Billing Procedures

Section: CDDO Funding Committee   **Page 1 of 1**

Title: CDDO Funding Committee Protocol

Procedure No: 1   **Effective Date: 7/14/2014**

Purpose: The purpose of the CDDO Funding Committee is to review and make recommendations regarding requests for access to HCBS Intellectual/Developmental Disability (I/DD) Waiver services through the crisis or CDDO contract exceptions process and requests for extraordinary funding rates for existing HCBS I/DD Waiver services. CDDO recommendations regarding funding requests are submitted to the Kansas Department for Aging and Disability Services (KDADS) for final approval.

Protocol:
1. The funding request packet is sent to the Director of CDDO Administration and assigned to a CDDO staff to complete a documentation review and in person interview with the individual and/or their support team for whom the funding request was submitted.
3. The committee meets weekly as a subset of the CDDO staff departmental meeting, unless there are no funding requests to review.
4. All requests are reviewed by the committee. The CDDO staff who completed the initial document review and in person interview presents a report of their findings to the other committee members. A Targeted Case Manager may request to attend to present / advocate for a request they submitted on behalf of the individual on their caseload.
5.   If a request is recommended for approval, the Director of CDDO Administration completes the I/DD Notification Form and it is sent, along with the complete funding request packet, to KDADS for final review.
6. If the request is denied, then the Director of CDDO Administration completes a Notice of Action with an explanation of why it was denied and the right to appeal in writing to the CDDO within 10 working days. The Notice of Action is sent to the Targeted Case Manager, the individual, and the individual's guardian if one has been appointed.
7. The CDDO ensures all documents are saved electronically in the CDDO's Basic Consumer Information (BCI) system.