

CDDO Procedure 12

AFFILIATE ACCESS TO WELLIGENT

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

Welligent system access will be granted to eligible Community Service Provider (CSP) staff that complete the necessary application and are approved by the Community Developmental Disabilities Organization (CDDO). The employee's access to information will be limited to persons served receiving day, residential, or targeted case management supports from the CSP employing the staff and based on individual need for each application. Applications may only be submitted by day, residential, or targeted case management program managers (or their equivalent) and/or their supervisors.

1. A Welligent Affiliate Access Application and Agreement is to be completed and submitted to the CDDO to request access to the Welligent system. The agreement may be requested from the CDDO and must be submitted once completed in its entirety. A separate application is required for each employee requesting access. The decision to grant access will be made by CDDO staff.
2. If approved, the CDDO will send notification to the JCDS Welligent Team requesting a new account be created for the staff. The JCDS Welligent Team will send notification to the employee to confirm access has been established. (The unique Welligent User ID and Password are not to be shared with anyone.)
3. When the staff is no longer employed or has given notice to terminate employment with the Community Service Provider, the employee's supervisor is responsible for immediately notifying the CDDO. The notification should contain the name of the employee and the date that access should no longer be allowed to Welligent. The CDDO will send this information to the JCDS Welligent Team requesting that the employee be deleted from Welligent access.