

## CDDO Procedure 10

### AFFILIATE PROVIDER ENROLLMENT

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

Any person or agency that provides services or seeks to provide services to individuals with intellectual and developmental disabilities (IDD) in Johnson County must affiliate with the CDDO in order to receive reimbursement through Medicaid, the Home and Community Based Services (HCBS) Waiver or state aid funds.

1. Each individual or agency must complete the appropriate Affiliate packet for the service they wish to provide in Johnson County.
2. If the service to be provided requires a license from KDADS or the Kansas Department for Health and Environment (KDHE), the Affiliate must obtain appropriate licensure prior to completing the Affiliate packet for Johnson County CDDO.
3. Once the Affiliate packet has been completed and approved by the Johnson County CDDO, the Affiliate will need to submit an application to Kansas Medical Assistance Provider (KMAP) for their Medicaid provider number in order to bill for the services provided. The Affiliate will need to submit a copy of their provider number to the CDDO.
4. The Affiliate will also need to contact the Managed Care Organizations (MCO's) to enroll as a Medicaid provider.
5. The Affiliate will need to maintain their affiliate agreement, licensure if applicable, Medicaid enrollment and MCO credentials in order to provide services to individuals with IDD.
6. An applicant cannot backdate the documents in the Affiliate packet any more than three months prior to the date the paperwork is completed.
7. The CDDO may terminate an Affiliates' agreement if the individual or agency fails to maintain and submit required documentation, fulfill the requirements of the Affiliate agreement or no longer qualifies to be paid for services through the HCBS Waiver.