

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

SUBJECT: SINGLE POINT OF ADMISSION AND INFORMED CHOICE PROCESS

EFFECTIVE 7/2/2018

SECTION: 505D

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SUPERCEDES: 505C

R4 Dated 2/6/2017

Policy:

Pursuant to K.A.R 30-64-23 and K.S.A. 39-1805, the East Central Kansas Area Agency on Aging Community Developmental Disability Organization (ECKAAA-CDDO) serving Coffey, Osage and Franklin Counties, acts as the single point of application, eligibility determination and referral for persons pursuing intellectual and/or developmental disability (I/DD) services in Coffey, Osage, and Franklin counties.

Procedure:

- 1) Initial contact with the CDDO.
 - A) Interested person(s) (and/or their representative/ guardian/responsible party if applicable) will contact or be referred to the CDDO, or be identified through CDDO educational/outreach efforts.
 - B) The CDDO will inform the person (and guardian/responsible party if applicable) of eligibility requirements as contained in K.S.A. 39-1803, as stated in KDADS eligibility manual, and as referenced on KDADS website, or as current KDADS policy dictates. Should the person need assistance in obtaining the appropriate documentation necessary to determine eligibility, the CDDO will offer reasonable assistance in the process. No further action in the referral process can take place until this eligibility determination has been made.
 - C) The CDDO intake packet will be provided to the interested person (and guardian/responsible party, if applicable).
 - D) Eligibility determination will be made within 30 days after receiving the completed intake packet which includes
 - i) Signed authorization(s) to request eligibility documentation from professionals (release of information form)
 - ii) Completed and signed Application for Services
 - iii) Eligibility documentation and assessments including, but not limited to the individual's: comprehensive psychological evaluation results; medical records; school records; and mental health treatment records.
- 2) If the applicant is determined to be ineligible for services, the CDDO will:
 - A) Notify the person (and guardian/responsible party if applicable) of their status, in writing, with information regarding the applicant's right to have the determination reconsidered by an independent party.
 - B) Offer reasonable assistance to the individual and the individual's representative (as individual's guardian or responsible party if applicable) in making referrals for alternative services, tracking all referrals given.
 - C) Provide a "Single Point of Application - Ineligible" evaluation form to ensure the person was provided the reason(s) for the ineligible determination, informed of their right to appeal the finding, and how to appeal.
- 3) If the applicant is determined to be eligible for services, the CDDO will:

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- A) Provide all current CDDO brochures, impartially inform the person (and guardian/responsible party if applicable) of all services available in the three county area and offer contact information for all Providers of services and a tour of provider sites, as well as his/her Individual Rights and Responsibilities per K.A.R. 30-63-22 and
 - B) Complete the initial functional assessment (currently known as BASIS) for input into KAMIS, and ensure that the person's name shows up as waiting for services.
 - C) Discuss the individual's needs, services available to meet the defined needs, and document the selection of a Provider(s) on the Availability of Services form(s) (choice form) after following the Informed Choice Process as outlined in CDDO Policy 506D Service Changes and Impartial Informed Choice; and
 - D) Provide the applicant (and guardian/responsible party if applicable) with a "Single Point of Application - Eligible" evaluation form to: assess satisfaction with the distribution of information regarding all available services; ensure the CDDO presented information about services and providers in an impartial manner; and verify that the applicant was informed about the statewide wait list.
 - E) Be placed on the wait list for contact by potential licensed and affiliated service providers unless that person has requested that their name and information remain confidential.
- 4) Within 60 days after the person is determined eligible for I/DD Services, if funding is available and the person has selected a Provider, the CDDO will coordinate a service admission meeting with the person, family members, guardian (if applicable) and the chosen Provider to initiate enrollment procedures. The CDDO will send all selected providers a copy of the choice form-release on the day that the forms are processed, starting the 60 day timeframe.
- 5) The CDDO will maintain a list of all persons who have made application to the CDDO and been determined eligible for community services. Licensed affiliates shall be allowed access to this list, except for the names of those persons who have requested that their name be kept confidential. The name of each person shall stay on this list until:
- A) The person is receiving services from a Provider; or
 - B) The person and/or legal guardian (if applicable) request in writing that their name be withdrawn from the list; or
 - C) For a period not to exceed three (3) years from the time of initial eligibility determination provided services have been offered and refused.
- 6) CDDO staff responsible for determining eligibility, processing applications for service referral, or assisting persons in accessing services must complete a training program developed by the CDDO and approved by the Council of Community Members. This training shall be provided on a regular basis. Eligibility staff will also be required to attend all Regional Eligibility Meetings, as well as any additional KDADS provided training, as indicated in the training program form.
- 7) When the Managed Care Organization (MCO) Care Coordinator indicates that an individual has received a newly approved service, the CDDO will provide service options to that individual (and their guardian/responsible party if applicable). After the CDDO has received all necessary completed paperwork in reference to the selected service, the CDDO will contact

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the MCO, the Targeted Case Manager (TCM), and the selected service provider(s) to indicate the choice that has been made. The MCO will work with the TCM to generate an updated Integrated Service Plan (ISP), which will be sent to the CDDO for the individual's CDDO Master File. The CDDO will coordinate the service intake meeting, the meeting date will be noted, and a revised Person-Centered Support Plan (PCSP) will be due to the CDDO Quality Assurance Coordinator within 30 days of the meeting date.

- 8) Any service provider changes (from one service provider to another service provider) will follow the same procedure as outlined in 7) above and as stated in CDDO Policy 506D, Service Changes and Impartial Informed Choice.