



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

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Rights Notification and Resource Information</b> <b>Effective Date: 06-10-99</b>	<b>Reviewed: 08-31-09</b>	<b>Policy No: 06-027</b>
<b>Revised: 04-22-03, 10-20-03, 05-15-06, 08-30-07, 08-18-08 08-31-09</b>	<b>Forms: 06-001.002 Authorization Consent</b>	

**POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will annually inform people who are receiving services and their legal guardians of the types of services available and the rights of the person. This information will be communicated in a format appropriate for the person to understand.***

### GUIDELINES:

1. The Shawnee County CDDO will distribute the Shawnee County CDDO resource information to each eligible individual or their guardian if one appointed. This information shall include:
  - a. Initially
    - i. Information listed below will be reviewed and disseminated by the CDDO Liaison or Community Support Associate (CSA) during the initial meeting with the individual requesting service.
      - 1) CDDO Resource Guide
      - 2) Eligibility Criteria for Services handout
      - 3) Acknowledgement of privacy rights in accordance with Health Information Privacy Assurance Act (HIPAA).
    - ii. Individual/guardian if applicable will verify information listed above was provided on CDDO form 06-001.002.
  - b. Annually
    - i. Required information listed below as well as any supplemental information will be made available during the annual BASIS Assessment appointment or during eligibility re-determination process for children under age five (5).
      - 1) List of Affiliated Providers
      - 2) Rights and Responsibilities
    - ii. Additional copies of the CDDO Resource guide available upon request.
    - iii. Individual/guardian if applicable will verify information listed above was provided on form 06-001.002.
    - iv. Acknowledgement of privacy rights in accordance with HIPAA.