



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

TARC POLICY MANUAL – CDDO SECTION

Subject: Continuity & Portability (Within Shawnee County) Effective Date: 12-15-97	Reviewed: 08-31-09, 08-26-10, 08-22-11	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	Forms: 06-038.001 Plan of Care, 06-038.002 Additional Information Sheet; 06-009.001 Service Provider Transition	

POLICY: *The Shawnee County Community Developmental Disability Organization (CDDO) will make funds portable to another affiliated provider.*

GUIDELINES:

1. Once a person has made the decision to change service providers the Quality Management Coordinator and Transition Coordinator are to be notified.
2. After the decision has been made to change service providers, the Targeted Case Manager (TCM) will submit within five (5) days of the service provider transition meeting, the following to the CDDO Funding Coordinator (FC):
 - a) A signed updated Plan of Care (POC), consistent with the Person Centered Support Plan (PCSP)
 - b) Additional Information Sheet
 - c) Revised BASIS Part I and III
 - d) Service Provider Transition checklist (uploaded in BCI)
3. After the funding committee has reviewed the information, the funding coordinator will forward it to the BASIS Information Specialist (BIS) who will then transmit the BASIS information.
4. Once the POC is approved by SRS, email notification is sent by the Fiscal Grant Coordinator to the Shawnee County CDDO Funding Coordinator, TCM and the new provider.