

Hetlinger Community Developmental Disabilities Organization
Waiting List Funds Policy

POLICY:

This policy is to provide a plan for distributing waiting list funds received by the CDDO.

PROCEDURE:

26120. Waiting list funds will be allocated to the CDDO by HCP/CSS for specific individuals as they reach the top of the statewide waiting list.

26121. Individuals for whom funds have been allocated will be contacted by the CDDO or TCM provider to discuss their continued desire to receive services.

26122. Individuals who are offered funding will have 14 calendar days from the date of contact, to either accept or decline services. If the 14 calendar day deadline is unable to be met due to extenuating circumstances the Targeted Case Management provider (if applicable) will contact the CDDO to request an extension.

- a. After three failed attempts to contact the individual by telephone and/or in person the Targeted Case Management provider and/or CDDO personnel will send a certified letter return receipt requested. This letter will indicate that this is our last attempt to contact the individual and/or guardian regarding the offer of waiting list funds, and that per Appendix E 3.a.v. their request date will be moved out 90 days from the date of this letter. Per post office rules individuals and/or guardians will have 15 days to respond once the letter is sent. A copy of the letter stating the date it was mailed will be forwarded to the CDDO. (1st attempt is made the date the letter is received by the post office at that time a notice is left that there is a certified letter to be picked up. 2nd attempt is made 5 days later. If after 10 days no one has signed for the letter it is mailed back to the sender)

26123. Individuals who decline services will have their service request date in BASIS moved out at least 90 days from the date they declined funding.

26124. Individuals who accept services will have an average of 60 days to enter services. If a longer time period is needed justification must be provided to the CDDO.

26125. Funds that have been allocated to the CDDO that are not used for whatever reason, by the person they were allocated for (i.e. the person declined services or person only wanted one service but was allocated for multiple services) may then be allocated following the steps below:

- a. Waiting list funds will be distributed on a first come first served basis using the CDDO local service funding planning list. This list will be prioritized by service request date in BASIS.
- b. When the amount of money received is not enough to fully fund a service to the first person on the local service funding planning list, it will be offered to the next person in line. This will continue until all funds are distributed.

26126. All individuals who have been offered funding will be asked to complete the CDDO Notification of Funding form and return to the CDDO.

26127.CSP's may request a copy of individuals waiting for services at any time. The CDDO will provide a copy of this list only upon request. Only the name of the individual will be distributed.

26128.On an annual basis persons listed as waiting for service will be asked to give permission for their name to be released to affiliated service providers. Copies of this form will be kept on file with the Director of CDDO Administration. Those declining will have their name removed from the distribution list.

Revised: February 16, 2007