



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

**TARC POLICY MANUAL – CDDO SECTION**

<b>Subject: Gatekeeping – Referral from Public/Private Intermediate Care Facilities</b> <b>Effective Date:</b>	<b>Reviewed: 08-31-09</b>	<b>Policy No: 06-005</b>
<b>Revised: 11-05-01, 08-05-02, 05-15-06, 08-30-07</b>	<b>Forms:</b>	

**POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will be the Gatekeeping entity for any person with a developmental disability residing in an Intermediate Care Facility and seeking community services in Shawnee County.***

**GUIDLINES:**

1. The Intermediate Care Facility (ICF) designee shall forward referral information including but not limited to Essential Lifestyle Plan, physician’s report, nursing report, pharmacy review, Comprehensive Functional Assessment, psychological assessment, daily living schedule, and guardianship information if applicable, to the CDDO Liaison.
2. The CDDO Liaison will send referral packets to all affiliated providers or specified affiliated providers.
3. The CDDO Liaison will forward a copy of all referral cover letters to the referring Intermediate Care Facility designee.
4. The Intermediate Care Facility designee will inform the CDDO Liaison of meeting to review proposed support plans.
5. The CDDO Liaison will inform person seeking services and their guardian, if applicable, of the role of the Shawnee County CDDO, rights, affiliated providers and Targeted Case Management.
6. The Intermediate Care Facility designee will inform the CDDO Liaison of chosen affiliated provider.
7. The person seeking services will inform the CDDO Liaison of their choice regarding Targeted Case Management at least one month prior to moving from the Intermediate Care Facility.
8. The CDDO Liaison will send referral information to chosen Targeted Case Management agency within three (3) days of notification.
9. The CDDO Liaison will inform SRS Quality Improvement staff of transition timelines and accomplishments of such transitions.