



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

TARC POLICY MANUAL – CDDO SECTION

Subject: Continuity & Portability (Out of Shawnee County) Effective Date: 12-15-97	Reviewed: 08-31-09, 08-26-10, 08-22-11	Policy No: 06-017
Revised: 06-10-99, 11-06-01, 04-21-03, 10-20-03, 05-15-06, 08-18-08, 08-31-09, 08-26-10, 08-22-11	Forms: 06-038.001 POC; 06-038.002 POC Additional Information; 06-017.001 Portability Agreement/Transfer	

POLICY: *The Shawnee County Community Developmental Disability Organization (CDDO) will make HCBS MR/DD Funds portable to another Kansas CDDO area equal to the amount allocated for the person in Shawnee County.*

GUIDELINES:

1. When a person has made the decision to move out of the Shawnee County CDDO area, the Targeted Case Manager (TCM) will contact the CDDO Funding Coordinator and provide the following information within ten (10) business days:
 - a. CDDO area to which the person is moving
 - b. Date the person is moving and new address
 - c. Closed Plan of Care (POC) with the Additional Information Sheet
 - d. BASIS III
 - e. Copy of the Person Centered Support Plan (PCSP)
 - f. Copy of 3161
2. Upon receipt of the above information, the CDDO Funding Coordinator will complete Portability Agreement/Transfer form 06-017.001.
3. The CDDO Funding Coordinator will forward all documents per SRS Portability Policy to the designated CDDO within five (5) business days.
 - a. A copy of the signed Portability Agreement/Transfer will be placed in the CDDO Director's Portability Notebook.
 - b. A BASIS Deletion form will be given to the BASIS Information Specialist (BIS) to close the individual's file.
4. State Aide and Shawnee County Mill Levy funds are not portable.
5. Only funds for persons with open (active) Plans of Care will be ported.