



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

Subject: Entering into an Affiliation Agreement with Shawnee County CDDO/TARC Effective Date: 12-04-08	Policy No: 06-043
Revised: 07-06-10, 08-29-11, 08-27-12, 09-08-16, 11-06-17, 11-15-18, 1-11-21, 11-14-22, 10-16-23	Forms: 06.043.001 Services to be Provided (attachment 2); 06.043.002 Required documentation (attachment 3)
Reviewed: 08-24-09, 07-06-10, 08-26-10, 08-29-11, 08-27-12, 09-08-16, 11-06-17, 10-15-18, 08-29-19	

POLICY: *Community Service Providers must submit required documents to enter into an Affiliation Agreement with the Shawnee County Community Developmental Disability Organization (CDDO).*

GUIDELINES:

1. All existing and any new Intellectual/Developmental Disability (I/DD) Community Service Providers (CSP) in Shawnee County are required to affiliate with Shawnee County CDDO per KAR 30-64-22 (3) (f).
2. Affiliate Agreements are renewed annually. A copy of the signed contractual agreement with the State of Kansas will be sent to Affiliates upon receipt.
3. Required documents include:

NEW Affiliates:

- Certificate of Corporation with the Secretary of State (if applicable) or Articles of Organization.
- Copy of current license by the Kansas Department for Aging and Disability Service (KDADS) to provide day, residential and case management services.
- Copy of KDHE license to provide children’s residential services.
- Business Plan.
- Three reference letters.
- Certificate of liability insurance coverage.
- Certificate of Tax Clearance.
- Policy and Procedures.
- Copy of satisfaction survey for licensed service providers.

EXISTING Affiliates:

- Letter in good standing with the Secretary of State.
- Copy of current license or FMS Contract.
- Revised business plan when adding a new HCBS waiver.
- Signed certification for compliance with Federal and State payroll tax (941 Form)
- Certificate of liability insurance coverage.

- Copy of independent audit or Agreed Upon Procedures, per the Affiliate Agreement, due nine (9) months after the closing of an agency's fiscal year, unless otherwise stipulated by the CDDO.
 - New and revised policies and/or procedures.
 - Copy of completed satisfaction survey summary for licensed service providers.
 - Certificate of Tax Clearance
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 State of Kansas 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 maintain and submit required documents listed in #3 of this policy when requested.
 5. The CDDO will provide written correspondence to the CSP and provide a copy to the KDADS 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 CSP 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 60 days or a mutually agreed to time for successful transition to new services.
 7. If the Affiliated Provider chooses to discontinue a service, written notification must be received by the CDDO and KDADS within a minimum of 60 days prior to termination of services.
 8. The CDDO will notify KDADS in writing the recommendation to discontinue the Affiliation Agreement and provide copies of the CDDOs written correspondence with the Affiliated Provider.
 9. New or existing Affiliated Providers denied affiliation may appeal the CDDOs decision by following the procedures outlined in Policy [06-020](#) Dispute Resolution.
 10. If a CSP 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.
 11. Whenever an affiliation has been involuntarily terminated for existing CSP, the provider is not eligible to reapply for a period of five (5) years from the date of termination.