



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

Subject: Continuity & Portability (Within Shawnee County) Effective Date: 12-15-97	Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 09-02-16	Policy No: 06-016
Revised: 06-10-99, 11-05-01, 04-21-03, 05-15-06, 08-18-08, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 09-02-16	Forms: 06-008.002 Status Action Form; 06-009.002 Service Provider Transition Checklist; 06-013.002 Service Provider Choice Form	

POLICY: *The Shawnee County Community Developmental Disability Organization (CDDO) will monitor service changes in Shawnee County.*

GUIDELINES:

1. Once a person has made the decision to change service providers the CDDO Quality Management Coordinator is to be notified.
2. After the decision has been made to change service providers, the Targeted Case Manager (TCM) will upload within five (5) days of the service provider transition meeting the Status Action Form (06-008-002); Service Provider Choice Form (06-009-002) and Service Provider Transition Checklist (06-013-002) into BCI web-based system.
3. The IT Assistant will update the BCI web-based system.