

**Cottonwood CDDO
Policies and Procedures**

POLICY NO.: CDDO - 007

**SUBJECT: Continuity and Portability of
Services**

PAGE 1 OF 1 PAGE

EFFECTIVE DATE: June 1997

Policy:

Cottonwood in its capacity as the Community Developmental Disabilities Organization (CDDO) shall ensure persons receiving Kansas Department for Aging and Disability Services (KDADS) funded community services shall receive services consistent with the individual's Person Centered Service Plan, and that individual(s) receiving such services through portable funds as defined in the Kansas Department for Aging and Disability Services/Community Developmental Disability Organization (KDADS/CDDO) policy be able to utilize these funds anywhere within the state, with any other CDDO or Community Services Provider (CSP). Per KAR 30-64-28

Procedure:

1. Such KDADS funded services will be provided as long as funding support for those services continues, or until the person or the person's legal guardian, if one has been appointed, requests that services be discontinued, or services are terminated in accord with the CDDO contract with KDADS.
2. The person shall continue to receive such services in any new service area to which he/she moves within the State of Kansas consistent with their current person-centered service plan and within a reasonable time frame.
3. The Home and Community Based Services (HCBS) tiered-rate of reimbursement, established for any person, or other portable funds as defined in the KDADS/CDDO Policy will be transferred to the person's new service area.
4. In the event a person wishes to transfer to or from another CDDO service area, the CDDO will facilitate the transfer of available case file documents and consumer information in KDADS' database system to the new CDDO area.