

CDDO OF SOUTHEAST KANSAS  
DEVELOPMENTAL DISABILITY ORGANIZATION  
POLICIES AND PROCEDURES

Regarding: Eligibility Determination and Assessment Training  
New: 5/19, Reviewed 6/23

Policy

The CDDO will ensure employees of the CDDO who process applications and referrals for services, determine eligibility, or perform functional assessments, are trained as prescribed by Kansas Department for Aging and Disability Services (KDADS). Training will be developed by the CDDO and approved by the Community Council.

Procedure:

Training of eligibility staff will include a minimum of, but will not be limited to, the following:

New Employees:

- a. One-on-one training with an experienced CDDO eligibility staff with no less than 3 years of experience in determining eligibility at least twice within 60 days of employment, in addition to the following:

Current Employees:

- a. Review of KDADS Eligibility Handbook
  - b. Review of KDADS Eligibility Determination Policy.
  - c. Review of the types of community services available in our service area, including information about all affiliated providers
  - d. Review potential referral contacts for persons found ineligible for I/DD services
  - e. Complete on-line KDADS Functional Assessment training within 30 days of employment
  - f. Participation in the statewide CDDO eligibility workgroup meetings and discussions
  - g. Participation in the Multi-County CDDO Council (regional CDDOs in Southeast Kansas)
  - h. Participate in other trainings regarding disability and community resources, as available.
2. Training for assessment coordinators will include a minimum of, but not limited to, the following:
- New Employees:
- a. One on one training with an experienced CDDO Assessment Coordinator with no less than 2 years' experience in completing functional assessments at least twice within 60 days of employment.
  - b. Will complete on-line KDADS Functional Assessment training within 30 days of employment, in addition to the following:

Current Employees:

- b. Review of KDADS Functional Assessment policy
  - c. Participation in the statewide CDDO Functional Assessment workgroup-meetings and discussions
  - d. Participation in the Multi-County CDDO Council (regional CDDOs in Southeast Kansas)
  - e. Participation in other trainings regarding Functional Assessments
3. Training will be offered in a manner and frequency that shall ensure that employees of the CDDO are competent to perform their duties.