

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

**REGARDING: Services Funding Committee
New 08/04, Revised 09/07**

POLICY

The CDDO will maintain a Services Funding Committee to review and approve requests for funding (Funding Requests). The Committee will review Funding Requests, Needs Questionnaires, and any additional information needed to justify the need for paid supports/services. **A Funding Request is required for all services funded through the SRS/CDDO contract.**

PROCEDURE

Membership: The Services Funding Committee will be comprised of two (2) CDDO staff and three (3) service provider staff. The CDDO members are standing committee members. The service provider members will be selected by and serve terms according to a process determined by the Affiliates Group. The process is subject to change as the Affiliates' Group deems appropriate, and any changes will be reported in the minutes of the Affiliates' meetings. The Committee will meet every other Wednesday, unless otherwise notified. The Committee may elect to meet in person or by conference call. The Committee will determine the meeting time.

- 1. Annually, after the BASIS assessment is completed and the person's tier is determined, the person, the guardian (if applicable), Case Manager, and other members of the person's support network will determine the services and supports the person needs. The Case Manager will complete the Funding Request and Needs Questionnaire forms. All funding requests have an end date as the last day of the person's birth month. The Funding Request may be updated as the person's support needs change.**
- 2. The Funding Request and Needs Questionnaire will be submitted to the CDDO by noon on the Wednesday prior (one week in advance) to the Wednesday it will be reviewed by the Committee. The CDDO staff will review the request for completeness, correct rates and calculations and accuracy, and will compare it to the previous request. If a funding request requires any corrections, the Case Manager will be notified of the required corrections. The Committee will not review a request until it has received a complete and accurate request. A listing and copies of requests to be reviewed will be provided to Committee members for their review prior to the meeting. The person, Case Manager, service provider staff, or others from the person's support network, may attend the services funding meeting, either in person or by telephone, to provide information on the requested supports.**
- 3. Following the Service Funding Committee meeting, approved funding requests will be entered into the Prior Authorization System by appropriate CDDO staff. If funding is not currently available, the approved request will be placed on the waiting list and the Case Manager will be notified. If a request is not approved, the CDDO will notify the Case Manager in writing, explaining the reasons for non-approval.**
- 4. A summary of the meeting results will be forwarded to all service providers and case managers.**
- 5. The CDDO Prior Authorization Coordinator will confirm SRS approval and acceptance of the funding requests and will notify appropriate case managers and service providers. Services should not begin until confirmation of approved funding is received from SRS.**