



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

TARC POLICY MANUAL – CDDO SECTION

Subject: Targeted Case Management Referral For Services Effective Date: 12-15-97	Reviewed: 08-24-09, 08-26-10, 08-22-11	Policy No: 06-013
Revised: 06-10-99, 11-05-01, 04-22-03, 10-20-03, 05-15-06, 05.24.10, 08-22-11	Forms: 06-013.001 Funding Request Application, State BASIS III (form) 06-009.001 Service Provider Transition	

POLICY: Each Targeted Case Manager (TCM) must assist the eligible individual with accessing the service provider.

GUIDELINES:

1. The TCM or Shawnee County CDDO Representative for those individuals not choosing a TCM is responsible for referring the individual to any affiliated service provider(s) requested by the individual and/or their guardian.
2. The TCM or Shawnee County CDDO Representative for those individuals not choosing a TCM is responsible for requesting funding for services to the CDDO Funding Coordinator by completing the Funding Request Application form 06-013.001 and BASIS III.
3. Whenever an individual is transitioning from one service provider to another service provider, the TCM or Shawnee County CDDO Representative for those individuals not choosing a TCM is required to document transition meeting minutes on form 06-009.001. Notify Quality Management Coordinator and Transition Coordinator of date and time prior to meeting.
4. The CDDO Funding Coordinator will review all requests with the Shawnee County CDDO Funding Committee.
5. The CDDO Funding Coordinator will notify the TCM, within five (5) business days following a Shawnee County CDDO Funding Committee meeting of the status of the funding request.