**Training for CDDO Eligibility Determination Specialist Staff, 003.1**

**Revision Date: July 9, 2019**

**CDDO Policy 003.1**

**Policy:**

**The Cowley County CDDO will identify training procedures to ensure the employees of**

**the CDDO who process applications and referrals for services or determination of**

**Eligibility are trained as prescribed by the Kansas Department of Aging and Disability**

**Services (KDADS). Eligibility training will be developed by the CDDO and approved by the**

**Council of Community Members.**

**Procedure:**

1. Training activities will include a minimum of, but will not be limited to the following:

a. One-on-one training with an experienced CDDO Eligibility staff with no less than 3 years of experience in determining eligibility

b. Annual review of Eligibility Handbook for Intellectual and Developmental Disabilities

c. Annual review of KDADS Policy on HCBS Intellectual/Developmental Disability Programmatic Eligibility Determination

d. Participation in the Interhab CDDO workgroup eligibility discussions

e. Participation in the Multi-County CDDO Council discussions on eligibility

f. Consultation with other Eligibility Specialist staff across the state as available and needed via phone, email or meeting

2. Training will be offered and pursued in a manner and frequency that shall

ensure that employees of the CDDO who perform eligibility

functions are competent to perform their duties.