



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	Policy No: 06-013
Revised: 06-10-99, 11-05-01, 04-22-03, 10-20-03, 05-15-06, 05.24.10	Forms: 06-013.001 Funding Request Application, State BASIS III (form) 06-009.001 Service Provider Transition Minutes	

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.
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.