

Hetlinger Community Developmental Disabilities Organization
SINGLE POINT OF ENTRY
Regulation Number 30-64-23

PURPOSE:

The purpose of this policy is to establish the Community Developmental Disabilities Organization as the single point of entry for Chase, Morris, Lyon and Wabaunsee counties.

POLICY:

Any person with developmental disabilities seeking services who reside in, or wishes to return to Chase, Morris, Lyon or Wabaunsee counties shall make application to the Community Developmental Disabilities Organization (CDDO).

PROCEDURE:

1. Application Process:
 - a. The person, person's guardian, or support network shall contact the CDDO to request an application and make a referral to begin the eligibility process.
 - b. The CDDO will send the person, and/or the person requesting the packet, an eligibility packet that consists of: A CDDO brochure, along with a cover letter explaining the eligibility process.

2. Eligibility Process:
 - a. The Director of CDDO Administration will review the completed packet. A determination will be made in accordance with the guidelines established by HCP/CSS in K.S.A. 39-1803 as outlined in the Mental Retardation and Developmental Disabilities Eligibility Handbook. The individual must meet the criteria outlined in DD Reform Act for services funded by the state developmental disabilities agency.
 - b. The Director of CDDO Administration may request additional information to assist in the eligibility determination process.
 - c. When sufficient information is provided to make a determination, the Director of CDDO Administration will make a determination in a timely manner. Average length of time will not exceed 45 days from date the completed packet and all necessary documentation is received.

- d. If the person is determined eligible, the Director of CDDO Administration will notify the person in writing.
- e. The Director of CDDO Administration will complete the initial Developmental Disabilities Profile for the person.
- f. The Director of CDDO Administration will provide information on case management and services available in the CDDO area. Items provided will include:
 - 1. agency brochures (it will be the responsibility of the affiliate agencies to provide the Director of CDDO Administration with brochures of the most current information about their services)
 - 2. affiliate resource lists
 - 3. a definition of case management and a list of case management responsibilities
 - 4. a description of Persons Served Rights
 - 5. a description of Person Centered Planning
 - 6. a list of Frequently Asked Questions and Answers Related to Developmental Disabilities Services.
 - 7. a description of Persons Right to change services
- g. The CDDO will maintain a list of individuals waiting for services and make the list available for affiliates upon request, except for those individuals who have requested their names be kept confidential.
- h. The CDDO will impartially assist the person in accessing the community services of the persons choice by:
 - 1. offering to schedule face to face meetings with providers and the person
 - 2. providing a description of services provided and making contact information available
- i. Persons desiring to change services will be referred to the Director of CDDO Administration who is not involved in the delivery of any service, or disputes about the person's current services. Confidentiality of the person desiring to change services will be honored at all times. In the event the Director of CDDO Administration is involved in a dispute the person will be referred to the CDDO Executive Director who will assist them in their desire to change services.
- j. All records shall be maintained in a file designated with the person's name and kept in the CDDO building.

- k. If the person is found not eligible, the Director of CDDO Administration will notify the person through written documentation. Written documentation will include:
 - 1. list of reasons as to what eligibility criteria was not met
 - 2. a description of the appeals process and who to notify
 - 3. information of other community supports and services that may be available to the person.

3. Appeals Process:

- a. Persons determined ineligible will be notified by the CDDO that they may have the determination reviewed by an independent third party. A written request must be submitted to the CDDO within 10 days of the original notification of non-eligibility. The CDDO will arrange for such a local review to be completed by a trained, competent, impartial third party.
- b. If the determination is unchanged, the person will be notified they have the right to request an administrative appeal which must be submitted in writing within 30 days of the final local notification. Request for the appeal shall be sent to the following address:

Administrative Hearings Section
1020 S. Kansas Ave
Topeka, KS 66612

- c. The decision of the Administrative Hearings Officer is considered final.

4. Training:

Personnel responsible for the above functions will receive training by the following methods:

- a. Attendance at state sponsored Eligibility Roundtable meetings
- b. Review information regarding services available with affiliates on a regular basis
- c. Attendance at other state sponsored eligibility determination workshops
- d. Other training/in-service opportunities regarding different types of disabilities.