Continuity and Portability of Services

Revision Date: July 9, 2019

CDDO Policy 007

Policy:

Cowley County CDDO Department ensures that persons receiving Home and Community Based Services shall receive services consistent with the individual’s Person Centered Support/Service plans, and that those services are portable across the state. The individual may request this funding be transferred to any service provider or any service area in the statewide system of their choice with the exception of state aid.

Procedures:

1. As long as the funding exists, Cowley County CDDO Department will ensure that services continue unless the consumer and/or their family/guardian requests that service be discontinued.

2. If the consumer is seeking services from another CDDO area:

a. The consumer and/or their family/guardian will notify their case manager;

b. The case manager and the consumer and/or their family/guardian will identify the service types and service amounts being utilized and notify Cowley County CDDO Department that they wish to transfer;

c. Cowley County CDDO Department will confirm the portable funding;

d. Cowley County CDDO Department will contact the CDDO in the chosen area, ensuring and facilitating the transition of the same level of service and support;

e. The case manager will develop a transition process and time line with the new provider;

f. Cowley County CDDO Department will complete all applicable forms and notifications.

g. A BASIS/Functional Assessment closure will be completed with notification to the receiving CDDO of the re-enter date to activate the individual in their BASIS; and

h. The case manager will facilitate this process for a complete and successful transition.