

Hetlinger Community Developmental Disabilities Organization
CONTINUITY AND PORTABILITY
Regulation Number: 30-64-28

PURPOSE:

The purpose of the policy is to establish a process for ensuring portability and continuity of services when individuals currently receiving services decide to move to another CDDO area or change service providers.

POLICY:

The Hetlinger CDDO will ensure that each person who has applied for, accepted and begun receiving community services continues to receive services consistent with the person's Person Centered Plan, as long as funding for those services continues, or until the person or person's guardian requests that services discontinue.

PROCEDURE:

1344.Hetlinger CDDO shall assure that persons in services may move to another CDDO service area with as much ease as possible by working in cooperation with the new CDDO.

The individual's case manager will notify the CDDO when an individual decides to move from one CDDO area to another. If the individual has chosen not to access case management, the service provider will assist the individual in notifying the CDDO.

a. The case manager, CSP and/or CDDO will gather the following information:

- 1480. Copy of the current Plan of Care
- 1481. Date the individual is moving
- 1482. Copy of current BASIS
- 1483. Copy of current Person Centered Plan

b. When the above information is gathered, it will be given to the Director of CDDO Administration who will review the information and prepare a Portability Agreement.

c. The portable funding will be equal to the amount accessed by the person in the previous setting, minus the vacancy factor, and statewide appropriations adjustment. Funding which is portable includes all funds identified in Section VII C on the Contract between Hetlinger CDDO and the Kansas Department of Social and Rehabilitation Services, Division of Mental Health and Developmental Disabilities, with the exception of State Aid and CDDO Administration funding, and shall not include County Mill Levy or any other local funding.

2.Hetlinger CDDO shall assure that persons in services may move to another service provider

within the Hetlinger CDDO area with as much ease as possible.

d. The individual's case manager will notify the CDDO when an individual decides to move from one service provider to another. If the individual has chosen not to access case management, the service provider will assist the individual in notifying the CDDO. The individual may also notify the CDDO on their own behalf of a desire to change service providers.

e. The case manager, CSP and/or CDDO will gather the following information:

- 1484. Copy of the current Plan of Care
- 1485. Effective date of CSP change
- 1486. Copy of current BASIS
- 1487. Copy of current Person Centered Plan

f. When the above information is gathered, it will be given to the new service provider.

d. The Director of CDDO Administration will make sure any applicable, previously identified funding will be available to the new community service provider and will be equal to that of the previous setting, minus vacancy factor, and statewide appropriation adjustment.

Revised: 08-08-2007