



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

POLICY MANUAL – CDDO SECTION

Subject: Entering into an affiliation agreement with Shawnee County CDDO/TARC Effective Date: 12-04-08	Reviewed: 08-24-09	Policy No: 06-043
Revised:	Forms: 06.043.001 Services to be Provided; 06.043.002 Licensed provider required documentation; 06.043.003 Payroll Agent required documentation; 06.043.004 Independent Provider required documentation	

POLICY: Community Service Providers must submit required documents to enter into an affiliation agreement with the Shawnee County Community Developmental Disability Organization (TARC).

GUIDELINES:

1. All existing and any new MR/DD (Mental Retardation/Developmental Disability) Community Service Providers in Shawnee County are required to affiliate with Shawnee County CDDO per KAR 30-64-22 (3) (f).
2. Affiliate Agreements are renewed upon the CDDOs receipt of a signed contractual agreement with SRS Division of Health Care Policy/Community Supports & Services.
3. Required documents include:

NEW Affiliates:

- Certificate of Corporation with the Secretary of State (if applicable)
- Copy of current SRS license to provide day, residential and case management services.
- Copy of KDHE license to provide children’s residential services.
- Business Plan (Independent affiliates not applicable)
- Three reference letters
- Certificate of liability insurance coverage as described in #18 of the Affiliate Agreement
- Policy & Procedures as outlined in Attachment 3
- Copy of satisfaction survey for licensed service providers

EXISTING Affiliates:

- Letter in good standing with the Secretary of State
- Copy of current license (if applicable)
- Revised business plan when adding a new service
- Signed certification for compliance with Federal & State payroll tax (941 Form)

- Certificate of liability insurance coverage as described in #18 of the Affiliate Agreement
 - Copy of independent audit, per DBHS/CDDO policy, is due 9 months after the closing of an agencies fiscal year. A financial statement is required, if an audit is not applicable.
 - Revised policy and procedures
 - Copy of completed satisfaction survey summary for licensed service providers
4. The CDDO may refuse to enter into or continue an affiliation agreement if:
 - a. The provider refuses to accept a reimbursement rate for services to be provided that is at least equal to that established by the Secretary of SRS or as agreed to in the affiliate agreement.
 - b. It is demonstrated by the CDDO that the provider has established a pattern of failing or refusing to abide by CDDO policies/procedures or is failing to comply with its affiliation agreement.
 - c. The provider does not submit required documents listed in #3 of this policy.
 5. The Shawnee County CDDO will provide written correspondence to the Community Service Provider and provide a copy to SRS Division of DBHS/CSS that identifies a designated deadline of no longer than 60 days from the date of the written notice to be in compliance.
 6. At the end of 60 days if a Community Service Provider does not meet the CDDO requirements and affiliation is denied, all individuals served by that provider will select and transition to new affiliated service provider agencies within 30 days.
 7. The Shawnee County CDDO will notify SRS in writing the recommendation to discontinue the affiliation agreement and provide copies of the CDDOs written correspondence with the Community Service Provider.
 8. New or existing affiliated providers denied affiliation may appeal the CDDOs decision by following the procedures outlined in Policy # 06-020 Dispute Resolution.
 9. If a Community Service Provider appeals the decision, they may continue to provide services although are not eligible to receive referrals for new persons until the dispute process is final.
 10. Whenever an affiliation has been involuntarily terminated for existing Community Service Provider, the provider is not eligible to reapply for a period of five (5) years from the date of termination.