

NEW BEGINNINGS ENTERPRISES, INC.
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **100.0 CDDO Implementation Responsibilities**

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Regarding: K.A.R. 30-64-21

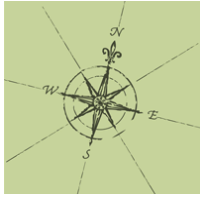
Effective Date: 7.31.02

Revised Date: 1.13.09; 9.11.09; 11.9.11; 11.26.12; 11.9.15; 10/8/18 (previously policy 101.0)

The CDDO will develop all service area policies and procedures as required by Developmental Disability Reform Rules and Regulations or as it deems appropriate for its service area. The CDDO will implement all approved service area policies and procedures provided for in K.A.R. 30-64-21, or any other approved policies and procedures, in an ethical, fair and unbiased manner.

Procedure:

1. The CDDO is responsible for the implementation of the approved service area procedures provided for in KAR 30-64-21.
2. The CDDO will collect and report to Kansas Department for Aging and Disability Services (KDADS) all information requested, including the following:
 - a. Initial BASIS for all individuals determined eligible as required by KDADS/CDDO contract;
 - b. Annual BASIS assessments as required by KDADS/CDDO contract;
 - c. The CDDO will enter BASIS data into the Kansas Assessment Management Information System (KAMIS). Once the assessment data is entered and approved, a Notice of Action will be generated indicating if the person is functionally eligible for Home and Community Based Services (HCBS). CDDO staff will provide a copy of the Notice of Action to the individual/their guardian and the Targeted Case Manager.
 - d. Any other information or records that KDADS needs in order to monitor how services are provided in the service area.
3. The CDDO will organize a Quality Assurance Committee as specified in K.A.R. 30-64-27.
4. The CDDO will organize a Community Council as specified in K.A.R. 30-64-31.
5. The CDDO will ensure that all services are provided in a manner that meets the following requirements:
 - a. Equal access to services, including persons currently residing in any ICF/MR or institution that have been referred for possible services;
 - b. Informs each person and their guardian, if one has been appointed, annually of:



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- b1. The types of community services available and information concerning the providers of those services; and
 - b2. The rights of persons served pursuant to the developmental disabilities reform act.
6. The CDDO will ensure that each service provider entering into an affiliation agreement and operating within its service area abides by the procedures established by the CDDO pursuant to K.A.R. 30-64-21.