



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

TARC POLICY MANUAL – CDDO SECTION

Subject: Extraordinary Funding Effective Date: 12-04-08	Reviewed: 08-24-09	Policy No: 06-044
Revised: 08-24-09	Forms: SRS Extraordinary Funding Tool	

POLICY: *The Shawnee County Community Developmental Disability Organization (CDDO) will review all extraordinary funding requests for day and residential services when submitted by Community Service Providers as outlined in the SRS DBHS/CSS policy.*

GUIDELINES:

1. Licensed Community Service Providers (CSP) may request Extraordinary Funding (EF) when a person’s health and/or behavioral need requires additional staff support based on the person’s extraordinary need. The CSP is responsible for completing the EF tool paperwork to submit to the Funding Coordinator. (The EF tool and guidelines may be accessed on the DBHS/CSS website).
2. The CDDO will review all EF requests within one week of receipt to determine if it meets the eligibility requirements as outlined in the SRS guidelines.
3. If the financial requirement is not met, the request will be denied and the Funding Coordinator will notify both the CSP and Case Manager.
4. Upon verification of the financial justification for EF, the CDDO reviewer will schedule an on-site visit with the Community Service Provider staff and person served.
5. During the on-site visit, the CDDO will verify the staff support schedule sheet that was provided and then assign a level of need.
6. The CDDO reviewer will forward EF paperwork to the Funding Coordinator to be reviewed at the next scheduled funding committee meeting. The Funding Committee will determine if the person is eligible for EF as outlined in the SRS guidelines.
7. Upon the Funding Committee’s recommendation to approve the EF request, the Funding Coordinator will complete the SRS EF Notification Form and submit it electronically to SRS for final approval.
8. The CDDO is notified by SRS if the EF request is approved and funding is available to access. If there is not funds available the person will placed on the statewide EF waiting list
9. The Funding Coordinator will notify the Case Manager and/or CSP that EF has been approved.

10. When EF is available, the Case Manager is responsible for submitting the revised Plan of Care to the CDDO.
11. If the CDDO determines a person is ineligible for the funding through the use of the EF Tool, the CSP may request another CDDO to complete a full review of the documentation.
12. Initial EF requests will be reviewed after 60 days but within 90 days. And every 90 days thereafter to determine if EF remains justified.
13. Any person who has received EF for 5 (five) years will only need to be reviewed every 3 (three) years from the last review prior to their birth month.
14. Person's placed on the EF waiting list will be re-evaluated annually during their birth month.
15. When a person receiving EF moves from one CSP to another CSP in the area a new tool must be submitted to the CDDO within 90 days of the move to redetermine EF eligibility.
16. When a person receiving EF moves to another CDDO area, the CDDO will provide a copy of the EF Notification Form with the portability agreement.