**Implementation Responsibilities of the CDDO, 002**

**Revision Date: June 9, 2019**

**CDDO Policy 002**

**Policy:**

Cowley County CDDO will collect information from its CDDO area and report to the Secretary (Secretary of the Kansas Department of Aging and Disability Services) all individuals that are receiving supports and services and provide accountability of the utilization of funding for contracted services.

**Procedures:**

1. Collection of Basic Assessment and Services Information System (BASIS):

* 1. Initial BASIS/Functional Assessment Information and Services sections will be completed by the CDDO.
	2. The CDDO will annually complete the BASIS/Functional Assessment as required by Kansas Department of Aging and Disability Services (KDADs)/CDDO contract.
	3. The Targeted Case Manager is responsible for making the necessary changes in the Information Section and forwarding them to the CDDO as they occur. CDDO staff will also review this section annually at the time of the Assessment.
	4. Cowley County CDDO Department will ensure that information entered into the Kansas Assessment Management Information System (KAMIS) is correct and timely. Once the Assessment data are entered and approved, a Notice of Action (NOA) will be generated indicating if the individual is functionally eligible for Home and Community Based Services (HCBS.) CDDO staff will provide a copy of the NOA to the person/their guardian, Managed Care Organization (MCO) and their Targeted Case Manager (TCM) if they have one. Individuals who are determined functionally eligible for HCBS will be added to the waiting list for funding based upon the services they are requesting/eligible for based on their age IF they are not already receiving services. If they are not functionally eligible at the time of the Assessment, they will be added to the list if/when they are functionally eligible when re-assessed annually and services are requested.
1. Annual Notification

At the initial and annual Assessment, the list of Service Providers available in Cowley County is presented to the individual/guardian. If the guardian is not present at the Assessment, this information is mailed to them. The information in this notification packet mailed to the individual/guardian includes:

* 1. The types of service and providers available in Cowley County.
	2. The individuals rights ensured by the Developmental Disability Reform Act
	3. The Dispute Resolution Policy
	4. The Notice of Action regarding eligibility for HCBS services.
	5. Information/invitation to join the Council of Community Members
	6. An acknowledgement of Options Counseling.
1. Individual Service Plan:
2. Individual Service Plans (ISP) from the MCO, complete with signatures of all guardians, providers and the Targeted Case Manager, will be forwarded to the CDDO as noted above.
3. The Individual Service Plan will identify the maximum funding levels for support services of the identified plan. The ISP will be filed in the 3 ring binders labeled by the agency that provides the TCM service and tracked to assure tier level and correct provider.