



NEW BEGINNINGS ENTERPRISES, INC.
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **103.0 Single Point of Application**

Page 1 of 1

Regarding: K.A.R. 30-64-23

Effective Date: 7.31.02

Revised Date: 1.13.09; 9.11.09; 11.26.12; 10/8/18

New Beginnings Enterprises, Inc. CDDO shall serve as the single point of application, eligibility determination and referral for all individuals desiring Intellectual/Developmental Disability (I/DD) community services in Elk, Chautauqua, Greenwood, and Wilson counties. The CDDO will assist applicants in determining their eligibility.

Procedure:

1. All referrals for service will be forwarded to the CDDO. Only CDDO staff who have received Community Council approved training may determine eligibility for I/DD services. The CDDO staff will assist in completing the application for service and explain the eligibility process.
2. Once the required documentation is received, the CDDO staff will determine if the applicant meets the state criteria to be considered a person with an intellectual or developmental disability as outlined in the Kansas Department for Aging and Disability Services (KDADS) Eligibility Determination policy.
3. The CDDO will notify the applicant of the eligibility decision within 30 days of receiving the documentation necessary to make a determination.
4. If the applicant is eligible, the CDDO will schedule an initial BASIS Functional Assessment. At the assessment meeting, CDDO staff will also discuss the types and availability of community services available within the CDDO service area and assist the individual in completing an Options Counseling form indicating his/her choice in Targeted Case Management providers, if desired.
5. If the applicant is found ineligible, the CDDO will notify the applicant in writing of the reason(s) they were found ineligible. The letter will also include other community services available and the right to appeal the decision. If upon reconsideration the determination is unchanged, the applicant will be informed in writing of their right to an administrative hearing.
6. The CDDO will maintain a list of persons who have made application for community services and have been determined eligible, allowing access to the list by the affiliated community service providers in the service area unless the person/their guardian chooses not to have their name included.