

Hetlinger Community Developmental Disabilities Organization
IMPLEMENTATION RESPONSIBILITIES
Regulation Number: 30-64-22

PURPOSE:

The purpose of this policy is to establish responsibilities performed by the CDDO.

POLICY:

The CDDO will provide written policies and procedures as to how the responsibilities in K.A.R. 30-64 will be carried out in this service area.

PROCEDURE:

1. Hetlinger CDDO will annually develop or update CDDO Policies and Procedures with input from the state, affiliates, and the council of community members.
2. Hetlinger CDDO will gather and report the following information to the secretary, in a manner specified by the commission:
 - A. Hetlinger CDDO will be responsible for working with Community Service Providers (CSPs) to complete annual BASIS assessments on individuals served by their agency. The CDDO will complete assessments on individuals not currently receiving case management and those individuals currently residing in ICFs/MR. The CDDO will also be responsible for completing all initial BASIS assessments. The CDDO will be responsible for the data entry and transmission of data to Division of Health Care Policy/Community Supports and Services.
 - B. The CDDO will collect and approve (on the local level) Plans of Care for all HCBS/MR eligible individuals. CSPs will be responsible for providing signed plans of care to the CDDO annually (within 30 days of the person's birth month) or as changes occur. Plans of Care will be entered into the Kansas Medical Assistance Program's online entry system by CDDO personnel. Once prior authorization is received, CDDO personnel will notify the case manager of record via e-mail, phone or fax transmission.
 - C. CSPs will be required to submit a copy of annual audits and management letters generated as a result of an audit no later than 6 months following its fiscal year end to the CDDO. If requested the CSP will also submit a copy to the Division of Health Care Policy/Community Supports and Services and SRS Office of Audit and Consulting Services.

D. The CDDO will collect and report any other information or records that the commission requests in order to monitor services.

3. The Hetlinger CDDO will organize and maintain a local Council of Community Members as outlined in the Council of Community Members Policy and as specified in K.A.R. 30-64-31.
4. The Hetlinger CDDO will organize and maintain a local Quality Assurance Committee as outlined in the Quality Assurance Policy and as specified in K.A.R. 30-64-27.
5. Hetlinger CDDO will monitor services to help ensure services are provided in a manner that meets the following requirements:
 - A. CSPs will provide equal access to services as outlined in their affiliate agreement and outlined in the Uniform Access to Services Policy and Procedure.
 - B. Hetlinger CDDO will provide information on services available according to the Service Distribution Policy. The information will be given directly to each individual in a format he or she can understand. The individual will sign a receipt that they have received this information. Originals will be kept on file at the CDDO. Copies of Availability of Service forms will be sent to the case manager of record on an annual basis.
 - C. The CDDO will provide a list of Rights of Person Served to individuals completing the eligibility process, in a format that they are able to understand. The Rights of Person Served includes the right of the individual and their guardian to choose his/her service provider. Individual rights will also be provided to individuals served at least annually by the case manager, if applicable. For those individuals who do not have case management the CDDO will provide a list of Rights of Person Served on an annual basis.
6. In the event of affiliate noncompliance issues. The CDDO will take the following steps:
 - A. The CDDO will refuse to enter into an affiliation agreement under the following circumstances:
 1. If the provider refuses to accept a reimbursement rate for services to be provided which is at least equal to that established by the secretary to apply to the CDDO;
 2. if the provider has established a pattern of failing or refusing to abide by the service area procedures established by the CDDO pursuant to K.A.R. 30-64-21
 3. in the event that either a or b happens and the CDDO demonstrates to the satisfaction of the secretary that being required to enter into the affiliating agreement would seriously jeopardize the CDDO's ability to fulfill its responsibilities either under these regulations or pursuant to its contract with the secretary.

B. In the event that noncompliance occurs:

1. The CDDO will notify the noncompliant affiliate by certified letter that they have 30 days to submit a plan of corrective action to the CDDO Executive Director.
2. If a satisfactory plan of correction is not provided within 30 days, the affiliate agreement will be terminated.

Revised: 08-08-2007