

COTTONWOOD CDDO

Attachment 3 Documentation Requirements for Affiliation

Revised: 10/15/2025

Below is a listing of required documentation for Affiliates of Cottonwood, Inc. CDDO. (To be provided as indicated and updated by Affiliate not less frequently than annually and within 30 days of any material change.)

Provider Type	Documentation Required	Submission Timeline
Targeted Case Management, Day Supports, Residential Supports, Home Health Agency	Copies of applicable licenses for Douglas/Jefferson Counties	Prior to Affiliation and upon renewal of license
HCBS providers	Certificate of HCBS Final Rule Compliance	Upon approval of certificate and any subsequent renewals
All Providers	Certificate of Corporation in good standing with the Kansas Secretary of State	Prior to Affiliation
All Providers	Signed Affiliation Agreement including attachments 1 & 2	Prior to Affiliation
All Providers	Provider's organizational chart (TCM services should be independent from direct service provision and its supervision)	Prior to Affiliation and annually thereafter
Providers in business 2 years or less	Business Plan (including an executive summary, market analysis, company description, organization and management, services provided, capacity methodology, statement of your designated Fiscal Year and financial projections)	Prior to Affiliation
All Providers	Copy of consumer service agreement	Prior to Affiliation
If affiliated in other CDDO areas	Letter of affiliation in good standing from each affiliated CDDO area	Prior to Affiliation
New business/not affiliated with other CDDOs	Three letters of reference regarding you or your organization. Letters may not be from relatives, employees, or individuals receiving payment from you or your business	Prior to Affiliation
Targeted Case Management	Documentation of completed TCM assessment through KDADS	Prior to Affiliation
All Providers	<p>Certificate of Insurance to include worker's compensation and liability which indicates Cottonwood Inc. as additional insured</p> <ol style="list-style-type: none"> 1. Worker's Compensation insurance as required by Kansas law with the following minimums: \$500,000 each accident/each employee, and \$500,000 each employee, occupational disease insurance. 2. Automobile Liability insurance with following minimums: \$500,000/\$1,000,000 bodily injury limits, and \$1,000,000 property damage limits, or combined single limit of \$1,000,000. 3. Comprehensive General Liability insurance with following minimums: \$1,000,000/\$2,000,000 bodily injury limits, and \$1,000,000 property damage limits, or combined single limit of \$2,000,000 4. Professional Liability insurance (if not covered under General Liability) with the following minimums: \$1,000,000 	Prior to Affiliation and annually thereafter
All Providers	Independent Audit; Any provider which receives \$1,000,000 in Federal funds must submit an independent auditor's report annually. Contractors receiving less than \$1,000,000 annually are required to submit: a Statement of Financial Position (Balance Sheet), Statement of Activities (Profit & Loss	Annually after affiliation

	<p>Statement) and a Statement of Cash Flows. Audits and/or financial statements must be submitted no later than nine (9) months following its respective fiscal year end. The independent auditor must:</p> <p>Report any findings where contract funds were spent for non-allowable costs, in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).</p> <p>Monitor the requirements listed above and be completed within nine months from the close of the CSP's fiscal year. The audit must include any management letters provided by the independent auditor.</p> <p>Mail or e-mail one (1) copy of the independent audit to the CDDO.</p>	
All Providers	<p>Policies and procedures for compliance with the following Article 63 Regulations and KDADS' polices</p> <p>30-63-22. Individual Rights and Responsibilities Policy 30-63-28 Abuse; Neglect; Exploitation Policy 30-63-29 Records Policy Consumer Grievance Policy Employee Background Checks Policy</p>	Prior to Affiliation
Day Supports and Residential Supports	<p>Policies and procedures pertaining to compliance with the following Article 63 Regulations –</p> <p>30-63-21. Person-Centered Support Planning; Implementation 30-63-23. Medications; Restrictive Interventions; Behavioral Management Committee 30-63-24. Individual Health 30-63-25. Nutrition Assistance 30-63-26 Staffing; Abilities; Staff Health & Training 30-63-27 Emergency Preparedness 30-63-30 Physical Facilities</p>	Prior to Affiliation
Day Supports, Residential Supports, & Specialized Medical Care	<p>Policy and procedure on medication administration for conformance with KSA 65-1124 The Nurse Practice Act</p>	Prior to Affiliation
Targeted Case Management	<p>Policies and procedures pertaining to compliance with the following Article 63 Regulations –</p> <p>30-63-21. Person-Centered Support Planning; Implementation 30-63-23. Medications; Restrictive Interventions; Behavioral Management Committee 30-63-32 Case Management</p>	Prior to Affiliation