

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

**SUBJECT:** UNIFORM ACCESS TO SERVICES

**EFFECTIVE:** ~~7/2/2018~~ **7/1/2019**

**SECTION:** ~~515-C~~ **502A**

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**SUPERCEDES:** 515B

~~R3 Dated 2/6/2017~~ **R4 Dated 2/26/2019**

**Policy:**

Access to programs and services offered by the East Central Kansas Area Agency on Aging Community Developmental Disability Organization (ECKAAA-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 Providers 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 ECKAAA-CDDO of Coffey, Osage and Franklin counties through an Affiliation Agreement. The affiliation agreement includes a provision that all providers ~~may~~ **will** 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, the 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](http://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.
- 2) 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 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. The CDDO may require that any affiliate that lists itself as an 'at-capacity' status provide a capacity building plan for their agency to the CDDO with a timeline indicated for re-establishing service provision before choice for that provider can be re-opened for new referrals. **The capacity building plan will be due to the CDDO after 30 calendar days of the provider notification of 'at capacity.'**
- 4) The CDDO, 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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