



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2024 Service Area Policy/Procedure Review/Revision Timeline

- 01/23/24: Affiliate Meeting: Reference to HMCDDO Service Area Policies: 001, 002, 003 & 004
<https://harveymarioncddo.com/policies>

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2023 Service Area Policy/Procedure Review/Revision Timeline

- 01/24/23: Affiliate Meeting: HMCDDO Service Area Policies: 001, 002, 003 & 004
<https://harveymarioncddo.com/policies>
- 02/17/23: Community Council: HMCDDO Service Area Policies: 001, 002, 003 & 004
<https://harveymarioncddo.com/policies>
- 02/28/23: TCM Meeting: HMCDDO Service Area Policies: 001, 002, 003 & 004
<https://harveymarioncddo.com/policies>
- 03/28/23: Affiliate Meeting: HMCDDO Service Area Policies: 001, 002, 003 & 004
<https://harveymarioncddo.com/policies>
- 04/25/23: TCM Meeting: HMCDDO Service Area Policies: 005, 006, 007 & 008
<https://harveymarioncddo.com/policies>
- 05/23/23: Affiliate Meeting: HMCDDO Service Area Policies: 005, 006, 007 & 008
<https://harveymarioncddo.com/policies>
- 06/16/23: Community Council: HMCDDO Service Area Policies: 005, 006, 007 & 008
<https://harveymarioncddo.com/policies>
- 06/27/23: TCM Meeting: HMCDDO Service Area Policies: 005, 006, 007 & 008
<https://harveymarioncddo.com/policies>
- 07/25/23: Affiliate Meeting: HMCDDO Service Area Policies: 009, 010, 011 & 012
<https://harveymarioncddo.com/policies>
- 08/18/23: Community Council: HMCDDO Service Area Policies: 009, 010, 011 & 012
<https://harveymarioncddo.com/policies>
- 08/22/23: TCM Meeting: HMCDDO Service Area Policies: 009, 010, 011 & 012
<https://harveymarioncddo.com/policies>
- 09/26/23: Affiliate Meeting: HMCDDO Service Area Policies: 009, 010, 011 & 012
<https://harveymarioncddo.com/policies>
- 10/20/23: Community Council: HMCDDO Service Area Policies: 013, 014, 015, 016, 017
<https://harveymarioncddo.com/policies>
- 11/28/23: TCM Meeting: HMCDDO Service Area Policies: 013, 014, 015, 016, 017
<https://harveymarioncddo.com/policies>
- 12/19/23: Affiliate Meeting: HMCDDO Service Area Policies: 013, 014, 015, 016, 017
<https://harveymarioncddo.com/policies>

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2022 Service Area Policy/Procedure Review/Revision Timeline

- 01/25/22: Affiliate Meeting: HMCDDO Service Area Policies: 013, 014, 015, 016, 017
<https://harveymarioncddo.com/policies>
- 02/18/22: Community Council: HMCDDO Service Area Policies: 001, 002, 003 & 004
<https://harveymarioncddo.com/policies>
- 02/22/22: Affiliate Meeting: HMCDDO Service Area Policies: 001, 002, 003 & 004
<https://harveymarioncddo.com/policies>
- 04/22/22: Community Council: HMCDDO Service Area Policies: 001, 002, 003 & 004
<https://harveymarioncddo.com/policies>
- 05/11/22: HMCDDO Executive Director drafts minor but needed changes to the HMCDDO Service Access Protocol & HMCDDO Provider Change Protocol. The Director will present these changes to the HMCDDO Community Council & Board of Directors next month for review.
- 05/24/22: Affiliate Meeting: HMCDDO Service Area Policies: 005, 006, 007 & 008
<https://harveymarioncddo.com/policies>
- 06/10/2022: Presented changes to the HMCDDO Service Access Protocol & HMCDDO Provider Change Protocol to the Community Council. HMCDDO Service Area Policies Reviewed: 005, 006, 007 & 008
<https://harveymarioncddo.com/policies>
- 07/26/22: Affiliate Meeting: HMCDDO Service Area Policies: 009, 010, 011 & 012
<https://harveymarioncddo.com/policies>
- 08/15/2022: Presented changes to the HMCDDO Service Access Protocol & HMCDDO Provider Change Protocol to the HMCDDO Board of Directors. The changes were reviewed and passed unanimously for implementation.
- 08/19/22: HMCDDO Community Council: HMCDDO Service Area Policies: 009, 010, 011 & 012
<https://harveymarioncddo.com/policies>
- 09/27/22: Affiliate Meeting: HMCDDO Service Area Policies: 009, 010, 011 & 012
<https://harveymarioncddo.com/policies>
- 10/14/22: HMCDDO Community Council: HMCDDO Service Area Policies: 009, 010, 011 & 012
<https://harveymarioncddo.com/policies>
- 11/15/22: Affiliate Meeting: HMCDDO Service Area Policies: 013, 014, 015, 016, 017
<https://harveymarioncddo.com/policies>

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2021 Service Area Policy/Procedure Review/Revision Timeline

- 01/25/21 HMCDDO Board Meeting: Amendment to HMCDDO Pandemic Protocol. Kevin explained that the protocol was developed & Board approved when the pandemic started. The current protocol establishes guidelines for conducting meetings that were previously held in person. The revision outlines the use of a self-auditing tool for providers to complete for on-site Quality Assurance evaluations. This will minimize the onsite presence of the QA surveyor but does not minimize the duties that are performed as a whole.
- 01/26/21: HMCDDO Affiliate Meeting: HMCDDO announces 90-day policy review beginning in 2021, Service Area Policy quarterly review: 001, 002, 003, 004 www.harveymarioncddo.com/policies and email any comments about these policies to HMCDDO.
- 02/19/21: Community Council Review of Pandemic Protocol revisions already approved by the HMCDDO Board. The HMCDDO tried to present this first to the HMCDDO Community Council, however the December 2020 meeting was not a quorum.
- 02/23/21: HMCDDO TCM Meeting: 90-day policy review begins in 2021, beginning with HMCDDO Service Area Policies: 001, 002, 003 & 004 <https://harveymarioncddo.com/policies>
- 03/23/21: Affiliate Meeting: HMCDDO Service Area Policies: 001, 002, 003 & 004 <https://harveymarioncddo.com/policies>
- 05/25/21: Affiliate Meeting: HMCDDO Service Area Policies: 005, 006, 007 & 008 <https://harveymarioncddo.com/policies>
- 06/18/21: HMCDDO Community Council: HMCDDO Service Area Policies: 005, 006, 007 & 008 <https://harveymarioncddo.com/policies>
- 07/27/21: Affiliate Meeting: HMCDDO Service Area Policies: 009, 010, 011 & 012 <https://harveymarioncddo.com/policies>
- 08/20/21: HMCDDO Community Council: HMCDDO Service Area Policies: 009, 010, 011 & 012 <https://harveymarioncddo.com/policies>
- 09/28/21: Affiliate Meeting: HMCDDO Service Area Policies: 009, 010, 011 & 012 <https://harveymarioncddo.com/policies>
- 10/15/21: HMCDDO Community Council: HMCDDO Service Area Policies: 009, 010, 011 & 012 <https://harveymarioncddo.com/policies>
- 11/16/21: Affiliate Meeting: HMCDDO Service Area Policies: 013, 014, 015, 016, 017 <https://harveymarioncddo.com/policies>

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2020 Service Area Policy/Procedure Review/Revision Timeline

- 01/28/20 Affiliate Meeting: A request from the 12/17/20 meeting to review the Council of Community Members, Dispute Resolution & Service Area Fiscal management policies rendered no comments or changes to those policies
- 03/09/20 Email notification to affiliate Service Provider network to inform of the drafted changes made to the current "Service Access Protocol" which changes the language to allow for all modes of Options Counseling, not just "in-person." The email also noted the 30-day public posting on the HMCDDO website with the ability to send comments regarding the drafted changes. The official public review and comment period is 03/09/20-04/09/20.
- 03/24/20 Affiliate Meeting: Review of the drafted changes to the "Service Access Protocol."
- 04/09/20: Executive Director documented that no feedback was received from public during public hearing period. Revisions will be presented to Board for final approval on 8-19-19.
- 04/20/20: HMCDDO Board Meeting: Revisions of the "Service Access Protocol" reviewed by Harvey-Marion County CDDO Board of Directors.
- 04/24/20: HMCDDO Executive Director shared revisions of the "Service Access Protocol," reviewed by Harvey-Marion County CDDO Board of Directors, to the HMCDDO Council of Community Members on this date. All revisions presented were approved by the Community Council on this date.
- 05/18/20: HMCDDO Board Meeting: Revisions of the "Service Access Protocol" approved by Harvey-Marion County CDDO Board of Directors in a unanimous vote.
- 05/22/20: Creation of DRAFT HMCDDO Pandemic Protocols.
- 07/20/20: The HMCDDO Board approved the HMCDDO Pandemic Protocols.
- 08/14/20: Presented the HMCDDO "System Access Protocol" via email asking for comments. Noting to Provider Group to post on policy page of website for 30-day review/comment period.
- 08/20/20: Reviewed the "System Access Protocol" with the HMCDDO Community Council and it was approved by HMCDDO CC on this date.
- 09/22/20: Affiliate Meeting: Request to Affiliate Group to review HMCDDO Service Area Policies 003,004,005 for comment.
- 10/19/20: HMCDDO Board Meeting: Presented the HMCDDO "System Access Protocol" and was approved by Harvey-Marion County CDDO Board of Directors in a unanimous vote on this date.
- 10/21/20: No comments received for HMCDDO Service Area Policies 003,004,005.
- 10/27/20: TCM Meeting: Request to TCM group to review HMCDDO Service Area Policies 006,007,008 for 30-day review period for comments (posted 10/28/20).

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2019 Service Area Policy/Procedure Review/Revision Timeline

- 12-21-18 Harvey-Marion Community Council reviewed Single Point of Entry Policy/Procedure and approved training curriculum; also reviewed Community Council and Dispute Resolution Policy/Procedure.
- 2-26-19 Provider meeting – Review Glossary through Single Point of Entry by 4-23-19.
- 4-23-19 No recommendations for changes for glossary through Single Point of Entry. Newly approved KDADS HCBS IDD program Eligibly Determination Policy removes eligibility below age 5, so Single Point of Entry Policy may need revision.
- 5-14-19 KDADS Commissioner Penrod revoked KDADS HCBS IDD Program Eligibility Determination Policy, reverting to prior SRS/HCP/CSS IDD Eligibility Determination Policy.
- 7-15-19 Executive Director contacted Program Integrity and Compliance Specialist Linda Young regarding option to use website posting for public hearing for updating service area policy and procedure revisions. Linda approved website publication instead of newspaper as long as significant parties, like affiliates, are aware that the revisions are posted there, and feedback is being accepted.
- 7-16-19 Executive Director posted revisions on home screen of website, then sent out email to affiliated providers notifying them of the posting as well as procedure for emailing feedback by 8-16-19.
- 8-16-19 Executive Director documented that no feedback was received from public during public hearing period. Revisions will be presented to Board for final approval on 8-19-19.
- 8-19-19 Revisions approved by Harvey-Marion County CDDO Board of Directors by unanimous vote.
- 8-23-19 Reviewed Quality Enhancement and Quality Assurance policy/procedure at Quality Assurance Committee Meeting.
- 8-27-19 Final approved revised policy/procedure shared at 8-27-19 Provider Meeting, with request to review Continuity and Portability, Gatekeeping, and Statewide Service Access List for 10-22-19 Provider Meeting.
- 10-22-19 Provider Meeting: No recommendations for changes to policies/procedures (Continuity and Portability, Gatekeeping, and Statewide Service Access List) shared at the 08-27-19 Provider Meeting.
- 12-19-19 Provider Meeting: A request to review the Council of Community Members, Dispute Resolution & Service Area Fiscal management policies on our website and email any comments about these policies keving@harveymarioncddo.com for our 01-28-20 Affiliate meeting.

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2018 Service Area Policy/Procedure Review/Revision Timeline

- 1-23-18 TCM Provider Meeting - Reviewed TCM policy - no changes recommended. Reviewed TCM capacity – sufficient, no action needed.
- 1-24-18 Resource Allocation Committee – initiated review of Service Funding Request protocol in light of new and revised KDADS HCBS policy/procedure.
- 2-6-18 Provider Meeting - Requested review of Service Area Policy/Procedure on website, 000 Glossary of terms followed by policy/procedure 001 – 004. Also reviewed revisions to Adverse Incident Reporting Protocol, Functional Assessment Protocol, and Provider Change Protocol. Sent follow up email requesting comments by email for presentation at next meeting.
- 2-28-18 Resource Allocation Committee – reviewed & approved revisions to Service Funding Request Protocol.
- 4-3-18 Provider Meeting – Email Elizabeth by 5-25-18 of any feedback of changes needed in service area policy on website, Glossary of Terms through 004.
- 4-20-18 Community Council – approved draft revisions of service area policy 009, Quality Enhancement, and 017, Resource Allocation Committee. Posted drafts on HMCDDO website.
- Reviewed/revised draft of policy 005, Functional Assessment.

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2017 Service Area Policy/Procedure Review/Revision Timeline

- 1-24-17 TCM meeting - Reviewed TCM Capacity– sufficient, no action needed.
- 2-10-17 Community Council Meeting – reviewed Policy 014 Community Council policy/procedure – no changes recommended.
- 4-21-17 Community Council Meeting – reviewed/approved Policy 004, Single Point of Entry, and approved as written including training for eligibility determination and information about community resources.
- 7-25-17 Reviewed TCM Policy at TCM meeting – no changes recommended.
- 8-18-17 Community Council – reviewed Community Council policy and By-laws. No changes recommended.
- 10-3-17 Provider Meeting – Reviewed 009 Quality Enhancement through 012, Gatekeeping – no changes recommended. Request to review 014, Statewide service Access through 017, Fiscal Management Policy.
- 12-5-17 Provider Meeting – Reviewed 014, Statewide Service Access, through 016, Fiscal Management Policy. No changes recommended.

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2016 Service Area Policy/Procedure Review/Revision Timeline

- 1-5-16 Provider Meeting – Reviewed/revise Provider Change Process.
- 2-2-16 Provider Meeting – Reviewed glossary of terms, policy 001 through 004. No substantive changes needed.
- 3-15-16 TCM meeting –Reviewed TCM policy - no changes recommended; discussed TCM capacity at TCM meeting – sufficient capacity, no action needed.
- 4-5-16 Provider Meeting – reviewed Policy 010, Quality Assurance. Discussion, no changes recommended.
- 6-5-16 Provider Meeting – reviewed Policy 011, Continuity and Portability of Services. No changes recommended.
- 7-22-16 Resource Allocation Committee Meeting – Began reviewing Service Funding Request Processes in light of revised KDADS policy/procedure.
- 8-12 & 23-18 Resource Allocation Committee Meeting – continued review of Service Funding Request Processes.
- 9-22-16 Resource Allocation Committee Meeting – continued review of Processes for Funding Decisions. Awaiting KDADS finalization of DRAFT crisis and exception policy.
- 12-9-16 Resource Allocation Committee – reviewed/revise Service Funding Request Protocol to comply with KDADS final IDD Crisis and Exception Policy; developed proposed language for Community Council review/approval.
- 12-16-16 Community Council Meeting – Reviewed/approved protocol for dispute Service Funding Request Protocol.

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2015 Service Area Policy/Procedure Review/Revision Timeline

- 1-6-15 Provider Meeting – Reviewed Community Council policy – no changes needed
- 2-2-15 Provider Meeting – reviewed Glossary of Terms for Service Area Policy/Procedure – no changes needed.
Reviewed Functional Assessment Checklist for Functional Assessment Protocol.
- 3-3-15 Provider Meeting – reviewed policy 009 through 012 – No needs for changes noted.
- 4-7-15 Provider Meeting - 4eviewed policy 013 through 016 – No needs for changes noted.
- 5-5-15 Provider Meeting – reviewed/revised Functional Assessment Protocol and Cover sheet. Reviewed 017, Resource Allocation Committee.
- 7-7-15 Provider Meeting – reviewed/revised “Services Paid/Delivered” form for implementation of Quality Assurance Policy random draw reviews.
- 9-1-15 Provider Meeting – reviewed/revised Critical Event Protocol
- 12-1-15 Provider Meeting – reviewed Functional Assessment Protocol – no changes made.

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2014 Service Area Policy/Procedure Review/Revision Timeline

- January 7, 2014 – Input requested at regular monthly meeting of affiliated Service Providers
- January 14, 2014 – Follow up email request for input/feedback to affiliated service providers
- January 24, 2014 – Review/Revision introduced at Harvey-Marion Community Council Meeting
- March 28, 2014 – Revisions approved unanimously at Harvey-Marion Community Council Meeting
- April 19, 2014 - Newton Kansan newspaper publishes notice of public hearing at Harvey County Courthouse in Newton for input and feedback on proposed revisions to service area policy/procedure
- April 21, 2014 – Harvey County Public Hearing at Harvey County Courthouse, no recommendations for changes
- April 23, 2014 - Marion County Record newspaper publishes notice of public hearing at Marion County Courthouse in Marion for input and feedback on proposed revisions to service area policy/procedure
- April 28, 2014 – Marion County Public Hearing at Marion County Courthouse, no recommendations for changes
- May 19, 2014 – Revisions approved unanimously by Harvey-Marion County CDDO Board of Directors
- September 18, 2014 – Approved revised policy/procedure submitted to KDADS

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

2010 – 2011 Policy/Procedure Revision Timeline

- 2010 – 2011 – Input obtained from local stakeholders through Provider meetings, Quality Assurance Committee meetings, Council of Community Members meetings, informal conversations, and e-mail requests for review and feedback
- July 15, 2011 – Harvey-Marion Community Council approves proposed revisions to the following Policy/Procedure:
 - “Single Point of Entry”
 - “Council of Community Members”
- September 16, 2011 – Harvey-Marion Community Council approves proposed revisions to the following Policy/Procedure:
 - “Implementation Responsibilities”
 - “BASIS”
 - “Funding Plans of Care”
 - “Uniform Access to Services”
 - “Quality Enhancement”
 - “Quality Assurance”
 - “Statewide Service Access List”
 - “Resource Allocation Committee”
- September 19, 2011 – Harvey-Marion County Board of Directors approves proposed revisions for presentation for public hearing
- October 4, 2011 – Newton Kansan newspaper publishes notice of public meeting at Harvey County Courthouse in Newton for input and feedback on proposed revisions to service area policy/procedure
- October 11, 2011 – Public meeting held at Harvey County Courthouse, no recommendations for changes
- October 12, 2011 – Marion County Record newspaper publishes notice of public meeting at Marion County Courthouse in Marion for input and feedback on proposed changes to service area policy/procedure
- October 17, 2011 – Public meeting held at Marion County Courthouse, no recommendations for changes
- October 24, 2011 – Approved revisions submitted to SRS/DBHS/CSS

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969



Harvey-Marion County CDDO

Supporting increased independence, integration, inclusion, and productivity in individual homes and communities.

Revised: 01/30/2024

Initial Service Area Policy/Procedure Input Process

- July – November, 2008 – Input obtained from local stakeholders through provider meetings, Quality Assurance Committee meetings, informal conversations, and formal requests for feedback on drafts
- December 4, 2008 – Brian Bolen, Quality Assurance Program Manager, SRS, Community Supports & Services, e-mails approval of process
- December 19, 2008 – Harvey-Marion Community Council reviews policies/procedures; approves with no recommendations for changes
- January 27, 2009 - Executive Director mails newsletter to persons served, families & guardians with invitation to public meetings
- January 30, 2009 - Newton Kansan newspaper publishes public meeting information
- February 4, 2009 - Marion County Record newspaper publishes public meeting information
- February 4, 2009 - Hillsboro Free Press newspaper publishes public meeting information
- February 4, 2009 – Community Connections January –February Newsletter publishes public meeting information
- February 10, 2009 – Public meeting held at Harvey County Courthouse, two persons attend, no recommendations for changes
- February 12, 2009 – Public meeting held at Marion County Courthouse, Board Vice-Chair Randy Dalke is sole person attending, no recommendations for changes
- February 16, 2009 – Harvey-Marion County Board of Directors meeting – absence of quorum, no action taken
- March 17, 2009 – Harvey-Marion County Board of Directors meeting – final approval
- March 18, 2009 – Approved policy/procedure submitted to SRS/DBHS/CSS

Harvey-Marion County Community Developmental Disability Organization

500 N. Main; Suite 204 • Newton, KS 67114 • Phone: 316-283-7997 • Fax: 316-283-7969