



Affiliate Information Protocol

Purpose: The purpose of this protocol is to clearly define the responsibilities of both the CDDO and the Affiliates with regard to Affiliate information.

Protocol:

1. All CDDO staff will represent agencies fairly and universally at all times.
2. The CDDO Choice Booklet and CDDO Website will be updated as needed to maintain accurate affiliate information. It is the responsibility of the affiliated agency to provide the CDDO with brochures, application contacts, and general information changes.
3. The CDDO Choice Booklet will be shared with individuals annually or when the individual requests provider information.
4. Individuals residing in a public or private ICF/ID who have a guardian residing in Douglas or Jefferson County will have the CDDO Choice Booklet sent to their guardian at the time of the annual BASIS screening. Individuals who had their functional assessment completed by Cottonwood CDDO and have a Home County other than Douglas or Jefferson County will have a letter sent to their Home County CDDO. The Home County CDDO will send their service option information to the individual's guardian.