

NEW BEGINNINGS ENTERPRISES, INC.  
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Protocol: **CDDO Finance Plan**

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Effective Date: 10/10/19

Revision Date: 10/10/19 (Previously a part of the Funding Committee Protocol)

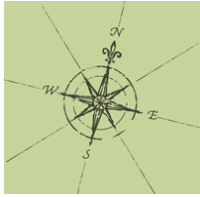
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Purpose: The purpose of the CDDO Finance Plan Protocol is to outline the services and criteria for the CDDO Finance Plan for County Mill/State Aid funding. The CDDO Funding Committee reviews utilization of funding and manages access to the funding through the CDDO Finance Plan.

**Protocol:**

**Community Service Provider's Requirements for Participation in County Mill/State Aid CDDO Finance Plan through New Beginnings Enterprises CDDO:**

- Community Service Providers affiliated with the CDDO who are licensed by KDADS and are serving one or more individual may request, and be authorized through the affiliation agreement, to participate in this funding option through the addendum, Schedule A.
- Accept the established rates and funding definitions.
- Acknowledges that the rates indicated may not cover the full payment for services provided. Therefore, the CDDO will not require the provider to serve persons under this funding plan unless agreed upon through the affiliation agreement.
- If the affiliate accepts this payment for any individual identified in this funding plan, the affiliate must agree to serve all persons who request services based on their admissions requirements until such funds are no longer available, the person declines services or the person is eligible to receive Medicaid and/or HCBS services.
- The affiliate is expected to provide sufficient services to meet the need of the individual even if the time exceeds the monthly cap/funding limits. Furthermore, the affiliate agrees to accept the CDDO Finance Plan payment, under this protocol, as payment in full and will not bill the individual and/or family for any additional charges.
- All allocations are subject to the availability of funds.
- The CDDO may withhold payment or recoup funds for any period that the Community Service Provider (CSP) has billed for services on this CDDO Finance Plan and it has been determined by the CDDO that services were not provided or made available during that period. CSP's may dispute such action using CDDO policy 112.0 Dispute Resolution policy.



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**County Mill/State Aid CDDO Finance Plan Service Categories:**

- **Medicaid Ineligible TCM (State Aid)**

Reimbursement for Case Management for individuals without Title XIX Medicaid must be requested from the CDDO Director. Services and billing time shall be tracked for each person using the same methodology as Medicaid eligible TCM.

Coverage: Children and adults

Unit: Service utilization for this category will be capped at 120 units (30 hours) per person per year.

Criteria: Not eligible for Medicaid TCM, but meets eligibility for I/DD services.

Rate: 10.83 per unit. One (1) Unit = 15 minutes

Payment: To receive payment for this service, the CSP shall be required to submit a Medicaid Ineligible TCM Monthly Reporting Form. The form is due to the CDDO by the 5<sup>th</sup> day of the following month from when the service is provided. **Any billing submitted 30 days past due will not be paid.**

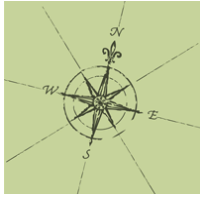
- **Day and/or Residential Funding (County Mill/State Aid)**

Reimbursement for Day and/or Residential Funding must be request from the CDDO Director. Services provided must be consistent with the definitions for Day Support and Residential Support as outlined in the I/DD Provider Manual on KMAP. This manual can be found on the KMAP website at:

[https://www.kmap-state-ks.us/Documents/Content/Provider%20Manuals/HCBS\\_IDD\\_07032017\\_17150.pdf](https://www.kmap-state-ks.us/Documents/Content/Provider%20Manuals/HCBS_IDD_07032017_17150.pdf)

Coverage: Adults

Unit: Billing requirements shall be tracked for each person using the same methodology as Home and Community Based Waiver Services. **Service utilization for this category will be capped at the approved Plan of Care per person per month. There will be no process in place to allow billing of units in excess of the approved plan. All allocations are subject to the availability of funds.**



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Criteria: Person meets eligibility for I/DD services, is not receiving HCBS funding and is either ineligible for HCBS and/or Medicaid or waiting for services and shows a substantial need that does not meet the definition of crisis. The need for Day Support and/or Residential Support services must be determined by the CDDO Funding Committee.

Rate: \$28.00 per day for Day Supports. A maximum of 26 days per month may be billed.

\$34.00 per day for Residential Supports. A maximum of 31 days per month may be billed.

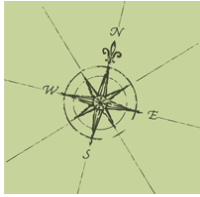
Payment: To receive payment for this service, affiliates must submit billing on forms CDDO 039 for Day services and CDDO 040 for Residential services to the CDDO by the 5<sup>th</sup> day of the following month from when the service is provided. Payments to affiliates will be made by the 15<sup>th</sup> of the month. If the 15<sup>th</sup> of the month falls on a Saturday, the payment will be made on the proceeding Friday. If the 15<sup>th</sup> of the month falls on a Sunday, the payment will be made on the following Monday. **Any billing submitted 30 days past due will not be paid.**

The CDDO will review billings for Day and/or Residential Services, and all documentation forms related to such billings, to assure that services were appropriately provided, services which were billed for were provided, and will take necessary and prudent action in response to any deficiencies detected in the review process.

- **One-Time Funding Requests (County Mill)**

Requests for One-Time Funding must be submitted to the CDDO Director for review by the Funding Committee. Item(s) requested should increase the health, independence, productivity, inclusion and/or integration of the person (i.e. communication devices, adaptive equipment, wheelchair modifications, non-Medicaid covered dental services, etc.). In order to qualify for this funding plan, individuals must be ineligible to receive the necessary item(s) through an alternative funding source. Funding for items will only be available one time. Adjustments, modifications and repairs after the initial purchase will not be covered under this funding plan. All allocations are subject to the availability of funds and based on the order of requests.

Coverage: Children and adults who have been determined eligible for I/DD services and live within the CDDO area.



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Criteria: Requests must be directly related to the disability of the individual requesting the funding. Individual is unable to secure all or partial funding from an alternative source. Documented efforts to secure alternative funding should be submitted along with the Funding Request.

Payment: Payment will be made directly to the provider of the service or equipment.

- **Transportation Subsidy (County Mill/State Aid)**

A Transportation Subsidy may be allocated at the end of the fiscal year and is solely contingent on the availability of leftover unallocated and/or unspent County Mill and/or State Aid funds during the fiscal year. This allocation will be approved by the CDDO Director and reported to the Community Council and CDDO Funding Committee. The subsidy is to aid day service providers with costs for providing transportation to individuals receiving day services in a rural setting.

Coverage: Adults

Criteria: Persons must be enrolled and attending a day program as of June 15<sup>th</sup>, eligible for I/DD services, and live within the CDDO area.

Rate: Allocation will be based on available funds and divided by the number of people enrolled and attending day services effective June 15<sup>th</sup> of the fiscal year.

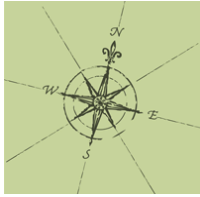
Payment: Payment will be made to each day service provider at the end of the fiscal year if funds are available.

- **Training (County Mill)**

The CDDO may use unallocated and/or unspent County Mill funds to obtain or provide training for CDDO staff and/or CDDO affiliates. Training will be made available to all CDDO affiliates and must benefit and pertain to the I/DD system.

**CDDO Operational Funding:**

In the event that CDDO income falls short of expenses, the CDDO may utilize County Mill Funds to make up the difference in their operating budget.



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**State Aid Distribution Methodology:**

State Aid funding allocated to the CDDO is distributed utilizing the categories listed above. State Aid funds for New Beginnings CDDO are minimal, but the CDDO strives to make the funding available in a manner that best supports the needs of our CDDO area as determined by regional capacity planning and discussions with affiliates, Community Council and the CDDO Funding Committee. Due to the limited funding, the CDDO prioritizes day services for individuals without HCBS funding, but shows a substantial need for services that don't meet the criteria for crisis as well as Medicaid Ineligible TCM. Any unspent or unallocated State Aid funding for the fiscal year will be paid to day service providers as a Transportation Subsidy following the criteria identified above. In the event any new State Aid dollars are allocated to the CDDO, they will be allocated after consultation with affiliates and the Community Council as to how they will be distributed.