



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

<b>Subject: Service Reductions</b>		<b>Policy No: 06-036</b>
<b>Effective Date: 05-01-03</b>		
<b>Revised:</b> 05-10-06, 05-15-06, 08-27-12, 09-08-14, 09-28-16, 08-29-19	<b>Forms:</b>	
<b>Reviewed:</b> 08-24-09, 08-26-10, 8-29-11, 08-27-12, 09-08-14, 09-28-16, 11-06-17, 10-15-18, 11-30-20		

**POLICY:** *Voluntary or involuntary service reductions for persons receiving HCBS Waiver services or state funds will be reduced at the discretion of the CDDO Funding Committee as outlined in the State of Kansas /CDDO contract.*

**GUIDELINES:**

1. When a reduction is required due to the State of Kansas’ financial situation a written notice will be given to the CDDO for adjustments to be made by affiliated providers within 30 days of the effective date.
2. When a reduction is required due to the CDDO financial situation a written notice will be given to the individuals/and or affiliated providers within 30 days of the effective date.
3. When a reduction is voluntary, written notice will be forwarded to the CDDO Funding Coordinator signed off by the recipient of the services(s) and/or the recipient’s guardian for processing.
4. When a reduction is required due to the under utilization of services, availability of natural and community supports, developmental milestones, refusal to complete required paperwork and to meet with support network, and/or change in behavioral and medical conditions, the CDDO will notify the individual of the required reduction and allow 30 days for the reduction to take place.
  - a. If the individual’s support network does not agree with the reduction request, the team may initially submit additional justification for the need of the service and at that time if the reduction request remains, the team may access the CDDO Dispute Resolution policy. No reduction of services will occur until the dispute resolution process has been completed.