



Cottonwood CDDO

Serving Douglas and Jefferson counties

2801 W. 31st Street · Lawrence, Kansas 66047
785 · 840 · 1632

Revised: 5/01/2025

HCBS I/DD Waiver Funding Request Checklist

- ☐ TCM collaborates with MCO on situation prior to seeking a funding request!
- ☐ BASIS current within 365 days (CDDO staff reviewing request will schedule assessment).
- ☐ HCBS I/DD Waiver Funding Request form completed and signed by consumer / guardian.

Exception Request:

- ☐ Person Centered Support Plan – signed by consumer/guardian for all requests.
- ☐ Supported Employment: VR case closure letter with documented need for on-going support.
- ☐ Risk of DCF Custody: Documentation from DCF or court.
- ☐ In DCF Custody: Documentation of non-supervision needs not duplicated by foster parent.
- ☐ DCF Custody Release: Documentation of planned release from DCF custody.
- ☐ Military Inclusion: Documentation of KS residency, TriCare Echo, and DD 214 Form.
- ☐ PRTF Discharge back to HCBS: Documentation of pending discharge / PRTF discharge plan.
- ☐ WORK/STEPS: Notification of pending transfer comes from KDADS to the CDDO.

Crisis Request:

- ☐ Statement from MCO of exhausted resources / recommendation (contacts below)

Healthy Blue—KSLTSSCoordination@healthybluekansas.com

Sunflower—KSLifeShare@sunflowerhealthplan.com

UHC—uhcksltss@uhc.com

- ☐ Documentation that community resources have been exhausted prior to applying for HCBS
- ☐ Person Centered Support Plan – signed by consumer/guardian
- ☐ Individualized Education Plan (for school age children)
- ☐ Behavior Support Plan - signed by consumer/guardian (if the person has a BSP)
- ☐ Documentation of Law Enforcement involvement (if described in the request)
- ☐ Documentation of medical treatment (if described in the request)
- ☐ Documentation of abuse/neglect/exploitation incidents & outcome (if described in the request)

Community Developmental Disability Organization serving Douglas and Jefferson Counties
www.cdco.cwood.org



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Examples of Community Resources to Exhaust:

- ☐ MCO
- ☐ Private Pay
- ☐ School / After School Programs
- ☐ Early & Periodic Screening, Diagnostic, & Treatment (EPST) – Medicaid recipients 0-21
- ☐ Parsons / KNI Behavioral Outreach
- ☐ ABA supports – Medicaid recipients
- ☐ DCF childcare
- ☐ Mental Health services, crisis housing
- ☐ Centers for Independent Living – core services, advocacy, independent living skills training, peer support
- ☐ Local Charitable Organizations – food banks, rent/utility assistance, financial assistance, transportation
- ☐ Homeless Shelter
- ☐ Representative Payee services
- ☐ Vocational Rehabilitation Services
- ☐ WORK program