



NEW BEGINNINGS ENTERPRISES, INC.
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **104.0 Training on Eligibility Determination**

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

Effective Date: 8.27.09

Revised Date: 10/8/18 (previously only a procedure document); 10/19 (procedure updated)

The CDDO will identify training procedures to ensure the employees of the CDDO who process applications and referrals for services or determine eligibility are trained as prescribed by Kansas Department for Aging and Disability Services (KDADS). Eligibility training will be developed by the CDDO and approved by the Community Council.

Procedure:

1. Training will include a minimum of, but will not be limited to, the following:
 - a. One-on-one training with an experienced CDDO eligibility staff with no less than 5 years of experience in determining eligibility at least twice within 60 days of employment.
 - b. Review of KDADS Eligibility Handbook
 - c. Review of KDADS Eligibility Determination Policy
 - d. Participation in the KDADS/CDDO Eligibility workgroup meetings and discussions
 - e. Participation in the Multi-County CDDO Council
 - f. Participate in other trainings regarding disability and community resources for those persons determined not eligible for I/DD services.
 - g. HIPAA Training
2. Training will be offered in a manner and frequency that shall ensure that employees of the CDDO who perform eligibility functions are competent to perform their duties.