



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

TARC POLICY MANUAL – CDDO SECTION

Subject: Single Point of Application Determination and Referral Effective Date: 12-15-97	Reviewed: 08-24-09	Policy No: 06-001
Revised: 06-10-99,01-04-02, 08-05-02, 04-30-03, 05-29-04, 05-15-06, 08-30-07, 08-18-08, 08-24-09	Forms: 06-001.001 Referral for MR/DD Services; 06-001.002 Authorization for Release of Information; 06-001.003 Eligibility Determination for MR/DD Funded Services; 06.001.004 Targeted Case Management Choice Form; 06.001.005 Application for Services, 06.013.001 Funding Request	

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will serve as the single point of application, eligibility and referral for any person requesting developmental disabilities services.*

GUIDELINES:

1. Interested persons 06 wanting to access services will make referral to the CDDO by completing the Referral for MR/DD Services form -001.001 and provide applicable information specific to the disability.
2. The CDDO Liaison or Community Support Associate will determine if the person requesting services and or supports meets the criteria of developmental disability using K.S.A. 39-1803 and the SRS/CDDO Contract Appendix B.
3. If determination of eligibility cannot be determined at that time of referral, further information may be obtained by use of the Authorization for Release of Information form 06-001.002 and/or assessment(s) such as the Eligibility Determination Instrument.
 - a. The referral will be considered complete when all applicable information is received. Eligibility will then be determined within five (5) business days.
 - b. If after 90 days from initial contact eligibility cannot be determined, information will be placed in "inactive files" and a letter identifying such will be forwarded by the CDDO Liaison or CSA to person requesting eligibility determination.
4. The Shawnee County CDDO will inform eligible persons of the responsibilities of the Shawnee County CDDO and provide them a copy of the affiliated provider list. The Shawnee County CDDO Liaison or CSA will document the type of service/support selected and if a service/support option was not selected identify that assistance is requested.
5. The Shawnee County CDDO will review and discuss the role of the MR/DD Targeted Case Manager (TCM). The Shawnee County CDDO will review options regarding Targeted Case Management as specified in number 4.
 - a. The Shawnee County CDDO will obtain consent to release Information.
 - b. The Shawnee County CDDO will forward the information to affiliated Targeted Case Management provider agencies accepting referrals. Information forwarded will include but is not limited to the person's name, address, phone number and contact person.
 - c. For individuals who have chosen a Targeted Case Management provider the Shawnee County CDDO will forward the following to the selected provider agency, which includes

but not limited to: Eligibility Determination Reference for MR/DD Funded Services form 06-001.003 and Shawnee County Transition form.

- d. The Shawnee County CDDO Bridging Services and Supports (BSS) team will provide follow up on TCM referrals made.
6. The Shawnee County CDDO or the eligible person's TCM will assist the person and their support network in deciding which community services they wish to obtain and assist in accessing those services.
 - a. When a person has not chosen a TCM or is in crisis, the Shawnee County CDDO will impartially provide information on affiliated providers.
7. Authorized Shawnee County CDDO personnel will complete the initial statewide application for services (BASIS) for eligible persons.
8. The Shawnee County CDDO will maintain a list of persons who are eligible for developmental disability services and have made application through BASIS. All licensed affiliated providers will have access to the names of those eligible persons waiting for services who have authorized such access.
9. The Shawnee County CDDO will document if the eligible person would accept services in the next year if the services were offered to them. The Shawnee County CDDO will document in BASIS and on the CDDO Funding Request form 06-013.001 the month and year the eligible person states they would accept service if offered.
10. If funds are insufficient for eligible persons requesting services, the Shawnee County CDDO will report the eligible person as waiting for services through BASIS. The individual will be referred to other community services that can provide support of assistance to meet the needs of that person.
11. The Shawnee County CDDO will contact the eligible person at least annually in accordance with Shawnee County CDDO policy 06-027 to determine the person's continued need for developmental disabilities services.
12. If the person is determined ineligible for developmental disabilities services the Shawnee County CDDO Appeal Process Policy 06-020 will be followed and the person will be referred to other community services.