

HOW TO BECOME A SERVICE PROVIDER FOR THE EAST CENTRAL KS COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION (ECK CDDO)

Why Affiliate?

To become a community service provider serving individuals in Coffey, Osage and Franklin counties with intellectual and/or developmental disabilities (I/DD) and to bill for services through the Medicaid Waiver, an affiliation agreement with the ECK CDDO is required. The process to become an affiliated provider can take anywhere from a few months to a year or more depending on whether the applicant is an existing, experienced business, an individual looking to start a business or if the service requires a state license.

Which Services Require a State License?

Below is the list of services that require a license. The state licensing process is administered through the Kansas Department on Aging and Disability Services (KDADS) Commission on Survey, Certification & Credentialing.

- Day Supports
- Residential Supports
- Targeted Case Management
- Supported Employment

What is Required to Become Affiliated?

A written request for affiliation must be submitted in writing along with a description of the service to be provided and the structuring of those services. The following list contains general documentation required. The specific requirements will be provided in the affiliation packet.

- Business Plan and annual audit conducted by a Certified Public Accountant
- Three letters of reference (written within the past 3 years) if a new affiliate
- Required background checks
- Policies and Procedures (specifics of which will be provided in the affiliation packet)
- License to provide I/DD services issued by the Kansas Department for Aging and Disability Services with the ECK CDDO listed as a service area.
- Certificate of Insurance (includes general liability, professional liability and workman's compensation (when required). The insurance types must be within minimum standards and list the ECK CDDO as the certificate holder.

What is the Next Step?

- Once the requesting entity has demonstrated all requirements for affiliation and has submitted all the requested documentation, the CDDO will issue a written affiliation agreement.
- Services may not begin until the fully signed agreement is received and processed by the CDDO.

Additional Steps Required Before Beginning Services:

- Payment for I/DD services is from the Kansas Home and Community Based Services Medicaid Waiver. To bill Medicaid, affiliates must register with the Kansas Medical Assistance Program (KMAP) and obtain a Medicaid provider number.
- Kansas Medicaid (KANCARE) services are managed through three managed care organizations (MCO's). Those are Aetna, Sunflower Health Plan and United Healthcare.
- Affiliates must also contract with one or more of the MCO's to receive referrals for customers covered by that MCO.
- Contracting requirements for each MCO can be found on their respective websites.

Note: There is some overlap between what is required to be submitted for licensure and affiliation. Therefore, it is best to start both processes at the same time.