



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

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Gatekeeping-persons living in a public/private ICF-MR outside Shawnee County where Shawnee County is their "Home County"</b> <b>Effective Date: 10-01-98</b>	<b>Reviewed: 08-24-09</b>	<b>Policy No: 06-039</b>
<b>Revised: 10-20-03, 05-15-06</b>	<b>Forms:</b>	

**POLICY:** *Shawnee County Community Developmental Disabilities Organization (CDDO) will notify any individual and/or their guardian and provide them with information about all services and supports that are available or could be made available in or near the person’s home county. The Shawnee County CDDO will also be responsible for notifying the person and/or guardian of their rights pursuant to the developmental disabilities reform act and implementing regulations when an individual resides in an ICF-MR outside of Shawnee County, and Shawnee County is their “Home County” (as defined in K.A.R. 30-64-29)*

### GUIDELINES:

1. Within fifteen (15) business days of receiving identifying information from the CDDO area in which the person currently resides, the Community Support Associate will send information regarding services and supports that are available in Shawnee County to that person and/or their guardian. The Community Support Associate will also notify the person and/or guardian of their rights pursuant to the Developmental Disabilities Reform Act and implementing regulations.
2. If community services are chosen, procedures identified in Shawnee County CDDO Policy No: 06-005 (Gatekeeping-Referral from Public/Private Intermediate Care Facilities) will be followed.