

**Cottonwood CDDO  
Policies and Procedures**

**POLICY NO. CDDO-003**

**SUBJECT: Single Point of Application and Referral**

**PAGE 1 OF 2 PAGES**

**EFFECTIVE DATE: January 1997**

**Policy:**

Cottonwood in its capacity as Community Developmental Disabilities Organization (CDDO) shall be the single place where persons apply for intellectual / developmental disabilities services in Douglas and Jefferson counties. The application, information, and referral for services will be provided through this single point of entry system. Per KAR 30-64-23.

**Procedure:**

The CDDO staff will attend any scheduled trainings/meetings that are periodically provided by the Kansas Department for Aging and Disability Services (KDADS) and any active eligibility workgroups organized by CDDOs for on-going training. In addition, local training materials are developed by the Director of CDDO Administration and approved by the Council of Community Members. The CDDO will be the main contact for people requesting services. Referrals of people seeking services will also be routed through the CDDO from affiliated Community Service Providers, from school district personnel and from other CDDO's. The following procedures will apply when helping people access needed and preferred services:

1. The CDDO will first determine if the person seeking services meets the definition of an individual with an intellectual or developmental disability as outlined in KDADS/CDDO Policy regarding: Eligibility Determination.
2. If the person is eligible for services the CDDO will impartially provide information about all of the types of community services in the area. This information will be provided in person and/or by other methods, depending upon the person's preference and needs. The material will contain information about the applicant's rights under the Developmental Disability Reform Act and a listing of affiliated organizations. The role of the CDDO and general information about the Intellectual / Developmental Disabilities Service System will be provided by the CDDO.

3. If the person is not eligible, information about other services and supports in the CDDO area, which may be of help, will be provided. The person will also be informed of their right to request a re-determination and appeal rights per KDADS policy.
4. For eligible people who do want to access services, the CDDO will complete the functional assessment which is the state wide tool for the HCBS I/DD Waiver eligibility.
5. When funding for services becomes available to the applicant, pertinent case file information will be shared with community service providers selected by the applicant and documented as their choice on the CDDO Provider Choice Form. Tours and more in-depth information about specific providers will be provided, upon request, to the person by representatives of those providers. The CDDO will be impartial when assisting the person in making these contacts.
6. The CDDO will maintain a list of people for this CDDO area who are seeking to access services funded by the Intellectual / Developmental Disability Home Community Based Services (IDD HCBS) Waiver and have been placed on the Statewide Service Access List. Community Service Providers will have access to the names of those waiting for funding, who have consented to have their names shared, so representatives of these organizations can market their services.
7. The CDDO department employees are individuals who are not involved in the delivery of any services. The CDDO shall impartially supply to a person who wishes to change service providers and the person's guardian, information about the types and availability of all community service providers within the service area and assist the person in accessing alternative service providers. The CDDO will ensure that confidentiality is maintained.