

Revised: 10/18

**Cottonwood CDDO
Policies and Procedures**

Policy No: CDDO-002

**SUBJECT: Implementation Responsibilities
PAGES**

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EFFECTIVE DATE: August 1999

Policy:

Cottonwood in its capacity as the Community Developmental Disabilities Organization (CDDO) will perform duties and functions as requested by the Office of the Secretary for the Kansas Department for Aging and Disability Services (KDADS) under the guidelines outlined in Article 64, per KAR 30-64-22.

Procedures:

1. Cottonwood CDDO will collect and report to KDADS information required by the functional assessment; copies of independent financial audits obtained by the CDDO; and other information or records the CDDO has that KDADS needs in order to monitor how services are provided in the CDDO's service area.
2. A Council of Community Members will be organized per KAR 30-64-31, Cottonwood CDDO Policy - 10.
3. A local committee on quality oversight will be organized per KAR 30-64-27, Cottonwood CDDO Policy - 6.
4. The Cottonwood CDDO will ensure that all persons receive equal access to services, including persons currently residing in any Intermediate Care Facility for Individuals with Intellectual Disabilities (ICF/IID) or institution (Gatekeeping per KAR 30-64-29) CDDO Policy - 8.
5. Cottonwood CDDO staff will assure that each person applying for and receiving community services receives information at least annually. The information will include the types of community services available, the rights of persons served pursuant to the Developmental Disabilities Reform Act and implementing regulations, and the person or person's guardian will be allowed to choose the person's community service provider per KAR 30-64-23, KAR 30-64-25 and Cottonwood CDDO Policy - 3 & 5.

6. Cottonwood CDDO will promote the efficient delivery of services within the service area by ensuring that each community service provider enters into an affiliation agreement with the CDDO and abides by the procedures applicable to that service area as established by the CDDO according to KAR 30-64-21. Cottonwood CDDO will cite in the Affiliate Agreement a procedure that would allow the CDDO to refuse to enter into or continue an affiliate agreement with any community service provider under any of the following circumstances:

- A. If the provider refuses to accept a reimbursement rate for services to be provided that is equal to that established by the Secretary to apply to the CDDO, or as agreed to in the affiliation agreement with the CDDO;
- B. If the provider has established a pattern of failing or refusing to abide by the service area procedures established by the CDDO according to KAR 30-64-21, or failing to comply with its affiliation agreement with the CDDO or
- C. If the CDDO demonstrates to the satisfaction of the Secretary that being required to enter into the affiliation agreement would seriously jeopardize the CDDO's ability to fulfill its responsibilities either under these regulations or pursuant to its contract with the Secretary.