

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

REGARDING: Service Termination

REFERENCE: K.A.R. 30-64-25 & 30-64-29

KDADS Policy Regarding Service Termination

Revised 10/18

POLICY

The CDDO will ensure that no person receiving services funded by the KDADS/CDDO contract is terminated from such services except for a reason permitted by DD Reform Rules and Regulations or other legal governing authority.

PROCEDURE

A person cannot be terminated from KDADS/CDDO contract funded services except for the following reasons:

- The Secretary of KDADS determines a person to be inappropriate for community services based on a finding that the person presents a clear and present danger to self or others in the community. This determination will be based on criteria established in KDADS Policy Regarding Service Termination.
- A person, who has available private funding, fails to abide by a written service agreement which specifies payment of any amount with private funding. All service agreements should contain a statement that failure to abide by the written agreement may result in termination of services.
- A person refuses to apply for Medicaid benefits.
- Funding for the person's services is discontinued.
- The person formally exercises his/her right to withdraw from or refuse services.
- The person/guardian consistently refuses to respond to proper inquiries from the CDDO, service provider, or MCO concerning the need for continued services/supports, if there is a question as to the need for continuing such services (i.e., non-usage of services). This may be interpreted as voluntarily withdrawing from services.

The person's Targeted Case Manager (TCM) will submit a discharge summary to the CDDO staff responsible for Quality Assurance who will review and approve all requests for service termination. The CDDO Eligibility Coordinator will send a letter to the person or guardian to confirm that they want to be discharged. If no response is received after 30 days, the CDDO will discharge the person.