

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

**REGARDING: Waiver Access**New 4/19

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**POLICY**

**The CDDO will assist individuals in accessing HCBS/IDD waiver funding as described in KDADS Crisis and Exception Policy or as funding becomes available.**

Individuals who are in crisis or imminent risk of crisis or in custody of the Department of Children and Families (DCF) whose needs can only be met through services available through the HCBS/IDD waiver may be granted access to funding if approved by the CDDO and KDADS.

To be considered in crisis or imminent risk of crisis, the person must be:

1. at significant, imminent risk of serious harm to self or others.
2. require protection from confirmed abuse, neglect or exploitation (ANE)

Exceptions include:

1. person must be in DCF custody and needs non-supervision support related specifically to a person's IDD diagnosis. The services cannot duplicate services already being provided or should be provided by the foster parent,
2. at imminent risk of going into DCF custody,
3. transitioning from DCF custody, or
4. other exceptions as described in KDADS Crisis and Exception Policy.

**PROCEDURE**

If the person currently does not receive Targeted Case Management (TCM) and the CDDO becomes aware of a potential crisis situation, the CDDO will encourage the person or guardian, if applicable, to accept TCM services to assist in identifying available resources. If the person or guardian currently receives TCM services, the CDDO will assist as needed to identify available resources, if requested.

The TCM will work with the person, family and guardian to explore available resources. If no recourses can be found that will meet the need, the TCM will complete and submit to the CDDO:

- CDDO Crisis Needs Assessment (CDDO 8017)
- updated the Person-Centered Support Plan (PCSP) and Behavior Support Plan (BSP) if applicable, to include crisis information
- any reports from law enforcement or DCF documentation regarding ANE issues
- any documentation from the Managed Care Organization (MCO), if applicable

CDDO Crisis Review Team will review all submitted documents and will notify TCM, person and guardian of CDDO decision. If the CDDO approves the request, CDDO will complete a new functional assessment if the one on file is over 365 days. The CDDO will upload the information into the KDADS IDD Utility Upload and notify the IDD Program Manager.

After the request is reviewed by KDADS, the IDD Program Manager will notify the CDDO and person of approval or denial by the Notice of Action, which includes appeal rights. If KDADS approves the request, the CDDO will provide information regarding all services and providers that are available to the person and guardian, if applicable, to determine service provider(s). CDDO will notify chosen providers via memo and a copy of the choice form.

If the request is denied by the CDDO, a denial letter will be sent to the TCM and person or guardian, which includes appeal rights.

If additional information is requested, the TCM will work with the person and guardian, if applicable, to obtain the additional information. Additional information may be requested by the CDDO or KDADS.