

**CDDO OF SOUTHEAST KANSAS
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
POLICIES AND PROCEDURES**

REGARDING: Affiliation with the CDDO

REFERENCE: K.A.R. 30-64-22

Revised 08/04, 07/14, 03/15, 04/15, 4/19, 10/2020

POLICY

The CDDO actively promotes the development of effective and efficient community services which achieve satisfaction of the persons served and their families/guardians. The CDDO will affiliate with any requesting entity to provide services to eligible individuals if the requesting entity meets the qualifications for and abides by the procedures applicable for affiliation in the CDDO's service area, including those in the affiliation agreement. The CDDO may refuse to affiliate with a requesting entity that is known to have violated a standard of care or standard of conduct.

PROCEDURE

Any community service provider (CSP) that wishes to affiliate with the CDDO must request such affiliation in writing to the CDDO CDDO Director. The CDDO Director will determine with the CSP the specific services to be provided through affiliation, and will develop with the CSP an appropriate affiliation agreement. The CSP must furnish to the CDDO the required documentation for affiliation which includes the following:

- ❖ **Formal letter or email requesting affiliation including the following information**
 - **Services to be provided**
 - **County(s) where services are to be provided**
 - **Number of persons to serve (capacity)**
- ❖ **Copies of applicable licenses**
- ❖ **Certificate of Insurance to include worker's compensation and general liability which indicates the CDDO of Southeast Kansas as an additional insured for general liability coverage. (See Affiliate Agreement for insurance requirements)**
- ❖ **Copy of Organizational Chart**
- ❖ **Copy of KMAP Provider Number**

Upon receipt by the CDDO of required documentation and a properly completed and signed Affiliation Agreement, the affiliate will be offered as a choice and may commence providing services as specified within the agreement as chosen.

The CDDO may refuse to enter into or continue an affiliation agreement with any service provider that:

- **Refuses to accept a reimbursement rate for services provided which is at least equal to that established by the Kansas Department for Aging and Disability Services (KDADS), or by the applicable Managed Care Organization(s) (MCOs) to apply to the CDDO area, or as agreed to in the affiliation agreement with the CDDO, or as established in CDDO policy and procedure;**
- **Has established a pattern of failing or refusing to abide by the CDDO service area policies and procedures, or provisions of the affiliation agreement;**
- **Is known to have violated a standard of care or standard of conduct;**
- **The CDDO has demonstrated to the satisfaction of the Secretary of KDADS that such affiliation would seriously jeopardize the CDDO's ability to fulfill its responsibilities under the DD Reform Rules and Regulations, or pursuant to its contract with KDADS.**