

Subject: Single Point of Application and Eligibility Determination
Effective Date: 12-15-97

Policy No: 06-001

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Forms:

[06-001.002 Release of Information](#)
[06-001.003 I/DD Eligibility Determination Form](#)
[06-001.005 Application for I/DD Eligibility Determination](#)
[06-001.006 Options Counseling/Choice Form](#)
[06-002.001 I/DD Eligibility Reconsideration](#)
KDADS I/DD-1 form (State Form)
DD Ineligible Form (State Form)

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will serve as the single point of application and eligibility determination for any person requesting developmental disabilities services.*

GUIDELINES:

1. Interested persons or referrals made to the CDDO wanting to access services will apply for Eligibility Determination by completing the Application for I/DD Eligibility Determination ([06-001.005](#)) and provide applicable information specific to the disability.
2. The CDDO Liaison will determine if the person requesting services and/or supports meets the criteria of developmental disability using K.S.A. 39-1803 and the State of Kansas/KDHE/CDDO Contract. A letter will be mailed notifying persons of eligibility.
3. If determination of eligibility cannot be determined at the time of application, additional information may be requested from the applicant, obtained by use of the Authorization for Release of Information form ([06-001.002](#)) and/or assessment(s) such as the Eligibility Determination Instrument (EDI) with documentation of disability.
 - a. The application will be considered complete when all applicable information is received. Eligibility will then be determined within five (5) business days.
 - b. If after 90 days from initial contact, eligibility cannot be determined, information will be placed in "inactive files" and a letter identifying as such will be forwarded by the CDDO Liaison to the person requesting eligibility determination.
4. Eligible persons and/or the guardian(s) will be informed of the Shawnee County CDDO's responsibilities and the role of the Targeted Case Manager (TCM) at the initial meeting and will be provided a copy of the Affiliated Provider list, Resource Guide and Options Counseling/Choice Form ([06-001.006](#)) and the KDADS I/DD-1 Form will be completed and sent to KDADS. The CDDO or the TCM can assist the person, when requested, with community resources that can provide supports and/or services.
5. Shawnee County CDDO Liaison or Assessor will complete the initial statewide Functional Assessment for eligible persons' age five (5) and older.

6. The CDDO will maintain a list of persons who have made application to the CDDO for community services and have been determined eligible, and allow access to this list, except for the names of those persons who have requested that their names be kept confidential by the licensed providers in the service area who have entered into affiliation agreements with the CDDO.
7. The CDDO will indicate in KAMIS those individuals who have requested to receive HCBS services.
8. The CDDO will contact the eligible person annually in accordance with Shawnee County CDDO Functional Assessment Policy [06-006](#).
9. If an individual is determined ineligible for I/DD services, he/she will be referred to other community services and will be informed of the Shawnee County CDDO Ineligibility Determination Appeal Process Policy [06-002](#) and notification of I/DD Eligibility Reconsideration [\(06-002.001\)](#). The State DD Ineligible Form will be completed and sent to KDADS.