

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

REGARDING: Single Point of Application and Referral/Choice for Services

REFERENCE: K.A.R. 30-64-23

Revised 4/19

POLICY:

As the designated Community Developmental Disabilities Organization (CDDO) for Cherokee, Crawford, Labette, and Montgomery Counties, the CDDO of Southeast Kansas shall serve as the single point of application, eligibility determination and referral/choices for all individuals desiring to receive intellectual developmental disabilities (IDD) community services. The CDDO will impartially assist applicants in determining their eligibility and identifying their preferences and needs. The CDDO will arrange for the provision of services to all eligible persons who apply for services and whom the CDDO confirms needs additional support in order to successfully remain in a community setting. These supports may address families in crisis because of the needs of a child living in the home, immediate health and safety risks, and/or risks of institutionalization.

The CDDO strives to arrange services for all eligible individuals according to his/her needs. When adequate funding is not available, the CDDO will make every effort to identify and arrange supports and services needed for the individual to remain in the community.

PROCEDURE

1. All individuals requesting IDD services will be referred to the CDDO Eligibility Coordinator.
2. CDDO Coordinators will complete training, receive information or meet certain qualifications developed by the CDDO or KDADS, and approved by the Community Council and includes:
 - A. Community services and service providers available within the CDDO area
 - B. Potential referral contacts for persons who are not eligible for DD services
 - C. Ensures competency of CDDO Coordinators in performing their duties
3. The CDDO Coordinator is responsible for the following process and provides assistance to the applicant, family, etc., whenever needed:
 - A. Obtaining a completed Service Referral Form and documentation of qualifying intellectual developmental disability (IDD).
 - B. Determining eligibility for IDD Services as defined by KSA 39-1803 by completing the DD eligibility checklist (CDDO 8001-4). Eligibility must be determined before proceeding with the referral process. Only persons who have received KDADS approved training may determine eligibility for IDD services.
 - C. Contacting the individual/family/significant others to obtain information needed to complete the state functional assessment. These assessments determine eligibility for IDD funding and assist with developing a preliminary list of services and supports which may be needed for the individual. Only persons who have received KDADS approved training may complete and submit functional assessments.
 - D. Making available to all eligible individuals information which lists all IDD community service providers in the CDDO area who have requested that their names be provided.

E. Assisting individuals in deciding the preferred Targeted Case Manager (TCM) provider (s), or determine that they do not desire to have a TCM at this time and inform persons of the implications of DD Reform, specifically their rights and responsibilities. The TCM provider chosen will be designated on a Service Referral Choice form (CDDO 8001-2) along with acknowledgment that information regarding the person referred will be provided to all IDD service providers in the CDDO area if requested, unless the person requests that their contact information not be shared.

F. CDDO Coordinator will send a memo with contact information and a copy of the signed choice form to the chosen providers.

G. Maintaining a list of persons who have made application to the CDDO area and have been determined eligible for IDD services, allowing access to the list by IDD providers unless the person has requested that their contact information not be shared. The list includes the names of applicants, date of application, date of birth, services requested.