**Affiliation Process, 002.1**

**Revision Date: June 9, 2019**

**CDDO Policy 002.1**

**Policy:**

The Cowley County CDDO Department promotes the development of effective and efficient community services that afford choice and satisfaction of persons served and their families/guardians. The CDDO will affiliate with any requesting entity to provide services to eligible individuals if the requesting entity meets the qualifications for and abides by the following procedures. Affiliates must be chosen by the person or their guardian for service provision.

**Procedure:**

1. A Guide to Affiliation is available for potential affiliates to use to follow the steps needed for affiliation.
2. After receipt of the required documentation, Cowley County CDDO Department will forward an Affiliation Agreement to the CSP to complete and return to Cowley County

CDDO Department. No services should be provided until the affiliate receives notification of approval for affiliation with Cowley County CDDO Department

1. Each affiliate of Cowley County CDDO Department, CSP will be encouraged to have representation on the Council of Community Members. Each affiliate provider of Residential and Day services will be required to have representation on the Council of Community Members.
2. Affiliation Agreements may be revoked with thirty days’ notice for failure to follow approved policy and procedures, refusal to accept state reimbursement rates, loss of KDADS/KDHE license, failure to respond to corrective action plans, and/or actions by the affiliate that may jeopardize Cowley County CDDO Department’s ability to fulfill its contract with the Secretary.
3. CSP’s may appeal the decision to revoke the Affiliation Agreement in writing to the governing board of Cowley County CDDO Department, along with a corrective action plan, within ten working days of notice in accordance with Cowley County CDDO Department Policy #011 (Dispute Resolution.)