



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

TARC POLICY MANUAL – CDDO SECTION

Subject: Shawnee County CDDO informed of Suspected Abuse, Neglect, Exploitation Reports made by Affiliates Effective Date: 10-01-98	Reviewed: 08-24-09, 08-26-10, 08-29-11	Policy No: 06-040
Revised: 01-23-02, 03-31-03, 05-15-06, 08-24-09	Forms:	

POLICY: Agents of any affiliate providing services must immediately report any incident of suspected abuse, neglect, or exploitation to the appropriate official SRS body responsible for investigating such incidents. The Shawnee County Community Developmental Disability Organization (CDDO) is to be notified within two (2) business days of its discovery by the affiliate.

GUIDELINES:

The following procedure is for affiliated providers to follow when reporting incidents of suspected abuse, neglect and exploitation to the Shawnee County CDDO per contractual and regulatory obligation.

1. All affiliated providers will notify the CDDO Quality Management Coordinator (QMC) within *two (2) business days* of reporting suspected abuse, neglect and exploitation to SRS.
2. Information requested by the Shawnee County CDDO:
 - a. A critical incident report will be submitted through the CDDO Web-based system. Providers that do not have access to the CDDO Web-based system are required to submit a written summary.
 - b. The QMC will review the findings of Adult Protective Services (APS) with SRS/Community Supports and Services (CSS) quality management staff.
3. For any SRS confirmed incident the Affiliate is required to:
 - a. Submit a Corrective Action Plan to the SRS/CSS quality management staff for approval.
 - b. Upon Corrective Action Plan approval, the affiliated provider will forward a copy to the CDDO QMC.
 - c. Upon receipt of the approved Corrective Action Plan, the QMC will monitor that the plan is implemented to eliminate any further incidents of exposure to abuse, neglect or exploitation.
4. Affiliated providers will cooperate with the Shawnee County CDDO in the exchange of information as requested.