**Single Point of Application, Determination, and Referral, 003**

**Revision Date: June 9, 2019**

**CDDO Policy 003**

**Policy:**

As the designated Community Developmental Disability Organization for Cowley County, Cowley County CDDO Department shall serve as the single point of application, eligibility determination, and referral for all individuals desiring to receive information about I/DD community services and/or other services in Cowley County.

**Procedure:**

1. Single Point of Application

All individuals with Intellectual and /or Developmental Disability seeking services, which reside in the Cowley County CDDO area, shall apply to the Cowley County CDDO Department.

1. The individual, their guardian, or support network shall contact Cowley County CDDO Department by phone, Cowley County CDDO Department web site, and/or office visit, to initiate the application /referral process.
2. CDDO staff will meet with the interested person(s) and explain the role of the CDDO, the eligibility process and assist in completing the application for services. Staff will also go over other documents needed to determine eligibility.
3. Once the required documentation is received, CDDO staff will determine if the applicant meets the criteria to be considered a person with an intellectual or developmental disability as outlined in the KDADs policy on HCBS Intellectual/Developmental Disability Programmatic Eligibility Determination.
4. The CDDO will complete the appropriate eligibility form (Developmental Delay Checklist, Developmental Disability Form or MR-9) and then notify the applicant in writing of the eligibility decision within 10 working days of receipt of the documentation necessary to make a determination.
5. If the applicant is found eligible, the letter tells them to contact the CDDO to schedule their initial BASIS/Functional Assessment.
6. At the Assessment meeting, CDDO staff will also discuss the types and availability of community services. This is done to assist the person in determining which category of services will meet the persons need.
7. The individual/guardian will also be provided Options Counseling for Targeted Case Management Services. If the individual is not Medicaid eligible, private pay for TCM will be explained. However, individuals who self-direct their HCBS Personal Care Services are required to have a TCM per DD regulation 30-63-10
8. If the applicant is found ineligible for HCBS services, they are notified in writing of the reason(s) they were found ineligible. The letter will also include any community services available and the right to request reconsideration by an independent third party. If upon reconsideration the determination is unchanged, the applicant will be informed in writing of their right to an administrative hearing.
9. If the individual and/or their family/guardian are not satisfied with the CDDO’s final decision the individual has the right to an administrative appeal. This request must be submitted in writing within 30 days of the final determination to the following address:

Office of Administration Hearing

1020 S. Kansas Avenue

Topeka, KS 66612

1. The CDDO will maintain a list of persons who have made application for community services and have been determined eligible, allowing access to the list by the affiliated community service providers in the service area unless the person/their guardian chooses not to have their name included.