



Service Access List Protocol

Purpose: Cottonwood in its capacity as the Community Developmental Disabilities Organization (CDDO) will assist any person who has been determined eligible for developmental disability services provided by either Cottonwood or an affiliate provider, yet for whom funding is not currently available under the terms of the contract with Kansas Department of Aging and Disability Services (KDADS), shall be placed on a service access list for services. While waiting for services, each person shall be assisted in obtaining available and appropriate resources, per KAR 30-64-30.

Protocol:

1. KDADS will maintain the Service Access List for HCBS Intellectual/Developmental Disability (I/DD) Waiver services and individuals will receive needed services as funding and providers are available.
2. Individuals are placed on the Service Access List when their initial functional assessment is completed by the CDDO and entered into the KDADS information management system.
3. If an individual decides that he/she is no longer interested in waiting for I/DD Waiver services, the CDDO must be notified in writing to remove the individual from the Service Access List.