CDDO of SOUTHEAST KANSAS

COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
POLICES AND PROCEDURES

REGARDING: CDDO Screener Tool for Community Support Waiver (CSW)
REFERENCE: K.A.R. 30-63-22
NEW: October 2026

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POLICY

The Community Support Waiver (CSW) is intended for individuals who do not need the level or amount of services provided by more comprehensive waivers like the I/DD Waiver. If an individual is offered a spot on the CSW, CDDO should use the CDDO Screener Tool as a tool to support the individual and their family/guardian in evaluating whether accepting or not accepting the CSW spot would be in the person's best interest.

PROCEDURE

The CDDO Eligibility Coordinator will:

- Share the Screener Individual and Family Resources document with the individual and family/guardian.
- Talk to the individual and family/guardian about their current support system. If the individual has been working with the CDDO and already has a Targeted Case Manager (TCM), the CDDO can simply confirm with the individual and family/guardian that their knowledge of the support system is up-to-date.
- Talk about the services available on the CSW with the individual and family/guardian, and discuss whether the CSW might appropriately fit their needs; record key takeaways.
- Complete Part 3: Deciding on the CSW and record key takeaways and next steps.
- Help the person and family/guardian whether the person's needs would fit within the maximum annual spending limit of $20,000.
    - CDDO can use the CSW Screener Tool Calculator or the service cost breakdown.
    - Final decisions about the types and amount of services are made when the TCM works with the individual to create a Person-Centered Service Plan (PCSP) and budget, which will identify the services the individual needs to meet their goals, which is then authorized by the MCO.
    - CDDO may also complete the CSW Provider Choice Form to help accelerate the planning process that will begin if the individual and family/guardian chooses to enroll and is confirmed eligible.
    - If the individual chooses to enroll, CDDO will obtain signature on the Screener Tool from the individual or their legal guardian and will upload to KDADS via the Utility Upload.
    - CDDO will work with them to confirm their functional eligibility and Medicaid eligibility, before they can select an MCO and create a PCSP for the CSW.
    - CDDO will provide a copy of the signed CDDO Screener Tool to the chosen TCM.
    - If the individual chooses not to enroll, CDDO will explain that if they are already on another waiver waitlist, they will remain on waiting list. If they are not on the waiting list, but want to be, they will work with the CDDO to join that waiting list. If they

become interested in the CSW later, the individual or guardian will contact the CDDO who will work with KDADS to determine if there are available spots on the CSW.
    - CDDO will notify KDADS that the individual has declined their invitation by completing the form via the link on the CSW Screener Tool Guide.
    - CDDO will maintain the signed CSW Screener Tool.

- If it is determined during the PCSP planning process, that the CSW will not meet the individual's needs, there is an administrative reconsideration period after CSW enrollment. The individual or guardian will contact the CDDO to request reinstatement to the IDD Waiver Wait List instead of receiving services on the CSW. The administrative reconsideration will begin when the individual signs their CSW Screener Tool and will end when the individual signs their PCSP, or after 66 calendar days, whichever is sooner.

- If an individual's needs have changed, they can work with their TCM to initiate a level of care assessment and/or update their PCSP. If the individual experiences an increase in needs beyond what can be supported by the CSW, their TCM can initiate a crisis exception to the IDD Waiver via the CDDO.

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