



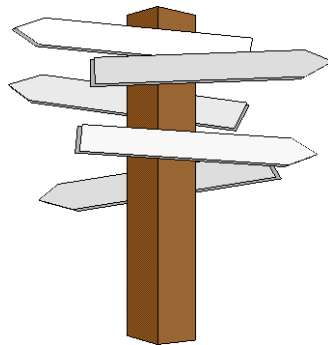
Shawnee County
Community Developmental Disabilities Organization

"Your resource for connecting our community"

How to Affiliate with The Shawnee County Community Developmental Disabilities Organization (CDDDO)

Table of Contents

Introduction	3
Licensed Provider/Financial Management Provider	4
Step 1 – License Process	5
Step 2 – Business Plan	6
Step 3 – Affiliation Requirements	7
Step 4 – Background Checks	9
Step 5 – Affiliate Agreement	11
Step 6 – Medicaid Provider	12
Sources of Funding	13
Dispute information	13
Acronyms	15



This booklet is designed to assist you through the process of becoming an affiliated provider and not intended to be a comprehensive guide. Entities interested in providing Intellectual/Developmental Disability (I/DD) services must affiliate (contract) with the Shawnee County CDDO.

The CDDO is the single point of access for I/DD services. CDDOs are responsible for determining I/DD eligibility and HCBS waiver eligibility. The CDDO collaborates with affiliated providers to coordinate, identify and arrange for services. There are 27 CDDOs in Kansas and TARC is the designated CDDO for Shawnee County.



Home & Community Based Services (HCBS) I/DD Waiver

The following services may be provided to an eligible person with an intellectual or developmental disability. Providers of service must meet the Kansas Department for Aging and Disability Services (KDADS) requirements prior to affiliation.

HCBS I/DD Waiver services & supports:

- Residential Supports for adults and children
- Day Supports
- Supported Employment
- Supportive Home Care
- Personal Assistant Services
- Specialized Medical Care
- Sleep Cycle Support
- Overnight Respite
- Assistive Services
- Wellness Monitoring

Day and residential supports provided to adults with intellectual/developmental disabilities (I/DD) are licensed by the Kansas Department for Aging & Disability Services (KDADS).

Residential supports provided to children voluntarily placed in foster care settings are licensed by Kansas Department of Health and Environment (KDHE).

Refer to the HCBS I/DD Waiver Handbook and Kansas Medical Assistance Program (KMAP) Provider Manual for service definitions and limitations for I/DD waiver services.

Are you going to be a licensed provider or financial management provider?

Licensed Provider

License required – Any person, association, corporation or any community or local governmental department which is:

1. Operating as or undertaking to become a provider of services and supports to adults or children who have been determined eligible for I/DD services;
2. In need of services greater than those provided in a boarding care home as defined by KSA 39-932; and
3. Not otherwise certified as an intermediate care facility for the Intellectual/Developmental Disabled much be licensed as a community-based agency providing services to adults with Intellectual/ developmental disabilities (I/DD) under K.A.R. 30-40-1 et.seq.

If licensed provider, proceed to step 1

Financial Management Services (FMS)

FMS providers are responsible for attendant care worker's financial records, tax withholding records and HCBS documentation to receive reimbursement for HCBS waiver services. FMS providers provide payroll services to persons who self-direct their services. Employee records are to be made available to the CDDO or the state of Kansas upon request.

If a financial management service, proceed to step 2.

Step 1 – License Process

Licensure for Adults

1. Contact KDADS at (785) 296-4986 and request an application to provide licensed I/DD services or visit the KDADS website at www.kdads.ks.gov.
2. Complete the license application and submit electronically or by mail to:

KDADS
New England Building
503 S. Kansas Ave.
Topeka, KS 666166603

3. Once the application is received by KDADS, the Quality Management Specialist will contact you to finalize the licensure process.

1. KDHE is responsible for licensing children residential providers. Contact KDHE at (785) 368-1270 to request an application to provide children residential services.

Proceed to Step 2

Step 2 – Business Plan

The business plan should demonstrate organization credibility, adequate customer potential and financial feasibility. The CDDO requires the business plan to include the following:

1. Description of Business
 - a) Mission statement
 - b) Purpose
 - c) Sites(s)
 - d) Service(s) provided
2. Target area
3. Operational management
4. Marketing plan
5. Financial plan
 - a) Working capital

More assistance may be obtained by contacting:

Washburn University Small Business Development Center

120 SE 6th St.

Suite 110

Topeka, KS 66603

(785) 234-3235

<http://www.washburn.edu/community-business/sbdc.html>

<http://washburnsmallbusiness.com/>

Proceed to step 3

Step 3 – Affiliate Requirements

The following information must be submitted to the CDDO:

(If you have any questions regarding the requirements contact the CDDO Director at (785) 232-5083 ext. 8712)

Licensed Affiliate Requirements

1. Filing of the business with the Secretary of the State office
(Sole Proprietorships, d.b.a. is not applicable)
2. Copy of the KDADS or KDHE license
3. Business Plan
4. Three Reference Letters (written within the past year)
5. Certificate of Insurance to include: Comprehensive General Liability (\$1,000,000.00 to \$3,000,000.00 minimum); Automobile Liability (\$500,000. minimum); Workers Compensation Insurance (minimum as required by law). ***The Shawnee County CDDO must be named as the additional insured on the insurance policy.***
6. Abuse Neglect Exploitations Policy (KAR 30-63-28)
7. *Capacity Methodology policy
(The maximum number of persons to serve)
8. *Continuity of Service Provision policy
(How services will be provided during emergency situations)
9. Direct Care – Training Expectations policy (KAR 30-63-26)
10. Grievance policy (An internal process for individuals and families not satisfied with service delivery)
11. Individual Rights and Responsibilities policy (KAR 30-63-22)
12. Medication policy (KAR 30-63-23)
13. Records Maintenance policy (KAR 30-63-29)
14. Required Background Checks (See step 4)
15. Satisfaction Survey

Additional Requirements Targeted Case Management (TCM)

1. Successful completion of the KDADS case manager on-line assessment
2. TCM job description
3. Organizational chart
4. Case management training requirements are met
5. Person Centered Support Planning Process
6. Referral Process – Policy and procedure for submitting referrals to service providers

FMS Affiliate Requirements

1. Approved by the state of Kansas as a Financial Management Services (FMS) Provider
2. Business Plan
3. Three Reference Letters (written within the past year)
4. Certificate of Insurance to include: Comprehensive General Liability (\$1,000,000.00 to \$3,000,000.00 minimum); Workers Compensation Insurance (minimum as required by law). ***The Shawnee County CDDO must be named as the additional insured on the insurance policy.***
5. Abuse Neglect Exploitations Policy (KAR 30-63-28)
6. Capacity Methodology policy
7. Continuity of Service Provision policy
8. Grievance policy
9. Implementation and Adherence policy (KAR 30-63-10; License required, Exceptions)
10. Job descriptions for employees performing direct care functions
11. Documentation – Example of how documentation for services will be maintained.

Limited Licensed Affiliate Requirements

1. See listed items 1-15 on page 7 licensed affiliate requirements.
2. A written statement from the court appointed guardian that identifies why the limited licensure is in the best interest of the person. If the individual does not have a guardian, a written statement from the person to identify why the limited licensure is in their best interest.
3. Person Centered Support Plan.

Proceed to step 4

Step 4 – Background Checks

Background Checks

- 1) Motor Vehicle Report (MVR) – The Vehicle Record Consent form may be obtained from:

Any Kansas Driver's License Service Center
www.ksrevenue.org
(785) 296-3601

There is a fee.

- 2) Adult Protective Services Registry –
Call (785) 368-81615 to ask for a copy of their form to fill out.

Adult Abuse Registry
DCF Administration Building
555 S. Kansas Ave.
4th Floor
Topeka, KS 66603

There is no fee.

- 3) Child Protective Services Registry – The current Release of Information form can be found on the Division of Children and Family Services website.

OR

To request a Child Abuse and Neglect Central Registry Information packet.

Child Abuse and Neglect Central Registry
PO Box 2637
Topeka, KS 66601
(785) 296-4653
(785) 296-368-8159

There is a fee.

*OIG/KNAR

Kansas Department of Health and Environment (KDHE) Health Occupations – 4) Go to <http://kdads.ks.gov/commissions/scc/abuse-neglect-or-exploitation> and next click on the list of individuals with findings of ANE and then click to continue. Print a copy for your files.

There is no fee.

OR

Mail a letter requesting the record check and explaining the purpose of the request. Include all names by which you have been known, your dates of birth, race, sex and social security number. Include a check made payable to OIG/KNAR for payment.

Kansas Bureau of Investigation
Attn: Criminal History Records Section
1620 Tyler
Topeka, KS 66612
(785) 296-8200

There is a fee.

Proceed to Step 5

Step 5 – Affiliate Agreement

Contact the Shawnee County CDDO Director at (785) 232-5083 to schedule an appointment to review your affiliate agreement upon completion of all required documents.

Shawnee County CDDO
2701 SW Randolph
Topeka, KS 66611
(785) 232-5083

What to bring with you:

1. Copy of license, if applicable.
2. Business plan.
3. All required documents outlined in step 3.
4. Completed background checks.

Proceed to step 6.

Step 6 – Medicaid Enrolled Provider

Contact HP Enterprises to become a Medicaid enrolled provider:

In order to bill and receive Medicaid reimbursement you must be an enrolled Medicaid Provider and assigned a Kansas Medical Assistance Program (KMAP) Provider number for HCBS I/DD Waiver services.

A prospective provider completes an application to enroll at:

HP Enterprises
6511 SE Forbes Ave.
Topeka, KS 66619
(785) 274-4200

There is an application fee.

Include a copy of your signed Affiliate Agreement with the Shawnee County CDDO. Affiliation with the Shawnee County CDDO is required **PRIOR** to submitting the application.

Refer to the HP Enterprises publications regarding electronic submission or contact HP directly if you have questions.

***WHEN ASSIGNED A MEDICAID PROVIDER NUMBER, PLEASE FORWARD THE INFORMATION TO THE CDDO DIRECTOR.

As of January 1, 2014, providers must contract with Managed Care Organizations (MCO). There are three (3) MCO's: AETNA, Sunflower State Health & United Health Care. More information about each MCO and the credentialing/contracting process is located on the KanCare website at www.kancare.ks.gov

Sources of Funding

Funding for Community Service Programs:

1. Medicaid - Home & Community Based Services (HCBS) I/DD Waiver
2. County Mill Levy
3. State Aid

Reimbursement from Funding Sources

HCBS I/DD WAIVER – The affiliated provider submits claims to the designated MCO to receive reimbursement as authorized on the approved Plan of Care (POC) also may be referred to as the Integrated Service Plan (ISP). Services billed may be for any amount less than the authorized POC/ISP and never more than the authorized amount. Any disagreements on the reimbursement are between the provider and MCO. The CDDO is not responsible for any suspended or rejected claims. No provider will be reimbursed at a higher rate than KDADS authorizes.

MILL LEVY – Not for profit affiliated providers have the opportunity to apply for County Mill Levy funds during the annual mill levy application screening process.

STATE AID – Discretionary funds for eligible persons not receiving I/DD waiver funding. There is a waiting list for state aid funds.

Dispute Information

As per CDDO policy #06-043 (Entering into Affiliate Agreement):

New or existing affiliated providers denied affiliation may appeal the CDDOs decision by following the procedures outline in Policy #06-020 Dispute Resolution.

If a Community Service Provider appeals the decision, they may continue to provide services although they are not eligible to receive referrals for new persons until the dispute process is final.

Whenever an affiliation has been involuntarily terminated for existing Community Service Provider, the provider is not eligible to reapply for a period of five (5) years from the date of termination.

ACRONYMS

AIR	Adverse Incident Reporting (State of Kansas)
BASIS	Basic Assessment and Services Information System
CDDO	Community Developmental Disability Organization
CIR	Critical Incident Report (CDDO)
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	Individualized 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
SHC	Supportive Home Care
TCM	Targeted Case Management