

**Cottonwood CDDO  
Policies and Procedures**

**POLICY NO.: CDDO-005**

**SUBJECT: Uniform Access to Services**

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**EFFECTIVE DATE: January 1997**

**Policy:**

Cottonwood in its capacity as the Community Developmental Disabilities Organization (CDDO) for Douglas and Jefferson counties shall develop and implement a plan in coordination with its affiliates to ensure that no provider otherwise qualified and available to provide services to a person with intellectual or developmental disabilities discriminates in the selection for, or delivery of, services to that person because of the severity of the person's disability, except if the Secretary of the Kansas Department for Aging and Disability Services (KDADS) determines that the person is inappropriate for community services because the person presents a clear and present danger to self or to the community. Per KAR 30-64-25

**Procedure:**

1. As a part of this plan, licensed service providers will communicate in writing to the CDDO their potential for growth, specialization of services and/or their maximum capacity.
2. The CDDO shall assist in establishing new community service providers as needed.
3. If a person feels that he/she has been discriminated against with regard to provision of services, the person, with the assistance of an advocate as needed, may access the Cottonwood CDDO dispute resolution policy No. CDDO-011.