

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

REGARDING: UNIFORM ACCESS TO SERVICES

REFERENCE: K.A.R. 30-64-25

Revised 8/04, 7/14, 5/15, 10/18

Reviewed 6/23

POLICY

The CDDO shall ensure that no service provider, otherwise qualified and available to provide services to persons with developmental disabilities, discriminates in the selection for, or delivery of, services because of the severity of a person's disability, except if the Secretary of KDADS determines that the person is inappropriate for community services because the person presents a clear and present danger to self or to the community.

PROCEDURE

The CDDO shall enter into contractual agreements with affiliated Community Service Providers (CSPs) to provide services to persons who choose them as a service provider. CSPs will inform the CDDO of the services they will provide, and those services will be listed on a schedule of services as part of the affiliation agreement. The CDDO may allow a CSP to specialize in services, if all persons are offered appropriate services without regard to the severity of each person's disability. The CDDO shall not require any CSP to accept more persons than the CSP can effectively serve. If a CSP elects to set a maximum capacity, this must be stated in the affiliation agreement. Any changes to a set capacity must be agreed to by the CDDO and reflected in an amendment to the affiliation agreement. If all CSPs are at maximum capacity, the CDDO will work with providers to expand capacity or assist in creating new service providers to meet service demands.

When funding becomes available, persons found eligible for IDD services by the CDDO must designate their choice of CSPs on the CDDO Service Referral choice form. The CDDO will notify the chosen provider(s), and the choice form will be filed in the person's Basic Consumer Information (BCI) file.

If a CSP refuses to provide services for a person who has chosen the CSP, the CDDO will review the situation and, depending on the issue, will facilitate rectification of the situation. If a CSP feels a person is not appropriate for community services because the person presents a clear and present danger to self or to the community, the CSP must notify the CDDO in writing of the concern. The CDDO will review the concern and, depending on the situation, determine whether all options have been considered, provide assistance in arranging for necessary services, or notify the Secretary of KDADS that the person presents a danger to self or to the community. The CDDO, and its affiliated CSPs, may refuse to serve a person who is determined by the Secretary of KDADS to be inappropriate for community services because the person presents a clear and present danger to self or to the community.