

CDDO Procedure 08

ACCESS TO SERVICE FROM THE STATEWIDE WAITING LIST *DD Reform Regulation 30-64-30*

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

The CDDO will coordinate the process to access Home and Community Based Services (HCBS) waiver funding from the statewide waiting list.

1. When funding from the waiting list is available, the Kansas Department for Aging and Disability Services (KDADS) will send the CDDO a list of individuals to whom they are offering funding. KDADS sends a letter and an acceptance form to the individual or their guardian and this form is returned to KDADS. KDADS notifies the CDDO when a form has been returned and if the individual accepts or declines services.
2. The CDDO verifies the correctness of each individual's address and provides any change of address to KDADS.
3. Whether or not KDADS has notified the CDDO that the individual has accepted HCBS funding, the CDDO begins contacting the individuals on the list.
4. If the contacted individual indicates that they will be accepting HCBS funding, the CDDO will schedule a meeting with the individual or guardian inviting any pertinent members of the circle of support such as family members and Targeted Case Manager.
5. At the meeting, the CDDO will
 - a. complete the functional assessment. In the event that the individual scores a tier zero on the functional assessment, they will be provided the information on their right to appeal;
 - b. provide a copy of the CDDO Handbook and review available HCBS services and service providers;
 - c. secure the signature of the individual or guardian on the Comprehensive Options Counseling form;
 - d. assist the individual or guardian in completing a KanCare Application for Medical Assistance for the Elderly and Persons with Disabilities if the individual is not a current recipient of Title XIX Medicaid;
 - e. provide a case management choice packet which includes
 - i. reviewing the list of independent case managers and case management agencies;
 - ii. providing a Choice Form/Notification of Provider Options and HIPAA Authorization Form with highlighted areas that need to be completed; and
 - iii. providing contact information to whom the forms are to be returned at the CDDO.
6. The CDDO will keep a spreadsheet which includes the following columns for each individual offered funding

- a. first and last name;
 - b. consumer ID number;
 - c. request date;
 - d. adult or child status;
 - e. legal status;
 - f. date the individual's name was received from KDADS;
 - g. date the individual accepted or declined as identified by KDADS;
 - h. date the individual or guardian was contacted;
 - i. dates the KanCare application was completed and sent to KDHE;
 - j. the Medicaid ID number;
 - k. the dates the functional assessment was completed;
 - l. tier rate;
 - m. date 3160 received from KDADS;
 - n. date 3160 received from KDHE;
 - o. dates the TCM choice packet was sent and returned to the CDDO;
 - p. date the referral for TCM was completed;
 - q. name of the case manager;
 - r. date of SAF completion for entering services or removal of the individual's name from the waiting list (if services were declined)
7. The CDDO will review the spreadsheet periodically and prompt the individual, the individual's guardian, and/or the case manager to complete documentation that has not yet been received