

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

REGARDING: Continuity and Portability of Services

REFERENCE: K.A.R. 30-64-28

Revised 08/04, 07/14, 05/15

POLICY

The CDDO will assist in ensuring continuity of services for persons who choose to continue services and who choose to change service providers, or who move to another CDDO service area.

PROCEDURE

Continuity of services: Each person who is receiving community services within the CDDO service area will continue to receive services consistent with the person's support plan, as long as funding support for those services continues, or until the person or the person's legal guardian, if applicable, requests that services be discontinued.

Portability/Case Transfer: Transfer of information will be in accordance with Kansas Department for Aging and Disability Services (KDADS) Policy Regarding Portability. The case manager will notify a CDDO Coordinator, or other designated CDDO representative, when a person is moving to another CDDO service area. The CDDO will contact the CDDO for that area to coordinate sharing of relevant information and date of transfer between CDDO areas. The CDDOs will complete the applicable information and notification form(s).