



Harvey-Marion County CDDO

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

HMCDDO System Access Protocol: Eligibility

Amended: 10/19/20	Approved: 10/19/2020
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Initial Contact:

- Complete Initial Contact Form & intake inquiry (if necessary)
- Save intake information or Initial Contact Form in Eligibility Incomplete file and establish physical file.
- Add to individual(s) to Eligibility Tracking spreadsheet.
- Prepare application packet with customized release forms.
- Alert the HMCDDO Funding Coordinator or FA/QA Coordinator to review KMAP for KanCare type XIX or XXI, as well as KAMIS information.

Intake Meeting &/or Receipt of Application:

- Complete and obtain signatures on Application, Releases, Receipt of Notice of Privacy Practices.
- Review the qualifying eligibility conditions and records/evaluations needed to establish eligibility.
- Explain the next steps and about how long it may take to complete the process.
- Ask about current/presenting needs, share resource info, make referrals.
- Explain the HCBS IDD wait list, respite care for children 0 - 16, option of KanCare XIX-covered case management while waiting.

Post Intake:

- Fax all Informational Release Forms to the necessary providers.

Records Review:

- Review/Scan records received to confirm Intellectual Disability Diagnosis or diagnosed Developmental Disability Condition.

Complete Packet received - Complete Eligibility Determination.

- Intellectual Disability diagnosis - Eligible.
- Under age 6 - three areas developmental delays - Eligible.
- Above age 6 - Diagnosed Developmental Disability condition (Autism Spectrum Disorder, Cerebral Palsy, Fetal Alcohol Syndrome, Traumatic brain injury in developmental period) with three areas of substantial functional limitation, identified by Adaptive Behavior assessment, IEP, or Child EDI or Adult EDI.

Harvey-Marion County Community Developmental Disability Organization

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



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- Schedule and complete EDI if needed to identify areas of substantial functional limitation.

Complete Eligibility Determination Checklist:

- Save in e-file and print for physical folder/case record.

Eligible:

- Send Letter of Eligibility (Child, Adult, CINC in another CDDO area) and include:
 - DD Reform Act Rights
 - HCBS Service Provider Types
 - HMCDDO Affiliate Directory
 - HMCDDO Options & Choices Form
 - Stamped return envelope if they reside in the HMCDDO area,
 - Refer for courtesy TCM if CINC in another CDDO area.
- Email referral to Functional Assessor for initial functional assessment.
- Refer for courtesy functional assessment if individual is in another CDDO area.
- Update tracking steps completed on Eligibility spreadsheet.
- Save Incomplete file in ELIGIBLE and in CUSTOMER/ ACTIVE.
- Give physical folder to Functional Assessor to set up case file.

Ineligible:

- Complete Customized Ineligible Template Letter with third party review and appeal rights, as well as alternate referrals.