

Hetlinger Community Developmental Disabilities Organization
WRITTEN PROCEDURES
Regulation Number: 30-64-21

PURPOSE:

The purpose of this policy is to set forth guidelines for the establishment of written procedures.

POLICY:

Hetlinger CDDO shall establish written procedures which will specify how the requirements of K.A.R. 30-64-01 et seq. are met.

PROCEDURE:

1. The procedures shall be presented to the public and other interested parties for review and comment, at least 30 days before final adoption by the Hetlinger Board of Directors.

- a. This shall be accomplished through a public hearing which will be publicized in the local newspapers of the county seats of Lyon, Morris, Chase, and Wabaunsee Counties and/or
- b. Publication in the Hetlinger CDDO newsletter.
- c. Any comments received from the public will be included with the procedures when they are submitted to the Commissioner for review.

2. The procedures shall be presented to the Council of Community Members for review and comment at least 30 days before they are adopted by the Hetlinger Board of Directors. This shall be done during either a regularly scheduled quarterly meeting or during a special meeting if approval is needed sooner.

- a. Any comments received from the Council will be included with the procedures when they are submitted to the Commissioner for review.

3. Upon approval by HCP/CSS, Hetlinger CDDO, will not change its procedures without completing all of the above steps.

4. Hetlinger CDDO shall allow affiliates with twenty or more direct care employees to contract with SRS for direct payment of services, however the CDDO procedures will continue to apply to those agencies.

Revised: 08-08-2007