

Shawnee County
Community Developmental Disability Organization
Resource Guide
"Connecting Our Community"



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WELCOME

The Shawnee County Community Developmental Disability Organization (CDDO) Resource Guide has been designed to provide you with information about available services for individuals with Intellectual/Developmental Disabilities (I/DD) in Shawnee County.

The Resource Guide includes a description of the eligibility determination criteria and information about how to access services when funding is available.

The CDDO maintains a current listing of agencies who are affiliated and the type of services they provide. The affiliate list may be accessed on the Shawnee County CDDO website at www.sncddo.org.

ALPHABET SOUP

BASIS	Basic Assessment and Services Information System
CDDO	Community Developmental Disability Organization
CSD	Community Support Day
CSP	Community Service Provider
CSR	Community Support Residential
DD	Developmental Disability
EDI	Eligibility Determination Instrument
ELP	Essential Lifestyle Plan
HCBS	Home and Community Based Services
I/DD	Intellectual/Developmental Disability
IEP	Individual Education Plan
ISP	Individual Support Plan
KAMIS	Kansas Aging Management Information System
KDADS	Kansas Department for Aging & Disability Services
KDHE	Kansas Department of Health and Environment
KLO	Kansas Lifestyle Outcome
MCO	Managed Care Organization
MH	Mental Health
PCS	Personal Care Services
PCSP	Person Centered Support Plan
POC	Plan of Care
QA	Quality Assurance
QE	Quality Enhancement
TCM	Targeted Case Management

COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION (CDDO)

What is the CDDO?

Consistent with the provisions of the Developmental Disability Reform Act, the State of Kansas designated CDDO's to arrange for or to provide I/DD services and supports.

The Shawnee County CDDO works collaboratively with affiliated agencies to ensure quality services are provided to persons with I/DD.

Responsibilities of the CDDO include:

- Single point of contact for people seeking I/DD services
- Determine eligibility for I/DD services
- Provide updated affiliate information and referrals to other community agencies
- Provide updated affiliate information about community services to persons, and their court appointed guardians, living in state institutions
- Quality oversight and monitoring of services provided
- Reporting information to KDADS
- Implementing state policies and procedures
- Ensuring equal access to services

To Begin the Eligibility Process

Contact the CDDO Liaison at (785) 506-8677 to request information about eligibility determination for I/DD services and supports or to make a referral. You can also find eligibility information on the Shawnee County CDDO website at www.sncddo.org.

ELIGIBILITY FOR SERVICES AND SUPPORTS

To receive services and supports paid for by federal and state funds from KDADS, persons must meet specific eligibility criteria outlined in this section. It is the responsibility of the CDDO to ensure that persons supported by I/DD funds administered by KDADS meet these criteria. However, the CDDO may also hold each of its affiliates responsible for ensuring this. Use of KDADS administered I/DD funds to provide services and supports to persons who do not meet the eligibility criteria may result in recoupment of those funds.

Consistent with L. 1995, Chapter 234 (Substitute for H.B. 2458) persons who are I/DD or otherwise developmentally disabled are those whose conditions presents an extreme variation in capabilities from the general population which manifests itself in the developmental years resulting in a need of life long interdisciplinary services. This identifies those who, among all persons with disabilities, are the most disabled as defined below:

Intellectual Disability means substantial limitations in present functioning that is manifested during the period from birth to age 18 years and is characterized by significantly sub-average intellectual functioning existing concurrently with deficits in adaptive behavior including related limitations in three or more of the following applicable adaptive skill areas:

- Communication
- Self-Care
- Home Living
- Social Skills
- Community Use
- Self-Direction
- Health and Safety
- Functional Academics
- Leisure
- Work

Diagnosis of Intellectual Disability made by a licensed healthcare professional duly credentialed to make such diagnosis.

Other developmental disability means a condition such as autism, cerebral palsy, epilepsy, or other similar physical or mental impairment (or a dual diagnosis of intellectual/developmental disability and mental illness) and is evidenced by a severe and chronic disability which:

1. is attributed to a mental or physical impairment or a combination of mental and physical impairments, **AND**

2. is manifested before the age of 22, **AND**
3. is likely to continue indefinitely, **AND**
4. results in substantial limitations in any three or more of the following areas of life functioning:
 - a. self-care
 - b. understanding and the use of language,
 - c. learning and adapting
 - d. mobility
 - e. self-direction in setting goals and undertaking activities to accomplish those goals
 - f. living independently
 - g. economic self-sufficiency, **AND**

to further clarify substantial functional limitations, the CDDO may, but is not required to use the Eligibility Determination Instrument (EDI) or other professionally accepted, standardized methods of Functional Assessment.

5. reflects a need for a *combination* and *sequence* of special, interdisciplinary or generic care, treatment or other services which are lifelong, or extended in duration and are *individually planned and coordinated*, **AND**
6. does not include individuals who are solely severely emotionally disturbed or seriously persistently mentally ill or have disabilities solely as a result of infirmities of aging.

For children under the age of eight, developmental disability means a severe, and chronic disability which:

1. is attributable to a mental or physical impairment or a combination of mental and physical impairments, **AND**
2. is likely to continue indefinitely, **AND**
3. results in at least three developmental delays as measured by qualified professionals using appropriate diagnostic instruments or procedures, **AND**
4. reflects a need for a combination and sequence of special, interdisciplinary or generic care, treatment or other services which are lifelong, or extended in duration are individually planned and coordinated, **AND**
5. does not include individuals who are solely severely emotionally disturbed or seriously and persistently mentally ill.

PROCEDURES

The CDDO shall assure that all persons receiving state and/or federal funds meet the I/DD eligibility definition.

To receive ICF-I/DD or HCBS/I/DD waiver services an individual must meet the eligibility criteria outlined by the State of Kansas per the Developmental Disability Reform Act. <http://www.kdads.ks.gov/commissions/csp/home-community-based-services-%28hcbs%29/program-list/i-dd>

If determined ineligible, a person shall have the right to request reconsideration of the eligibility determination by a third party. The request must be in writing and forwarded to Shawnee County CDDO Liaison, 2701 SW Randolph Ave., Topeka, KS 66611.

If upon reconsideration by a third party the person remains ineligible, the person shall have the right to an appeal. The appeal must be filed in writing within 30 days of the ineligible notice and sent to:

Administration Hearings Section
1020 S. Kansas Ave.
Topeka, KS 66612

FUNCTIONAL ASSESSMENT

Questions & Answers

What is a Functional Assessment?

- A Functional Assessment is a three-part assessment which takes approximately an hour to complete. The three parts are Information, Assessment and Services summary.

Why does a Functional Assessment need to be done?

- All children and adults with a developmental disability who are receiving services and new persons determined I/DD eligible are required to have a Functional Assessment to determine waiver eligibility for HCBS funding.
- **What are the questions about?**
- The Information and Services section is for recording information such as name, address, and a list of services being provided. The assessment section reflects the necessary supports in areas such as medical, behavioral, motor, self-care, and cognitive.

Who should attend?

- The individual for whom the Functional Assessment is being completed must be present and anyone who is in the person's circle of support is encouraged to participate. This includes parents, guardians, teachers, siblings, paraprofessionals and any staff members that work with the person. The individual has the option to leave during the assessment should he/she become uncomfortable with the questions being asked.

Where are meetings held?

- The Functional Assessment can be completed at the person's home, school, CDDO office or other preferred setting.

Why do my answers matter?

- It is important that all questions are answered accurately during the screening in order for the person to receive the appropriate supports.

What happens next?

- The information is submitted electronically to the State of Kansas. When HCBS Waiver eligibility has been determined, a tier level of 1-5 is assigned based on the cumulative score.

If you have any questions, feel free to ask the assessor present or call the CDDO at (785) 232-5083.

CHOOSING or CHANGING SERVICE PROVIDERS

If you are choosing a provider for the first time or are interested in changing providers, you may do so at any time. To begin this process, contact your Targeted Case Manager or the CDDO.

The CDDO will be able to provide you with information on how to select the appropriate service provider as well as to provide you with a current listing of service providers in the Shawnee County area accepting new persons. A current list of service providers is always available on the Shawnee County CDDO website at www.sncddo.org.

SERVICES

Services are provided to any eligible person if:

1. the chosen service provider is able to provide services, **AND**
2. funding is available

If funding is not available, the person may choose to be added to the statewide waiting list.

HCBS/IDD WAIVER SERVICES

Assistive Services: Wheelchair modifications, ramps, home modifications, van lifts and assistive technology.

Children's Residential Services: Foster care services for children placed out of the family home, voluntarily or involuntarily, in a licensed foster care program.

Day Services: Out of the home services for adults designed to increase a person's productivity and independence, and to integrate into the community.

Overnight Respite Care: Designed to provide relief to family members who serve as the primary unpaid caregiver(s). (Maximum of 60 nights per calendar year)

Personal Care Services (formerly known as Personal Assistant Services): Personal attendant care services for individuals who self-direct their care and live in their own or family home.

Residential Services: Services for adults that provides a residential environment created to retain and/or improve skills related to activities of daily living.

Sleep Cycle Support: Overnight attendant worker to assist with medical needs.

Specialized Medical Care: Long-term nursing support for the medically fragile and technology dependent.

Personal Care Services (formerly known as Supportive Home Care): Personal attendant care services for individuals who receive agency directed attendant care services and live in the family home.

Wellness Monitoring: Bi-monthly visits by a nurse to monitor significant medical needs.

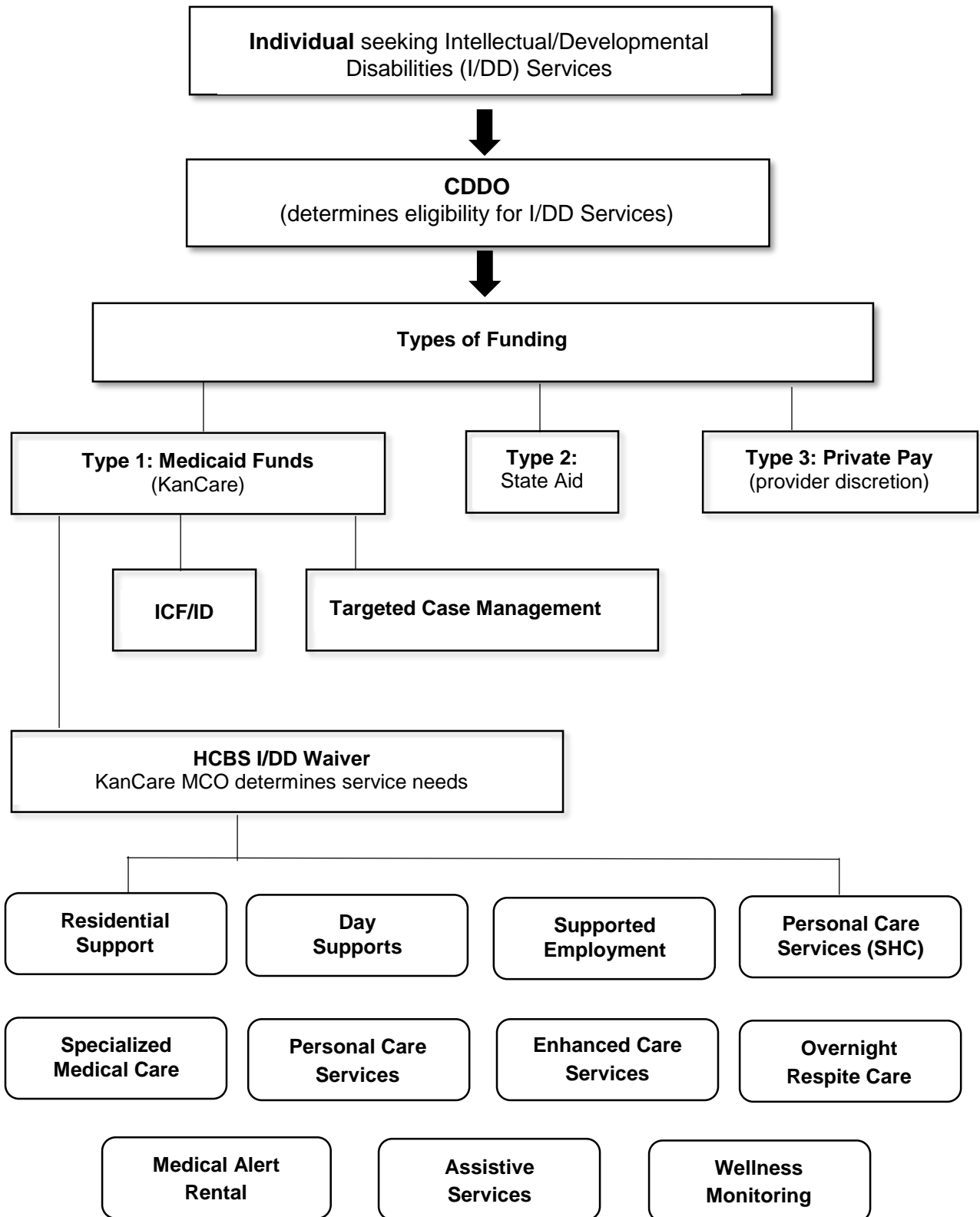
CONTINUITY OF FUNDING

Home Community Based Services (HCBS) Waiver funding continues:

1. as long as the person remains a resident of Kansas **AND**
2. funding is available

HCBS funding remains in effect when a person moves from one CDDO area to another CDDO area.

FUNDING SOURCES AND SERVICES



DEFINITION OF TARGETED CASE MANAGEMENT

Definition of Services: Targeted Case Management services are defined as those services which will assist the individual in gaining access to medical, social, educational and other needed services.

Targeted Case Management includes all of the following services:

- **Assessment** of an eligible individual to determine service needs by gathering the individual's history, identifying the individual's needs, completing related documentation and gathering information from the individual, family members, medical providers, social workers and educators to form a complete assessment of the individual.
- **Development of a specific support/care plan** that is based on the information collected through the assessment. The plan specifies the goals and actions to address the medical, social, educational and other service needs of the individual. The plan is created with the individual or legal representative to develop goals and identifies a course of action conducive to those goals.
- **Referral and related activities:** The TCM will assist an individual or his/her legal representative to obtain needed services by providers that meet the desired activities and/or services.
- **Monitoring and follow-up activities:** includes activities and contacts necessary to ensure that the support/care plan is implemented and adequately addresses the individual's needs.

This may include transition planning:

- a. from school to the adult world;
- b. from an institution to community alternatives;
- c. from one type of service setting to another;
- d. from one provider to another provider, or
- e. from one service area to another service area.

SUGGESTED QUESTIONS WHEN CHOOSING A TARGETED CASE MANAGER/PROVIDER

1. Will I choose my own targeted case manager (TCM) or will you?
2. Why should I choose your Targeted Case Management agency?
3. What are your strengths? Specialty Areas?
4. How long have you been a Targeted Case Manager?
5. Are you familiar with IEP's, school transition and education law? Will you attend those meetings?
6. How will you advocate for me?
7. What is your role in maintaining my benefits?
8. Will you assist with the Medicaid application and other paperwork?
9. Are you aware of community resources?
10. Can you help me understand what Managed Care Organizations do?
11. How will you help me if I choose to self-direct my care?
12. May I contact you in an emergency after business hours?
13. Is there a fee for me to receive targeted case management services?

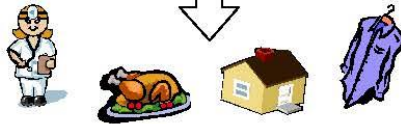


Other's can not hurt you physically or with words.

You have the right to Privacy, when you want.



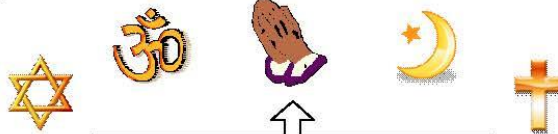
You have the right to basic needs such as food, clothing, medical care, and a home.



You can have visitors, mail, & phone calls where you live. You have the right to visit with friends and family in public and in private.

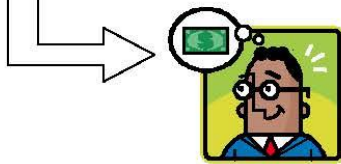


You have the right to vote.



You have the right to choose and practice your religion or faith.

You have the right to manage your own money to the extent you are able, or you can receive help with it.



Medications that you take for behaviors are okayed by you, before you take them.

Also, work is your choice. And you must be paid for your work.

You have the right to Receive Buy & Use your own possessions.



You have the right to be treated with dignity and respect. Others should treat you fairly and the same as anyone else.



You should always be included in discussions and decisions regarding your life, including your Person-Centered Plan.

You have the right to see your records, file a complaint, or use the legal system.



PERSON CENTERED SUPPORT PLAN

What is a Person Centered Support Plan (PCSP)?

- A plan that is written and available to you and your support workers.
- A plan developed by a support network chosen by you.
- A well thought out strategy to fulfill your preferred lifestyle.
- A plan approved in writing by you or your legal representative (guardian).

Development of a PCSP is based on the information collected through the Functional Assessment, specifying the goals and actions to address the medical, social, educational, and other service needs of the individual.

- The plan is written and developed by the individual and their support network.
- It contains a well thought out strategy of support to help an individual in their preferred lifestyle.
- It is approved in writing by the person and/or guardian.

Who develops the PCSP?

The targeted case manager (TCM), you, as well as your family, guardian(s), friends, support staff and anyone else in your support network.

What information is included in the PCSP?

The type of setting you want to live in and with whom you want to live with. What work or other valued activity you would like to do. With whom you would want to socialize with. In what social, leisure, religious, or other activities you want to participate in. Everything in this outline should be addressed in the plan. Alternative options should also be identified.

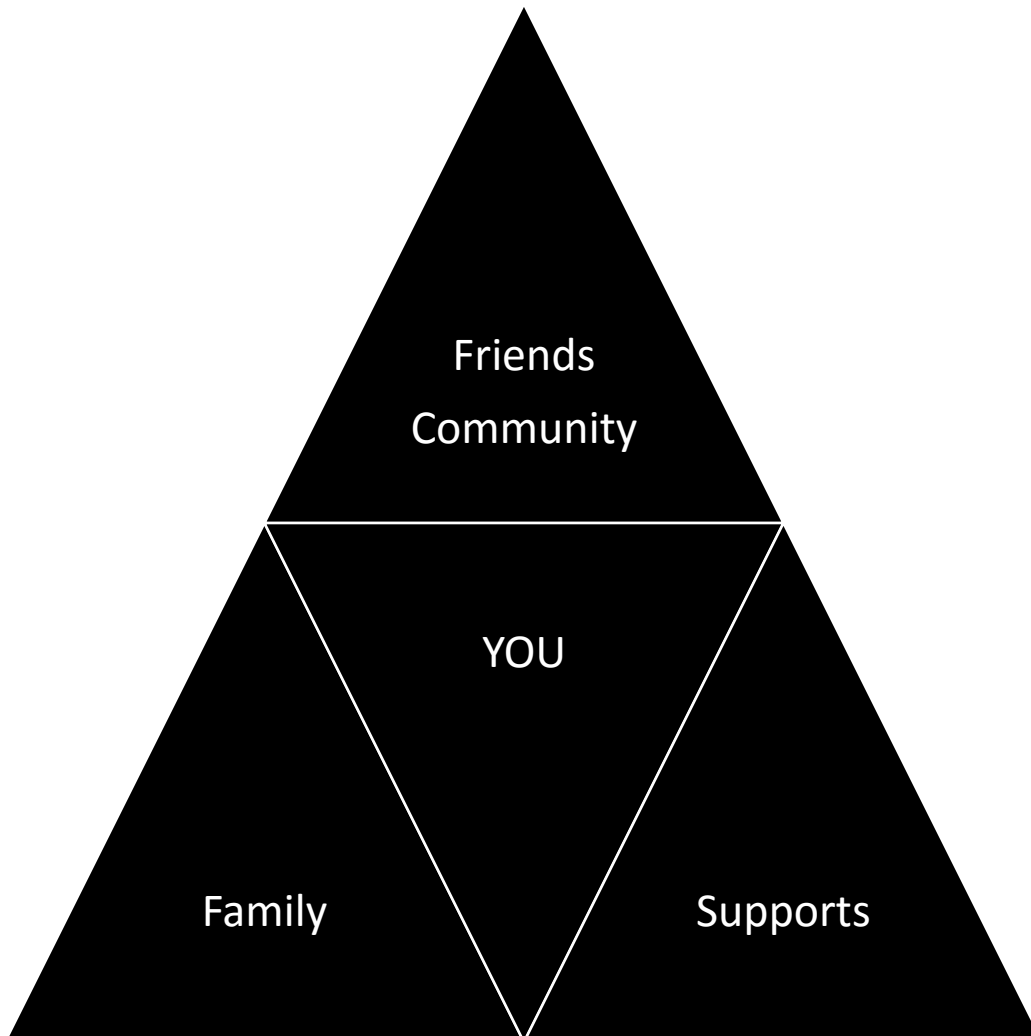
What if I am not equipped to achieve my goals in life?

Your plan should include a list and description of things necessary to assist you in achieving your preferred lifestyle, such as; training, equipment, services and natural supports (family, friends and community resources).

SUPPORT NETWORK

What is a Support Network?

- People who know me and know what I want.
- People who help get me through life.
- People who are committed to my well-being.



QUALITY OVERSIGHT COMMITTEE

The Kansas Administrative Regulation mandate that CDDOs have a committee comprised of persons served, family members, guardians, interested citizens and service providers that meet regularly. The committee will provide oversight for persons being served in Shawnee County and will measure the following:

1. Services that are paid for are delivered.
2. Services that are delivered are paid for in accordance with terms of any agreements or contract in force.
3. Services are being provided in a manner that meet certain requirements described in Article 63.
4. The CDDO or provider is assuring that all the persons served have their rights protected.
5. The CDDO and/or provider is reporting any suspicions of abuse, neglect, or exploitation (ANE) to the appropriate agency and has corrected or is in the process of correcting the cause of the confirmed ANE.

COUNCIL OF COMMUNITY MEMBERS

The Council of Community Members consists of persons with I/DD, family members, guardians and community service providers. The Council schedules, at least, quarterly meetings to address concerns related to I/DD services and supports.

The Council is responsible for overseeing local capacity and makes suggestions concerning service issues and/or gaps of service. The Council has the right to express opinions and make recommendations to the governing board of the CDDO.

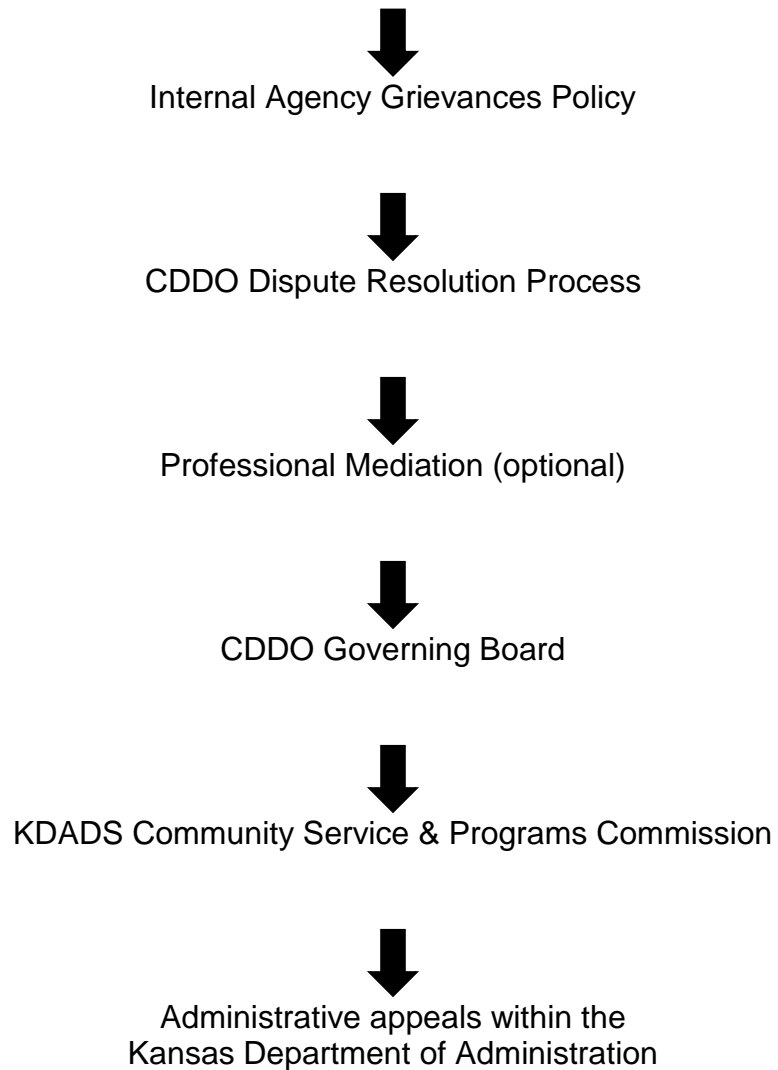
GREIVANCE PROCESS

If there is an unresolved issue after utilizing the provider's internal process:

- The person receiving services and/or guardian may contact their targeted case manager or the CDDO and request services from a different provider.
- If the person or guardian chooses to remain with the provider, a written notice of the dispute must be submitted to the CDDO. You may ask your TCM to assist you with this process.
- If the issue is not resolved at the CDDO level, or the grievance is with the CDDO, the person may refer to the CDDO's Dispute Resolution policy #60-020.

DISPUTE RESOLUTION

Persons receiving services, legal guardian, and any individual from the persons support network and/or any other component of the community services system



PHONE NUMBERS AND WEBSITES

EMERGENCY NUMBERS

Emergency All emergencies police fire, sheriff and ambulance	911	Non- emergency Police Dept. – 785-368-9551 Sheriff's Dept. – 785-368-2200
Poison Control	800-222-1222	www.kumed.com/medical-services/poison-control

STATE OF KANSAS

Kansas Dept. For Aging Services (KDADS) Abuse Hotline	800-922-5330	www.kdads.ks.gov/hotlines
Kansas Office of the Governor	785-296-3232 877-579-6757	https://governor.ks.gov
Kansas Department of Children and Families	785-296-3271	www.dcf.ks.gov
Kansas Department for Aging and Disability Services	785-296-4986 800-432-3535	http://kdads.ks.gov
Kansas Department of Health and Environment	785-291-3419	www.kdheks.gov
Kansas Legislature	785-296-2391	www.kslegislature.org

MANAGED CARE ORGANIZATIONS (MCO)

To view an example Open Enrollment Packet for Current Member
Go to: http://www.kancare.ks.gov/choosing_a_plan.htm

Amerigroup	800-600-4441 TTY: 711	www.amerigroup.com
Sunflower Health Plan	877-644-4623 TTY: 888-282-6428	www.sunflowerhealthplan.com
United Healthcare	877-542-9238 TTY: 771	www.uhc.com

HOSPITALS

St. Francis Health Center	785-295-8000	www.stfrancistopeka.org
Stormont-Vail HealthCare	785-354-6000	www.stormontvail.org

MENTAL HEALTH

Family Service & Guidance Center	785-232-5005	www.fsgctopeka.com
Valeo Behavioral Health Care	785-233-1730 785-234-3300 (Crisis Hotline)	www.valeocrp.org

IDENTIFICATION

Dept. of Motor Vehicles	785-296-3613	www.ksrevenue.org
Social Security Administration	888-327-1271	www.ssa.gov

Voter Registration	785-251-5999	www.snco.us
PUBLIC SERVICE		
American Red Cross	785-234-0568	www.redcross.org/ks/local-chapters/capital-area
Community Action	785-235-9561	www.wefightpoverty.org
Doorstep of Topeka, Inc.	785-357-5341	http://doorsteptopeka.org
Let's Help	785-234-6208	www.letshelpinc.org
Salvation Army	785-233-9648	www.salvationarmyusa.org
Topeka Housing Authority	785-357-8842	www.tha.gov
United Way of Greater Topeka	785-273-4804 211 (toll free statewide)	www.unitedwaytopeka.org toll free statewide – assistance with rent, utilities, medical, clothing, tutoring and counseling
LEGAL SERVICES		
Kansas Legal Services	785-233-2068	www.kansaslegalservices.org
Shawnee County Public Defender	785-296-6631	http://www.sbids.org
Washburn University School of Law Clinic	785-670-1060	http://washburnlaw.edu/contactus
RECREATION		
Special Olympics Kansas	913-236-9290	www.kssso.org
Shawnee County Parks & Recreation	785-251-2600	http://parks.snco.us/
YMCA	785-354-8591	www.ymcatopeka.org
YWCA	785-233-1750	www.ywcaneks.org
TRANSPORTATION		
Topeka Transit	785-783-7000	www.topekametro.org
The Lift (individuals with disabilities)	785-783-7000	http://www.topekametro.org/riding/paratransit
Capitol City Tax	785-267-3777	
Yellow Cab	785-357-4444	
RESOURCES		
Child Care Aware of Eastern Kansas	785-357-5171	www.ks.childcareaware.org
Easter Seals Capper Foundation	785-272-4060	www.easterseals.com
El Centro of Topeka	785-232-8207	www.elcentrooftopeka.org

Kansas Children's Service League	785-274-3100	https://www.kcsl.org
Kansas Dental Association	785-272-7360	www.ksdental.org
Marian Dental Clinic	785-233-2800	www.marianclinic.org/dental.html
Shawnee Regional Prevention and Recovery Services	785-266-8666	www.parstopeka.com
Shawnee Health Agency	785-251-2000	http://shawneehealth.org
Women's Recovery Center	785-233-5885	www.treatmentcentersdirectory.com
YMCA Center for Safety & Empowerment	785-233-1750 888-822-2983 (hotline)	www.domesticshelters.org/ks/topeka/66612/ywca-center-for-safety-and-empowerment
ADVOCACY		
InterHab	785-235-5103	www.interhab.org
ARC Advocacy Topeka Chapter	785-235-0597	www.tarcinc.org
Disability Rights of Kansas	785-273-9661 877-776-1541	www.drckansas.org
Self-Advocates of Kansas (SACK)	785-749-5588 888-354-7225	http://sackonline.org/
SUPPORT NETWORKS		
Down Syndrome Guild of Greater Kansas City	913-384-4848	www.kcdsg.org/about_dsg.php
Epilepsy Foundation Missouri & Kansas	816-444-2800 (Ks) 800-264-6970 (Mo)	www.epilepsy.com/missouri-kansas
Families Together	785-233-4777 800-264-6343	www.familiestogetherinc.org
Kansas Commission on Disability Concerns	800-295-5232	http://kcdcinfo.com/
Kansas Center for Autism	913-897-8471	www.kcart.ku.edu
National Association for the Dually Diagnosed (NADD)	800-331-5362	http://thenadd.org
United Cerebral Palsy of Kansas	316-688-1888	http://ucpks.org
The Arc- National Organization	800-433-5255	www.thearc.org
American Network of Community Options & Resources (ANCOR)	703-535-7850	www.ancor.org

CDDO SPONSORED TRAINING OPPORTUNITIES

ADULT LICENSING/ARTICLE 63

Review licensing regulations, which govern delivery of developmental disability services. There is not a fee for participants.

Functional Assessment (BASIS)

This class explains the Functional Assessment process and how to be actively involved during a meeting. There is not a fee for participants.

CDDO OVERVIEW

This class explains the role and responsibilities of the CDDO. Information is shared about service providers in Shawnee County. There is not a fee for participants.

Web Based System (BCI)

This class teaches authorized affiliated provider staff how to utilize the web based system to access information for persons providing services to. There is not a fee for participants.

Service Provider Transition Protocol

This class teaches case managers and providers the local process in Shawnee County when a person is transitioning services to another affiliated service provider. There is not a fee for participants.

*** Affiliated providers may offer additional training opportunities. Feel free to contact affiliated agencies or your case manager.

Shawnee County CDDO Affiliated Providers

**Please see the most current affiliate listing provided
to you by the Assessor.**

The affiliated provider listing is also on our website at www.sncddo.org.