

# **Harvey-Marion County CDDO Service Area Policy/Procedure**

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**Subject: Implementation Responsibilities of Community Developmental Disability Organizations**

**Ref: K.A.R. 30-64-22**

**Effective Date: March 2009**

**Revised: October 2011, June 2014**

**Purpose:** Outline the required responsibilities of a contracted community developmental disability organization specified by K.A.R. 30-64-22.

**Intended outcome:** Harvey-Marion County CDDO performs all responsibilities required of a community developmental disability organization, either directly or by subcontract, in an efficient, effective, and customer-centered manner.

**Policy:** Harvey-Marion County CDDO performs all of the implementation responsibilities required of contracting community developmental disability organization as identified in K.A.R. 30-64-22.

**Procedure:** As a contracting community developmental disability organization, Harvey-Marion County CDDO performs the following:

- A. Implements the approved service area policies/procedures developed according to K.A.R. 30-64-21;
- B. Collects and reports to the Secretary of KDADS, in the manner specified by the Commission, all information requested by the commission, including the following:
  1. Information required by the Basic Assessment and Services Information System (BASIS);
  2. Copies of the plans of care for individuals receiving home and community based services;
  3. Copies of independent financial audits obtained by the CDDO, as well as any management letters generated as a result of the audits; and
  4. Any other information or records the CDDO has that the Commission needs in order to monitor how services are provided in the CDDO's service area;
- C. Organizes a council of community members as specified in K.A.R. 30-64-31;
- D. Organizes a local quality assurance committee as specified in K.A.R. 30-64-27;
- E. Ensures that all services are provided in a manner that meets these requirements:
  1. Provides equal access to services to all persons, including persons currently residing in any ICF/IID or institution but referred to the CDDO for possible services;
  2. Provides for annual notification to each person receiving or applying for services, and guardians if appointed, communicated in a format appropriate for the person to understand, information regarding:

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- a. The types of community services available in the person's service area and information concerning the providers of those services; and
  - b. The rights of persons served pursuant to the developmental disabilities reform act and implementing regulations, the content of which shall be approved by the commission;
3. Enables a person or the person's guardian if appointed, to choose the person's community service provider(s); and
4. Promotes the efficient delivery of services within the service area; and
- F. Provides written description of affiliation requirements and procedures; and
- G. Ensures that each community service provider that affiliates with Harvey-Marion County CDDO in order to provide services in the Harvey-Marion County CDDO service area, abides by the Harvey-Marion County service area procedures established according to K.A.R. 30-64-21; and
- H. Provides the option that Harvey-Marion County CDDO may refuse to enter into, or continue, an affiliation agreement with any community service provider under any of the following circumstances:
  1. If the provider refuses to accept a reimbursement rate for services to be provided that is at least equal to that established by the secretary to apply to the Harvey-Marion County CDDO, or as agreed to in the affiliation agreement with the Harvey-Marion County CDDO;
  2. If the provider has established a pattern of failing or refusing to abide by the service area procedures established by the Harvey-Marion County CDDO according to K.A.R. 30-64-21, or failing to comply with its affiliation agreement with the Harvey-Marion County CDDO; or
  3. If Harvey-Marion County CDDO demonstrates to the satisfaction of the Secretary of KDADS that being required to affiliate with the service provider would seriously jeopardize the Harvey-Marion County CDDO's ability to fulfill its responsibilities either under these regulations or pursuant to its contract with the Secretary of KDADS.