Funding for that purpose, if State Aid funding is available.
- 7) If the CDDO determine funds are insufficient to serve everyone applying for and needing community I/DD services, the CDDO will serve first the persons who are in crisis or imminent risk of crisis, as outlined in the current KDADS/CDDO contract. Individuals determined by the

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CDDO to be in crisis may be granted priority access to funding and placed ahead of any applicant not in crisis on the service access list (See Crisis Management Policy #611A).

- 8) KDADS/DBHS/CSS will maintain a Service Access List of all individuals requesting new or additional I/DD services for which funding is not available and make this list available to the CDDO, per current contract language. Individuals will be listed according to the "wait list date" as indicated per current KDADS wait list policy. If the requested service cannot be reflected in BASIS/KAMIS (i.e. requesting an increased level of service), and the individual is not in crisis, the individual will be instructed to contact his/her Targeted Case Manager and the Care Coordinator for his/her assigned Managed Care Organization (MCO) per the current policy through KanCare and KDADS published policies and flowcharts for additional access to services.
- 9) In the event that funding is made available to serve individuals on the Service Access List, priority will be given to the individuals as stipulated in the current KDADS/CDDO contract. If the "Date Requested" for the service has not yet passed, or if the individual is not eligible for the type of available funding, that individual will not receive the available funding and priority will be passed to the next individual on the Service Access List in the same fashion.
- 10) If funds are available, but not sufficient to serve the first person on the list, priority will move to the next person for which available funding is sufficient to serve them in the manner identified in #8 of this policy.
- 11) If an individual is offered funding for services, and they decline, the individual, the guardian/responsible party (if applicable), the case manager and the MCO Care Coordinator shall meet to reassess the need for the requested service. If funding is declined, KDADS may remove that person off of the waiting list according to current policy.
- 12) Any individual wanting to know their wait list date on the Service Access List can make this request to the CDDO. All requests of this nature will be responded to in a timely manner.
- 13) The CDDO will contact each person waiting for services at least annually to determine the person's continued need for services.
- 14) Funds allocated in the Kansas State Budget to serve persons who are waiting for initial access to HCBS I/DD waiver service or access to additional I/DD waiver services will be distributed according to the current KanCare funding structure, and as stated in the current KDHE-KDADS-CDDO contract.
- 15) The CDDO will track its own area's wait list.