



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

## TARC POLICY MANUAL – CDDO SECTION

<b>Subject: Extraordinary Funding</b> <b>Effective Date: 12-04-08</b>	<b>Reviewed: 08-24-09,</b> <b>08-26-10, 08-29-11</b>	<b>Policy No: 06-044</b>
<b>Revised: 08-24-09, 08-29-11</b>	<b>Forms: SRS Extraordinary Funding Tool</b>	

**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.

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. Initial EF request approved will be reviewed between 60-90 days. No on-site visit is necessary with initial 90 day review. In certain circumstances providers may be able to demonstrate a need for EF prior to having served the person for at least 60 days. For those situations when a provider is approved for EF prior to having served the person for at least 60 days, the provider will be required to provide the CDDO updated financial information and a written summary as to the status of the supports being provided on a quarterly basis for the first full year. Continuation of EF is based on the CDDOs’ approval of the information provided.

4. During the on-site visit, the CDDO will verify the staff support schedule sheet that was provided and then assign a level of need.
5. 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.
6. 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.

7. When the CDDO is notified by SRS, if the EF request is approved and funding is available, the Funding Coordinator will notify the Case Manager and/or CSP that EF has been approved to access. If there is not funds available, the person will placed on the statewide EF waiting list
8. When EF is available, the Case Manager is responsible for submitting the revised Plan of Care to the CDDO.
9. If the CDDO determines a person is ineligible for extraordinary funding the CSP may request another CDDO to complete a full review of the documentation.
10. Any person who has received EF for 5 (five) consecutive years will ~~only need to~~ be reviewed every 3 (three) fiscal years from the last review during their birth month.
11. All other persons determined eligible for EF will be reviewed annually during the persons birth month to determine the continued need for EF until they have been identified to have a need for EF for 5 (five) consecutive years,
12. Person's placed on the EF waiting list will be re-evaluated annually during their birth month.
13. When a person receiving EF moves from one CSP to another CSP a new request must be submitted to the CDDO within 90 days of the move to redetermine EF eligibility.
14. When the person receiving EF moves to another CDDO area, the SNCDDO will provide a copy of the EF Notification Form with the portability agreement.