

Becoming an Affiliate of Hetlinger



**Community Developmental
Disabilities Organization**

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Thank you for your interest in serving people with Developmental Disabilities and their families. This booklet is a guide for you as you proceed in becoming an established provider. It is not intended to be a comprehensive resource. Entities interested in the provision of quality MR/DD Services in Chase, Lyon, Morris or Wabaunsee Counties must contract (affiliate) with Hetlinger CDDO. The affiliation process allows an entity to receive Medicaid and or state funds for the provision of MR/DD services/supports. The CDDO is the single point of access. CDDOs are responsible for determining eligibility, and in collaboration with affiliated providers, coordinate, identify and arrange for services and supports. There are 27 CDDOs in Kansas, each of which has a specific service area. Hetlinger is the CDDO for Chase, Lyon, Morris and Wabaunsee counties.



Services and Supports

Services and supports provided to a person with developmental disabilities and paid for by SRS/HCP (Social and Rehabilitation Services/Health Care Policy) include the following general categories

- * Day Services
- * Adult Residential
- * Children's Residential
- * Supportive Home Care
- * Targeted Case Management

All services and supports provided to persons with developmental disabilities and licensed by SRS/HCP and or KDHE (Kansas Department of Health and Environment) must be provided in accordance with a person centered support plan.

Are you going to be a licensed provider or a non-licensed provider?

Licensed Affiliate

License required—Any private person, group, association or corporation, or any community or local government department which is:

1. Operating as or undertaking to become a provider of services and supports to adults or children who have been determined eligible for MR/DD services; in need of services greater than those provided in a boarding care home as defined by KSA 39-932; and
2. Not otherwise certified as an intermediate care facility for the mentally retarded must be licensed as a community based agency providing services to adults with mental retardation or other developmental disabilities under K.A.R. 30-40-1 et.seq..

If licensed provider, proceed to step 1

Non-Licensed Affiliate

A non-licensed affiliate is an agency or individual providing payroll services to persons with developmental disabilities, their parents and or guardians who self-direct their own services. They must make all financial records, tax records, HCBS documentation and employee records available to the CDDO or SRS upon request for review.

If non-licensed provider, proceed to step 2.

Step 1—License Process

Licensure for Adults

1. Call Division of SRS Health Care Policy/Community Supports Services (SRS/HCP/CSS) at (785) 296-3561 and request an application to provide licensed MR/DD services.
2. **FULLY** complete the license application, requirements and then mail back to HCP/CSS at:
HCP/CSS
Docking State Office Building—10th Floor
915 SW Harrison
Topeka, KS 66612-1570
3. Once the application and requirements have been reviewed by HCP/CSS the HCP Quality Enhancement Coordinator for Hetlinger CDDO service area will contact you to finalize the licensure process.

Licensure for Children

1. KDHE is responsible for licensing children residential providers. Contact KDHE at (785) 368-7015 to request an application to provide children's residential services.

Proceed to Step 2

Step 2-Business Plan

The purpose of the business plan is to allow an objective analysis of a proposal to determine if the business is economically viable. The plan should demonstrate organization credibility, adequate customer potential and financial feasibility. The CDDO requires the Business Plan to include the following:

1. Description of Business
 - A) Mission statement
 - B) Purpose
 - C) Sites(s) - where services will be provided
 - D) Services provided
2. Target area
3. Management
4. Future Plan
5. Financial Plan
 - A) Working Capital

More assistance can be obtained by contacting:

Small Business Administration
323 West 8th St. Suite 501
Kansas City, MO 64105
(816) 374-6675

Proceed to step 3

Step 3—Affiliate Requirements

In order to affiliate with Hetlinger CDDO, the following information must be supplied to the CDDO: *If you have any questions regarding the requirements contact Sara Pearson, Director of CDDO Administration at (620) 342-1087.*

Licensed Affiliate Requirements

1. Certificate of Corporation with the Secretary of the State (if applicable)
 2. Copy of applicable SRS HCP/CSS license or KDHE license
 3. Business Plan
 4. Three letters of reference (written within the last 3 years)
 5. Certificate of Insurance to include: Comprehensive General Liability (1,000,000.00 minimum or 300,000.00 for Limited License), Automobile Liability (\$500,000 minimum or negotiated rate for Limited License), and Workers Compensation Insurance (\$500,000 minimum) when required. The CDDO is to be named as the additional insured on the insurance policy.
 6. ANE Policy (KAR 30-63-28)
 7. *Letter of Capacity (Maximum number of persons served)
 8. Direct Care— Training Expectations policy (KAR 30-63-26)
 9. *Grievance Process policy (a process for individuals and families to process grievances)
 10. Individual Rights and Responsibilities policy (KAR 30-63-22)
 11. Medication policy (KAR 30-63-23)
 12. Records Maintenance policy (KAR 30-63-29)
 13. Required Background Checks (See step 4)
- *Additional policies required by the CDDO

Additional Targeted Case Management (TCM) Requirements

1. Registration with HCP/CSS (a copy of registration form)
2. TCM job description(s)
3. Organizational Chart
4. Case Management training requirements and professional growth and development expectations/strategy
5. Person Centered Support Planning Process
6. Referral Process—Policy and procedure specific to how referrals to community service providers for those persons seeking services is done

Non-Licensed Affiliate Requirements

1. Certificate of Corporation with Secretary of the State (if applicable)
2. Business Plan
3. Three letters of reference (written within the last 3 years)
4. Certificate of Insurance to include: Comprehensive General Liability (1,000,000.00 minimum) and Workers Compensation Insurance (\$500,000.00 minimum) when required. (Agency Only)
5. ANE policy (KAR 30-63-28)
6. Letter of Capacity (Maximum number of individuals served)
7. Grievance Process policy
8. Implementation and Adherence policy (KAR 30-63-10 Licensed Required Exceptions)
9. Job descriptions for employees performing direct care functions
10. Documentation sheets—example sheet(s) of how documentation for services will be maintained.

Limited Licensed Affiliate Requirements

- 1-13 Under Licensed Affiliate Requirements
14. Written statement from the Guardian (if applicable) supporting the request and identifying why limited licensure is in the best interest of the person. If the individual does not have a guardian, a written statement from the person or the TCM as to why the request for limited licensure is in the best interest of the person.
15. PCSP approved by SRS HCP/CSS QEC.
16. A written statement by the person support network (i.e. TCM, person served, direct care staff, other family members, etc.) identifying support of the service option through limited license and how the persons needs will be met through this service provision.

Proceed to step 4

Step 4—Background Checks

Hetlinger CDDO requires the following 4 background checks be completed on all employees of an affiliate.

1. Adult Protective Services Registry

- A) Call (785) 368-8105 to ask for a copy of their form to fill out.
- B) Mail completed form to the following address:
Adult Abuse Registry
Docking State Office Building—Room 551 West
915 Harrison St
Topeka, KS 66612
- C) There is no fee for this check

2. Child Protective Services Registry

- A) Call (785) 296-6783 to request a copy of the Child Abuse and Neglect Central Registry Information packet; **or**
- B) the current Release of Information form can be found on the SRS Children and Family Services website at www.srskansas.org/CFS/ Select Program Information, next select Child Abuse and Neglect Central Registry, then select Registry Release form.
- C) Mail the completed form to the following address
Child Abuse and Neglect Central Registry
PO Box 2637
Topeka, KS 66601
- D) There is a \$10.00 fee for this check.

3. Kansas Department of Health and Environment (KDHE)

- A) Go to www.kdhe.state.ks.us/hoc and next click on the list of individuals with findings of ANE and then click to continue.
- B) Print a copy of the page that your last name(s) falls under.
- C) There is no charge for this check

4. KBI (Kansas Bureau of Investigation)

- A) Record checks may be obtained from the Internet web site www.accesskansas.org/kbi/criminalhistory/ **or**
- B) You may mail a letter requesting the record check and explaining the purpose of the request to the following address
Kansas Bureau of Investigation
Attn.: Criminal History Records Section
1620 Tyler
Topeka, KS 66612
- C) Written requests should include ALL names by which you have been known, your date of birth, race, sex and social security number.
- D) The Internet web site supports payments by credit card or billed used accounts
- E) Internet checks cost \$17.50 per name. Written requests cost \$20.00 per name.

The CDDO will completed background checks upon request and completion of all necessary forms. Completed forms along with a check made payable to Hetlinger in the amount of \$30.00 per person should be turned in to the Director of CDDO Administration. Once background checks have been returned they will be forwarded to the potential affiliate.

Proceed to Step 5

Step 5—Affiliate Agreement

Contact Sara Pearson, Director of CDDO Administration at (620) 342-1087 to schedule an appointment to review your affiliate agreement and additional required documentation.

Hetlinger CDDO
707 South Commercial
Emporia, KS 66801

What to bring with you:

1. Copies of your license from step 1
2. Your Business plan from step 2
3. All your completed requirements from step 3
4. Your completed background checks from step 4

Proceed to step 6

Step 6—Medicaid Provider

In order to bill and received Medicaid funding you must become a Medicaid Provider for various HCBS MR/DD Services or Case Management. A prospective provider must do the following in order to apply to Kansas Medical Assistance Programs:

EDS
3600 SW Topeka Blvd
Topeka, KS 66611

Contact Jody Carlisle, Provider Enrollment, at (785) 274-5964 to request an HCBS Application.

Once you have completed your application send your application and a copy of your signed Affiliate Agreement with Hetlinger CDDO to EDS to obtain your provider number. Make sure you are affiliated with the CDDO **prior** to sending your application. It will be **rejected** if you are not affiliated.

EDS does have a website address to download manuals and other publications, get HIPAA updates, purchase software for electronic submission, and answers to your electronic claims submission questions.

www.srskansas.eds.com

Once you have received your Medicaid provider number, please forward this information to the Director of CDDO Administration.

CONGRATULATIONS! You have completed the affiliation process. Agency providers are required to provide a supply of brochures or other contact information regarding their agency which will be distributed.

Sources of Funding

Funds for Community Service Programs come from a variety of sources:

1. State General Funds
2. Federal Medicaid Funds

Reimbursement from various Funding Sources

HCBS MR/DD Waiver—The provider will bill services at least monthly directly to Medicaid and receive their reimbursement from them. Billings are based on the Plan of Care that is in force at the time of billing. Billings can be for any amount LESS than the Plan of Care for a service but NEVER for MORE than the Plan of Care allows. All disagreements on the reimbursement from Medicaid and the fiscal agent, EDS must be dealt with directly between the provider and EDS. The CDDO is not responsible for any suspended or rejected claims. The CDDO will help a provider in any way possible should there be a problem for services, but it will in no way be responsible for any unpaid claims. No one will be reimbursed at a higher rate than that which SRS/HCP/CSS allows.

STATE GENERAL FUNDS (SGF) - The state allocates these funds to the CDDO on an annual basis. These funds are paid to the CDDO quarterly and cover people with developmental disabilities who do not qualify for the HCBS MR/DD Waiver or who are receiving Direct Financial Support. Direct Financial Supports are paid to the families qualified to receive this funding source. The CDDO pays out funds once received from HCP/CSS. Should there be a dispute on billing, it will need to be resolved between the CDDO and the service provider. No one will be reimbursed for a higher rate than stated in the CDDO/SRS contract in force at the time of billing. The provider will bill for services at least monthly directly to the CDDO and receive their reimbursement from them. Billings are based on the Plan of Care that is in force at the time of billing.

FY2008 HCBS MR/DD Reimbursement Rates

Rates are established annual through the HCP/CDDO contract and are subject to change per SRS/HCP mandate.

SERVICE	RATE
Day Habilitation (T2020)	Tier 1 \$97.58
	Tier 2 \$72.16
	Tier 3 \$58.03
	Tier 4 \$42.70
	Tier 5 \$36.64
Residential Habilitation (T2016)	Tier 1 \$157.07
	Tier 2 \$128.65
	Tier 3 \$93.00
	Tier 4 \$60.06
	Tier 5 \$43.30
State General Funds Day Habilitation	\$27.87/daily rate
State General Funds Residential Habilitation	\$33.64/daily rate
In Home Supports (Supportive Home Care) \$3.00/unit	\$12.00/hour or