

CDDO Procedure 01

IMPLEMENTATION RESPONSIBILITIES OF CDDO

DD Reform Regulation 30-64-22

Johnson County CDDO will develop and implement procedures to ensure compliance with the Developmental Disabilities Reform Act (DDRA) and the Kansas Department for Aging and Disability Services (KDADS) regulations and policies pertaining to the Act.

Procedures

1. Information Sharing with KDADS

CDDO staff will provide accurate and timely information to KDADS as requested or required by that office. Functional Assessment demographic and assessment data will be electronically transmitted timely by CDDO Functional Assessors, who will be responsible for contacting case managers and other applicable persons to ensure that the CDDO receives this information in a timely manner.

The CDDO will submit quarterly and annual reports, copies of independent financial audits and related material as scheduled and as requested.

2. Annual Information to Persons Served and/or Guardians Regarding Rights

CDDO staff will work with Community Services Providers to ensure that all persons applying for and accessing services in the CDDO area receive at least annual information regarding rights and how to exercise these rights.

CDDO staff will review compliance of this regulation through regular and ongoing contact during quality assurance reviews and at scheduled or as needed affiliate review meetings.

The following are examples of methods employed for communication of this information: the CDDO website, letters, newsletters, family and small group meetings with those served, one-on-one discussion during the access to service or person-centered planning processes, and handbooks. This information will be shared in a variety of methods to assure that persons with differing communication skills are able access the information.

3. Annual Information to Persons Served and/or Guardians Regarding Community Services

Comprehensive options counseling regarding all available community services and all providers will be shared with each person or guardian/family members during the initial functional assessment meeting and annually thereafter at the functional reassessment meeting. Impartiality shall be maintained by all CDDO staff in following the processes noted below. An interpreter or alternate communication means will be arranged as necessary.

The CDDO will provide targeted case managers with updated information regarding available services and providers. This information will also be available on the CDDO website.

4. Affiliation with Community Service Providers

KDADS Approved 9/20/21 MF

Following receipt of the signed fiscal year contract with KDADS, CDDO Designated Staff will consult with other members of the CDDO, legal counsel and community service provider representatives to develop affiliate agreements that ensure compliance with DD Reform Act Rules and Regulations. Unless there is a change with service delivery, such as removing or adding a previously affiliated service, the current Affiliate Agreement on file will remain valid. In the event of delay of this process past July 1, an addendum will be processed with affiliates to assure uninterrupted services for those enrolled.

*Please refer to subsequent Johnson County CDDO procedures regarding other specific areas addressed in this regulation. Example: Council of Community Members, Quality Assurance Committee.

Acronym List

ANE	Abuse, Neglect and Exploitation
APS	Adult Protective Services
BASIS	Basic Assessment and Services Information System
CDDO	Community Developmental Disabilities Organization
CINC	Child In Need of Care
CPS	Child Protective Services
CSP	Community Service Provider
DCF	Department for Children and Families
HCBS	Home and Community Based Services
ICF	Intermediate Care Facility
IDD	Intellectual and Developmental Disability
IEP	Individual Education Plan
ISP	Integrated Service Plan
KDADS	Kansas Department for Aging and Disability Services
MCO	Managed Care Organization
MH	Mental Health
PCSP	Person-Centered Support Plan
QA	Quality Assurance
SSA	Social Security Administration
SSDI	Social Security Disability Insurance
SSI	Supplemental Security Income
TCM	Targeted Case Management