



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

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Training for CDDO Liaison and Community Support Associate (CSA)</b> <b>Effective Date: 06-10-99</b>	<b>Reviewed: 08-31-09</b>	<b>Policy No: 06-026</b>
<b>Revised:</b>	<b>Forms:</b>	

**POLICY:** *The CDDO Liaison and the Community Support Associate (CSA) will receive annual training approved by the Council of Community Members. Any agents of the Shawnee County CDDO who perform the functions of determining eligibility, processing applications for service of referral of persons for service or assisting persons in accessing services to complete a training program approved by the Division.*

**GUIDELINES:**

1. Training will be developed and approved by the Council of Community Members.
2. Training topics may include, but not be limited to the following:
  - a. Prior to processing applications for service or referral of persons for service
    - i. BASIS
    - ii. CDDO Overview
      - Rules & Regulations of DD Reform Act
      - Choice/Individual Rights
      - Council of Community Members
      - Quality Assurance
      - Dispute Resolution
      - Single Point of Entry
      - Services & Supports (Utilization)
    - iii. Plans of Care
  - b. Annual training may include, but not limited to the following:
    - i. Training awareness opportunities in Shawnee County
    - ii. Attend SRS Eligibility Roundtable Training’s required for agents determining eligibility only
    - iii. Guardianship
    - iv. Special Needs Trust
    - v. Advocacy
    - vi. Person Centered Planning
    - vii. Abuse, Neglect, Exploitation
    - viii. Self -Directed Care (Limited Licensure, Self Determination)
    - ix. Funding Options
3. Training will be offered in a manner and frequency that shall ensure that agents of the Shawnee County CDDO who perform the duties as described in the policy are competent to do so.