CDDO of SOUTHEAST KANSAS

COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
POLICES AND PROCEDURES

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

POLICY

The CDDO actively promotes the development of effective and efficient community services which achieve satisfaction for the persons served and their families/guardians. The CDDO will affiliate with any requesting entity to provide services to persons who are eligible for the Community Support Waiver (CSW) in the CDDOs service area of Cherokee, Crawford, Labette and Montgomery Counties if the requesting entity meets the qualifications for and abides by the procedures applicable for affiliation, including the Affiliation Agreement. The CDDO may refuse to affiliate with a requesting CSP that is known to have violated a standard of care or standard of conduct.

PROCEDURE

Any CSP that wishes to affiliate with the CDDO must furnish the following documents:

- Completed Application for Affiliation, found on our website
- Copy of Applicable License(s)
- Organizational Chart
- Business Plan that includes financial plan, line of credit, etc.
- Certificate of liability & worker's compensation insurance naming the CDDO as additional insured
- National Provider Identifier (NPI)
- If provider is affiliated with another CDDO(s) in Kansas, submit a letter of good standing from the other CDDO(s)

In addition, the requesting entity must establish compliance with the HCBS Settings Final Rule.

Upon receipt of all required documentation, the CDDO will prepare an Affiliation Agreement along with applicable Addendums to send to requesting CSP for signature. Requesting CSP will sign, date and return the Agreement(s) to the CDDO who will sign the Agreement(s) and will return a copy to the requesting CSP.

After all Agreement(s) are fully executed, the CSP will be added to the Choice Form and to our website. The CSP will be offered as a choice and may commence providing services as specified in the Agreement as CSP is chosen by persons seeking services.

The CDDO may refuse to enter or continue an affiliation agreement with any service provider that:

- Refuses to accept a reimbursement rate for services provided which is at least equal to that established by the Kansas Department of Aging and Disability Services (KDADS), or by the applicable Managed Care Organization(s), (MCOs).

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- Has established a pattern of failing or refusing to abide by the CDDO service area policies and procedures, or provisions of the Affiliation Agreement.
- Is known to have violated a standard of care or standard of conduct.
- The CDDO has demonstrated to the satisfaction of the Secretary of KDADS that such affiliation would seriously jeopardize the CDDOs ability to fulfill its responsibilities under the DD Reform Rules and Regulations, or pursuant to its contract with KDADS.

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