

CDDO Procedure 02

IDD ELIGIBILITY DETERMINATION AND ACCESS

DD Reform Regulation 30-64-23

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

Prior to completion of a functional assessment by the CDDO, an individual must be determined eligible for IDD services with documentation indicating the individual has a qualifying intellectual and/or developmental disability as defined in the Developmental Disabilities Reform Act. Once an individual is determined eligible for IDD services, an access meeting is held to complete the intake process and arrange for the individual's name to be placed on the statewide waiting list.

1. The CDDO will maintain records of training in eligibility determination including:
 - a. Having a minimum of 6 months experience in the IDD field;
 - b. Understanding the Developmental Disabilities Reform Act and related regulations;
 - c. Understanding rights and responsibilities for individuals with IDD pertaining to the CDDO;
 - d. Training on recognizing Abuse, Neglect, and Exploitation;
 - e. Training on Confidentiality and HIPAA;
 - f. Being familiar with the current eligibility handbook and other guidelines;
 - g. Being trained on the Eligibility Determination Instrument and other tools used in order to aid eligibility determination;
 - h. Maintaining a list and general knowledge of generic community services available in Johnson County;
 - i. Understanding the appeal and dispute resolution processes;
 - j. Attending all statewide workgroups related to eligibility determination
2. Requests for information regarding IDD services are made to CDDO staff who will send an intake packet to the individual or their guardian which includes the following information:
 - a. IDD Eligibility Criteria and Intake Checklist letter; and
 - b. Basic Information Form
3. Requests for services or supports not available through the CDDO system will be referred to other community resources. These resources may include mental health centers, the Aging and Disability Resource Center, other HCBS waiver programs, the Social Security Administration, the Kansas Department of Health and Environment, the Kansas Department for Children and Families, and other appropriate agencies.

4. Once all applicable records are received, CDDO staff will review the documents and determine if:
 - a. the individuals is eligible for IDD services;
 - b. the individual is ineligible for IDD services; or
 - c. additional information is needed to aid in eligibility determination.

5. If the individual is determined ineligible for I/DD Services,
 - a. CDDO staff will inform the individual or their guardian of the determination in writing. The letter will include resources that may be appropriate for the individual as well as the process for obtaining a reconsideration of the determination by another CDDO.
 - b. A request for reconsideration by another CDDO must be made in writing by the individual or their guardian within 30 days of receipt of the letter indicating the individual is ineligible for IDD Services.
 - c. Upon receipt of such a request CDDO staff will arrange for an independent review of the eligibility determination by another CDDO.
 - d. If the independent review upholds the decision of the Johnson County CDDO, the applicant or their guardian will be notified of the results of the independent determination in writing and be given information on how to appeal the determination through the Office of Administrative Hearing.

6. If the applicant is determined eligible for IDD services, CDDO staff will schedule an Access Meeting with the individual and their guardian as well as any other individuals as appropriate such as the individual's family members. At this meeting, the CDDO staff will complete the items on the CDDO Access Checklist which include
 - e. completion of the Functional Assessment with the applicant and other members of their circle of support. If the Functional Assessment returns a score of tier zero, the applicant will be offered their right to appeal.
 - f. a review of KDADS form MR-5a which the individual or their guardian will receive after the Functional Assessment has been sent electronically through KAMIS;
 - g. securing signatures of the individual or guardian on any necessary releases of information;
 - h. a review of the CDDO Handbook which includes the list of HCBS Services, the services providers in Johnson County and the link to the CDDO website that shows current providers who are open for referrals;
 - i. securing signatures on the Comprehensive Options Counseling Form and the Notice of Information (HIPAA) form;
 - j. a review of the KDADS/CDDO Crisis Definition and Process; and
 - k. a review of other information as applicable such as
 - i. The Transition to Services Timeline;
 - ii. Resources for adults regarding SSI, Medicaid, legal guardianship, higher education options, and employment options.
 - iii. Any other resources that may be pertinent to the individuals' needs.
 - l. If the individual is a recipient of Title XIX Medicaid, the individual or their guardian

will be given a targeted case management choice packet if he/she wishes to choose a targeted case manager.