

Shawnee County  
Community Developmental Disability Organization  
Resource Guide

“Connecting Our Community”



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[www.sncddo.org](http://www.sncddo.org)

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## **WELCOME**

The Shawnee County Community Developmental Disability Organization (CDDO) resource guide has been designed to provide you with information about available services for people with developmental disabilities in Shawnee County.

The resource guide includes a description of the MRDD eligibility determination process. There is a general overview of the CDDO responsibilities as well as information about how to access services and supports when determined eligible for DD services.

The attachment is a listing of agencies who are affiliated with Shawnee County CDDO and the services they provide. The affiliate list may also be accessed on the Shawnee County CDDO's web site [www.sncddo.org](http://www.sncddo.org).

## **ALPHABET SOUP**

**BASIS** – Basic Assessment and Services Information System

**CDDO** – Community Developmental Disability Organization

**CSD** – Community Support Day

**CSP** – Community Service Provider

**CSR** – Community Support Residential

**DD** – Developmental Disability

**DDP** – Developmental Disability Profile

**DBHS/CSS** – Division of Behavioral & Health Services/Community Support & Services

**EDI** – Eligibility Determination Instrument

**ELP** – Essential Lifestyle Plan

**HCBS** – Home and Community Based Services

**IEP** – Individual Education Plan

**KLOII** – Kansas Lifestyle Outcome

**MH** – Mental Health

**MR** – Mental Retardation

**PCSP** – Person Centered Support Plan

**POC** – Plan of Care

**QA** – Quality Assurance

**QE** – Quality Enhancement

**TCM** – Targeted Case Management

# **COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION**



Shawnee County  
Community Developmental Disabilities Organization  
*"Your resource for connecting our community"*

What is the CDDO?

Consistent with provisions of Developmental Disability Reform Act, the Kansas Dept. of SRS has designated a CDDO for every area of the state to arrange for or provide DD Services and supports.

The Shawnee County CDDO works with affiliating agencies to ensure quality services that are cost effective and are easy to access. Major activities of the Shawnee County CDDO:

- Provide a single point of contact (entry) for people seeking services
- Maintain a county wide service needs list for those waiting for services
- Offer case management while individuals and families determine which case management service provider they would like to choose
- Work with people toward admission to identified services
- Provide information and referral services
- Coordinate the relocation of people living in state hospitals who wish to return to their home county
- Work with affiliate agencies to ensure customer driven quality service delivery

## **Step 1**

Make a referral or receive information about eligibility determination for MRDD services and supports.

## **Contact**

CDDO Liaison or Community Support Associate at (785) 232-5083.

## ELIGIBILITY FOR SERVICES AND SUPPORTS

To receive services and supports paid for by federal or state funds from SRS/MH&DD, persons must meet specific eligibility criteria outlined in this section. It is the responsibility of the CDDO to ensure persons supported by developmental disability funds administered by SRS/MH&DD meet these criteria however; the CDDO may also hold each of its affiliates responsible for ensuring this. Use of SRS/MH&DD administered developmental disability funds to provide services and supports to persons who do not meet the eligibility criteria may result in recoupment of those funds from the CDDO.

Consistent with L. 1995, Chap. 234 (Substitute for H.B. 2458) persons who are mentally retarded or otherwise developmentally disabled are those whose condition presents an extreme variation in capabilities from the general population which manifests itself in the developmental years resulting in a need of life long interdisciplinary services. This identifies those who, among all persons with disabilities, are the most disabled as defined below:

**Mental Retardation** means substantial limitations in present functioning that is manifested during the period from birth to age **18 years** and is characterized by significantly sub-average intellectual functioning existing concurrently with deficits in adaptive behavior including related limitations in **two or more** of the following applicable adaptive skill areas:

- Communication
- Self-Care
- Home Living
- Social Skills
- Community Use
- Self-Direction
- Health and Safety
- Functional Academics
- Leisure
- Work

**Other developmental disability** means a condition such as autism, cerebral palsy, epilepsy, or other similar physical or mental impairment (or a condition which has received a dual diagnosis of mental retardation and mental illness) and is evidenced by a severe, chronic disability which:

1. is attributed to a mental or physical impairment or a combination of mental and physical impairments, AND
2. is **manifest** before the age of 22, AND

3. is likely to continue indefinitely, AND
4. results in **substantial limitations** in any three or more of the following areas of life functioning:
  - a. self-care,
  - b. understanding and the use of language,
  - c. learning and adapting
  - d. mobility
  - e. self-direction in setting goals and undertaking activities to accomplish those goals,
  - f. living independently
  - g. economic self-sufficiency, AND

To further clarify substantial functional limitations refer to the Eligibility Determination Instrument (EDI) available from MH&DD. This instrument is designed to assist assessing specific areas in which a person demonstrates substantial functional limitations. There is an EDI for adults and one for children.

5. reflects a need for a **combination** and *sequence* of special, interdisciplinary or generic care, treatment or other services which are **lifelong**, or extended in duration and are **individually planned and coordinated**, AND
6. does not include individuals who are solely severely emotionally disturbed or seriously and persistently mentally ill or have disabilities solely as a result as a result of infirmities of aging.

**For children under the age of six**, developmental disability means a *severe, chronic disability* which:

1. is attributable to a mental or physical impairment or a combination of mental and physical impairments, AND
2. is likely to continue indefinitely, AND
3. results in at least three developmental delays as measured by qualified professionals using appropriate diagnostic instruments or procedures, AND
4. reflects a need for a *combination* and *sequence* of special, interdisciplinary or generic care, treatment or other services which are *lifelong*, or extended in duration are **individually planned and coordinated**, AND
5. does not include individuals who are solely severely emotionally disturbed or seriously and persistently mentally ill.

## **PROCEDURES:**

The Community Developmental Disability Organization shall assure that all persons served with MH&DD funds meet one of the above definitions unless otherwise approved by MH&DD in writing.

In order to receive ICF/MR or HCBS/MR services a person must meet additional eligibility criteria outlined in MH&DD Policy HCBS/MR90-1 and the HCBS/MR handbook.

If there is a difference of opinion, MH&DD/Developmental Disabilities reserves the right to request a third party review.

Persons shall have the right to a reconsideration of the eligibility determination by requesting such, in writing, from MH&DD.

If upon reconsideration, the determination is unchanged, persons shall have the right to an appeal, which must be filed within 30 days by writing:

Administration Hearings Section  
1020 S. Kansas Ave  
Topeka, KS 66612

# **BASIS QUESTIONS & ANSWERS**

What is the BASIS Screening all about?

## **BASIS stands for?**

- Basic Assessment and Services Information System.

## **What is it?**

- BASIS is a three part assessment which takes about an hour to complete. The three parts are Information, Assessment (DDP or developmental disability profile) and Services summary.

## **Why does BASIS need to be done?**

- All children and adults with a developmental disability in Shawnee County who are receiving services or waiting for services require a BASIS Assessment to determine eligibility for HCBS funding. The BASIS is completed when someone is determined eligible for MRDD services and annually thereafter. BASIS tracks data about individuals service needs by county.

## **What are the questions about?**

- The Information and Services section is for recording information such as name, address, and a list of services being provided. The Assessment section is used as a reflection of supports the individual needs. Areas covered are medical concerns, behaviors, motor skills and cognitive abilities.

## **Who should attend?**

- It is requested that the individual for whom the BASIS is being completed be present, although they have the option to leave should they feel uncomfortable with the questions being asked. Anyone who is in the person's circle of support is encouraged to participate. This includes parents, guardians, teachers, siblings, paraprofessionals and staff members who work with the person.

## **Where are meetings held?**

- BASIS can be completed at the person's home, school, CDDO office or any other setting the person chooses.

## **Why do my answers matter?**

- It is important that all questions during the screening are answered accurately in order for the person to receive the funding needed.

## **What happens next?**

- The information is submitted electronically to the State of Kansas, Division of Health Care Policy. When HCBS eligibility has been determined a tier level of 1-5 is assigned based on the cumulative score.

***Thank you for participating in the BASIS Screening. If you have any questions, feel free to ask the screener present, or call the CDDO at (785)232-5083.***



## **SERVICES**

Services should be provided to any eligible person requesting within 60 days of application if.....

- the chosen service provider is able to provide requested services.  
AND
- funding is available.

If chosen services are not available due to funding, the person will be added to the statewide waiting list.

## **HCBS/MRDD SERVICES**

**Assistive Services:** Wheelchair modifications, ramps, home modifications, van lifts and assistive technology.

**Personal Assistant Services:** Personal attendant care services for adults who live in their own home.

**Overnight Respite Care:** Designed to provide relief to the person's family member who serves as the primary unpaid caregiver. (Maximum of 60 nights per calendar year).

**Supportive Home Care:** Personal attendant care services for individuals who live in the family home.

**Sleep Cycle Support:** Overnight attendant worker for medical needs to assist with repositioning, etc.

**Specialized Medical Care:** Long-term nursing support for medically fragile and technology dependent.

**Wellness Monitoring:** Bi-monthly visits by a nurse to monitor significant medical needs.

**Day Services:** Out of the home services for adults to increase a person's productivity, independence, integration and community inclusion.

**Residential Services:** Services for adults living in a residential setting to retain and/or improve skills related to activities of daily living.

**Children's Residential Services:** Foster care services for children voluntarily placed out of the family home.

## CONTINUITY & PORTABILITY

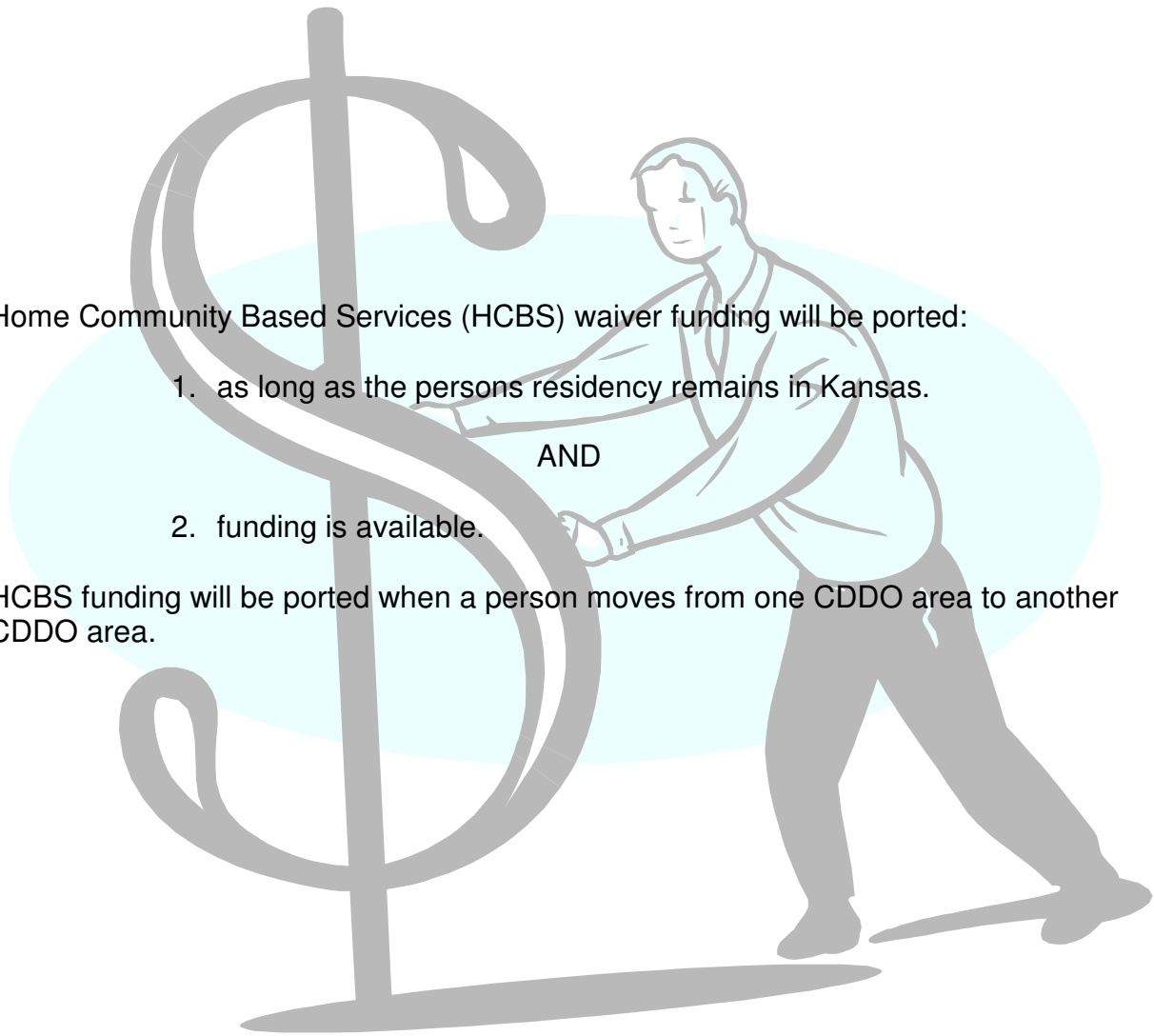
Home Community Based Services (HCBS) waiver funding will be ported:

1. as long as the persons residency remains in Kansas.

AND

2. funding is available.

HCBS funding will be ported when a person moves from one CDDO area to another CDDO area.



## **DEFINITION OF CASE MANAGEMENT**

Definition of services: Case management services are defined as those services which will assist the individual in gaining access to medical, social, educational and other needed services. Targeted Case Management includes all of the following services:

**Assessment** of an eligible individual to determine service needs by: taking the individual's history; identifying the individual's needs, completing related documentation and gathering information from family members, medical providers, social workers and educators to form a complete assessment of the individual.

**Development of a specific support/care plan** that is based on the information collected through the assessment; specifies the goals and actions to address the medical, social, educational and other service needs of the individual. The plan is developed with the individual or legal representative to develop goals and identifies a course of action to responsive to the assessed needs.

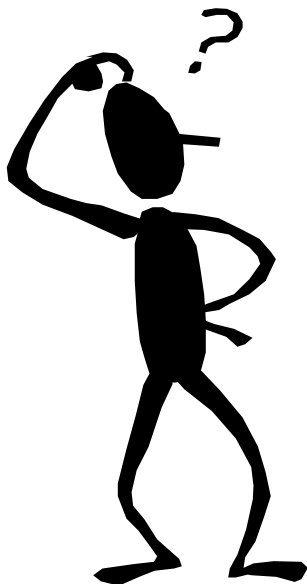
**Referral and related activities** – Assist an individual obtain needed services and link to activities or other programs and services that are capable of providing the desired services.

**Monitoring and follow-up activities** – Includes activities and contacts necessary to ensure the care plan is implemented and adequately addresses the individual's needs.

This may also include transition planning:

- a. from school to the adult world;
- b. from an institution to community alternatives;
- c. from one kind of service setting to another kind of service setting;
- d. from one provider to another provider, or
- e. from one service area to another service area.

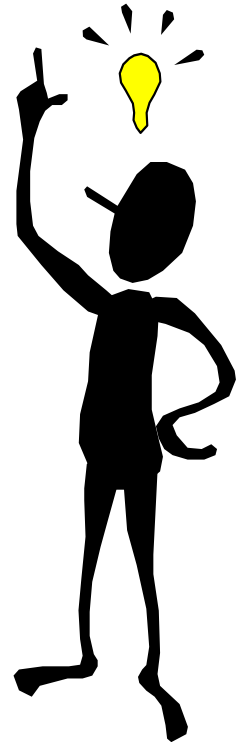
## A HELPFUL GUIDE IN CHOOSING A CASE MANAGEMENT PROVIDER



1. Will I pick who is my Case Manager or will you assign one?
2. Why should I choose your Case Management agency?
3. Are your Case Managers involved with any community committees/task forces?
4. How accessible are you? Who do we contact in an emergency? How will the Case Manager maintain contact with me, my family, or others in my support network?
5. Can you give me references?
6. What is a Case Managers average caseload size?
7. How long might I expect to keep the same Case Manager? What if I change my mind?
8. Can I meet your Case Managers before making a choice?
9. What is your role in maintaining benefits? Do you file income tax returns and/or Homestead and Food Sales Tax refunds?
10. What method of person-centered planning does your agency use? May I choose my own?
11. Is there a fee for me to receive case management services?

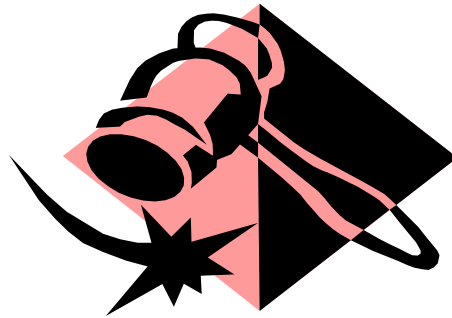
## **A HELPFUL GUIDE IN CHOOSING A CASE MANAGER**

1. When are you available?
2. What do you do really well? What are you working on?
3. What kind of experience do you have? What is your background?
4. How do you prioritize your workload?
5. Is there a specialty area you are most experienced with? (children, adults)
6. Are you aware of community resources for others in the family? Can you help with any other family issues?
7. How many individuals are on your case load?
8. Are you familiar with IEPs, school transition and education law?
9. Why are you a Case Manager?
10. How do you view the parent's role in the process?
11. How is your role different from other Case Managers?
12. How often do you plan to spend time with me? How much direct contact?
13. What experiences have you had with subsidized housing, Social Security and SRS?
14. What community resources have you helped others access?
15. Do you complete the Medicaid application and other paperwork/documentation?
16. Will you help me with SSI benefits?
17. What are my entitlements?
18. How will you advocate for me?
19. How long have you been a Case Manager?
20. How would you help me if I choose to self direct my care? Do you have experience with this?



## RIGHTS

**Kansans with developmental disabilities are guaranteed the same rights as non-disabled Kansans unless otherwise limited by provision of law or court order.**



## KNOW YOUR RIGHTS

1. Being free from physical or psychological abuse or neglect, and from financial exploitation
2. Having control over your own financial resources
3. Being able to receive, purchase, have and use your own personal property
4. Being able to actively and meaningfully make decisions affecting your life
5. Having privacy
6. Being able to associate and communicate publicly or privately with any person or group of people of your choice
7. Being able to practice the religion or faith of your choice
8. Being free from the inappropriate use of a physical or chemical restraint, medication, or isolation as punishment, for the convenience of a provider or agent, in conflict with a physician's orders or as a substitute for treatment, except when physical restraint is in furtherance of the health and safety of your self
9. Not being required to work without compensation, except when you are living and being provided services outside of the home of a member of your family, and then only for the purposes of the upkeep of your living space and of the common living areas and grounds that you share with others
10. Being treated with dignity and respect
11. Receiving due process
12. Having the access to your records, including information about how funding is accessed and utilized, and what services were billed on your behalf.

## **PERSON CENTERED SUPPORT PLAN**

What is a PCSP?

- A plan that is written and available to you and your support workers.
- Developed by a support network chosen by you.
- A well thought out strategy of support to fulfill your preferred lifestyle.
- Approved in writing by you or your legal representative (guardian).

Who will help make the plan?

### **YOU!**

Family  
Guardian  
Friends  
Case Manager  
Support Staff  
Co-workers

## **PERSON CENTERED SUPPORT PLANNING**

What is included in a description of my preferred lifestyle?

- In what type of setting you want to live.
- With whom you want to live.
- What work or other valued activity you want to do.
- With whom you want to socialize.
- In what social, leisure, religious, or other activities you want to participate.

Your plan should include a list and description of things necessary to assist you to achieve you preferred lifestyle, such as:

- Training
- Materials
- Equipment
- Assistive Technology
- Services

## SUPPORT NETWORK

What is a Support Network?

- People who know me and what I want.
- People who help me get through life.
- People who are committed to my well being.





## **QUALITY OVERSIGHT COMMITTEE**

Kansas Administrative Regulation mandate CDDOs have a committee comprised of persons served, family members, guardians, interested citizens and service providers that meet regularly. The committee will provide oversight for persons being served in *Shawnee County* to measure the following:

1. Services that are paid for are delivered.
2. Services that are delivered are paid for in accordance with terms of any agreement or contract in force.
3. Services are being provided in a manner meeting certain requirements described in Article 63.
4. The CDDO or provider is assuring all the persons served have their rights protected.
5. The CDDO or provider is reporting any suspicions of abuse, neglect, or exploitation (ANE) to the appropriate agency and has corrected or is in the process of correcting the cause of the confirmed ANE.



## **WHAT IS THE COUNCIL OF COMMUNITY MEMBERS?**

The CDDO is required to maintain a Council of Community Members. The Council consists of consumers, family members, guardians and community service providers. The Council holds at least quarterly meetings to address concerns related to MRDD services and supports and is responsible for overseeing local capacity building plans. The Council has the right to express opinions and make recommendations to the governing board of the CDDO concerning any services issue.

## **GRIEVANCE PROCESS**

What if there is an issue that is not resolved through the provider's internal grievance process?

- The person receiving services and/or guardian may contact the CDDO and request services from a different provider.
- If the person or guardian wishes to remain with the provider, submit a written notice of the dispute to the CDDO. (Ask your Case Manager to assist you with this process).
- If the issue is not resolved at the CDDO level, or the grievance is with the CDDO, the person may refer to the CDDO's Dispute Resolution policy # 06-020.

## **DISPUTE RESOLUTION**

Persons receiving services, legal guardian, and any individual from the persons support network and/or any other component of the community services system



Internal Agency Grievances Policy



CDDO Dispute Resolution Committee



Professional mediation (optional)



CDDO Governing Board



The Commission HCBS/CSS



Administrative appeals within the  
Kansas Department of Administration

## **HELPFUL NUMBERS**

### **Emergencies**

Emergency (fire, police, sheriff, ambulance).....	911
Poison Control:	
Stormont-Vail Regional Hospital and Medical Center.....	(785) 354-6100
St. Francis Hospital and Medical Center.....	(785) 295-8095
Valeo Behavioral Health Care Crisis Hotline.....	(785) 234-3300

### **General Information**

Time and Temperature.....	(785) 271-7575
Topeka Housing Authority.....	(785) 357-8842
Community Resources Council.....	(785) 233-1365

### **Identification Sources**

Driver's License Exam Station.....	(785) 266-7380
Social Security Administration.....	(785) 295-0100
Voter Registration.....	(785) 266-0285

### **Public Service**

American Red Cross.....	(785) 234-0568
Community Action.....	(785) 235-9561
Doorstep.....	(785) 357-5341

Legal Aid (Kansas Legal Services)..... (785) 233-2068  
Let's Help..... (785) 234-6208  
Public Defender..... (785) 296-1833  
Rescue Mission..... (785) 354-1744  
Salvation Army..... (785) 233-9648  
Topeka Police Department..... (785) 368-9200  
United Way of Greater Topeka..... (785) 273-4804

**Recreation**

YMCA..... (785) 354-8591  
YWCA..... (785) 233-1750  
Topeka Parks and Recreation..... (785) 368-3838  
Shawnee County Parks and Recreation..... (785) 267-1156

**Transportation**

Topeka Transit (Scheduling and Route Information)..... (785) 354-9571  
The Lift (for persons with disabilities)..... (785) 232-9100  
Capitol City Taxi..... (785) 267-3777  
Yellow Cab..... (785) 357-4444

## **Referrals**

Battered Women’s Task Force.....	(785) 354-7927
Easter Seals Capper Foundation.....	(785) 272-4060
El Centro De Servicios para Hispano.....	(785) 232-8207
ERC Reference and Referrals.....	(785) 357-5171
Family Service and Guidance.....	(785) 232-5005
KCSL – Family Resource Center.....	(785) 357-8518
Kansas Dental Association.....	(785) 272-7360
Shawnee Regional Prevention and Recovery Services.....	(785) 266-8666
Services for Alcohol Related Problems.....	(785) 234-3448
SRS Protective Services Abuse Hot Line.....	1-800-922-5330
Topeka/Shawnee County Health Agency.....	(785) 368-2000
Valeo Behavioral Health Care.....	(785) 233-1730
Women’s Recovery Center.....	(785) 233-5885

## **Support Networks**

Autism Society of America.....	1-800-3AUTISM (328-8476)
<a href="http://www.autism-society.org/site/PageServer">http://www.autism-society.org/site/PageServer</a>	
Down Syndrome Support.....	(785) 232-0597
Family Service and Guidance Center, Parent Support.....	(785) 234-5663
Families Together.....	(785) 233-4777
Statewide Spanish Parent & Line (Espanola).....	1-800-449-9443

Epilepsy Foundation of America.....1-800-332-1000

United Cerebral Palsy Associations, Inc. (USPA).....1-800-872-5827

### **Advocacy**

People First Topeka..... (785) 233-6773  
[peoplefirst1@yahoo.com](mailto:peoplefirst1@yahoo.com)

InterHab..... (785) 235-5103  
[www.interhab.org](http://www.interhab.org)

ARC Advocacy Topeka Chapter..... (785) 232-0597

Disability Rights Center of Kansas..... (785) 273-9661

Self-Advocates of Kansas (SACK)..... 785) 749-558  
[www.sackonline.org/Local\\_Self\\_Advocacy\\_Groups.html](http://www.sackonline.org/Local_Self_Advocacy_Groups.html) 1-888-354-7225

### **WEBSITE INFORMATION**

[www.nichcy.org](http://www.nichcy.org) - National Information Center for Children and Youth with Disabilities

[www.HealthCareCoach.com](http://www.HealthCareCoach.com) – This website is dedicated to helping people with health insurance get what they need out of the health care system.

[www.ksdisability.com](http://www.ksdisability.com) – This website contains a wealth of information regarding eligibility for services in Kansas, how to access services and contact information for all licensed providers.

[www.kcdcinfo.com](http://www.kcdcinfo.com) - Kansas Commission on disability concerns

[www.disabilityresources.org/](http://www.disabilityresources.org/) - Provides information on summer camps for individuals with disabilities.

[www.kpirc.org](http://www.kpirc.org) - Provides numerous parent and education resources and links specific to educational rights under the legislation.

[www.yellowpagesforkids.com/help/ks.htm](http://www.yellowpagesforkids.com/help/ks.htm) - Provides several educational consultants, psychologists, educational diagnosticians, health care providers, academic therapists, tutors, speech language therapists, occupational therapists, coaches, advocates, and attorneys for children with disabilities

[www.kslegislature.org/bills](http://www.kslegislature.org/bills) - Kansas Legislature

[www.thearc.org](http://www.thearc.org) – Arc of the US – National organization on mental retardation provides local chapter links and information on projects, services and education.

[www.ancor.org/](http://www.ancor.org/) – The American Network of Community Options and Resources (ANCOR). Advocacy organization for private providers who provide supports and services to people with mental retardation and other developmental disabilities.

[www.familiestogetherinc.org](http://www.familiestogetherinc.org) - Families Together: Serving families in Kansas with a son or daughter with a developmental disability.

[www.drckansas.org](http://www.drckansas.org) – Disability Rights Center of Kansas (DRC)

[www.interhab.org](http://www.interhab.org) - InterHab – Resource network for Kansans with Disabilities

[www.bigtentcoalition.org](http://www.bigtentcoalition.org) - Big Tent Coalition: Advocacy groups who have joined together.

[www.fsgctopeka.com](http://www.fsgctopeka.com) - Family Service and Guidance Center

[www.thenadd.org](http://www.thenadd.org) - National Association for the Dually Diagnosed (NADD) this is an association for persons with developmental disabilities and mental health needs.

[www.srs.ks.gov/agency/css](http://www.srs.ks.gov/agency/css) - Community Supports and Services (CSS) manages a system of community-based supports and services for persons with disabilities.

[www.Valeotopeka.org](http://www.Valeotopeka.org) – Valeo Behavioral Health Care

[www.cactiontopeka.com](http://www.cactiontopeka.com) – Community Action, Inc.

[www.kssso.org](http://www.kssso.org) – Special Olympics Kansas



## **TRAINING OPPORTUNITIES - CDDO SPONSORED**

### **ADULT LICENSING/ARTICLE 63**

Licensing regulations, which govern delivery of developmental disability services. There is not a fee for participants.

### **Basic Assessment & Services Information Systems (BASIS)**

This class explains the BASIS process and how to be actively involved during a meeting. There is not a fee for participants.

### **CDDO OVERVIEW**

This class explains the role and responsibilities of the CDDO. Information is shared about service providers in Shawnee County. There is not a fee for participants.

### **PLAN OF CARE**

This class teaches how to complete the POC form accurately. Funding requests will be reviewed as well as the supporting documentation required when submitting the POC to the CDDO. There is not a fee for external participants.

### **Web Based System (BCI)**

This class teaches authorized affiliated provider staff how to utilize the web based system to access information for persons providing services to. There is not a fee for participants.

### **Rights, Responsibilities, Advocacy & Personal Safety (RRAPS)**

This class is 6 weekly sessions and is designed for adults receiving or waiting for services.

\*\*\* Affiliated providers may offer additional training opportunities. Feel free to contact affiliated agencies or your case manager.

# Shawnee County CDDO Affiliated Providers

**Please see the most current affiliate listing provided to you  
by the BASIS Screener.**

The affiliated provider listing is also on our website at [www.sncddo.org](http://www.sncddo.org).