

NEW BEGINNINGS ENTERPRISES, INC.
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Protocol: **Funding Committee**

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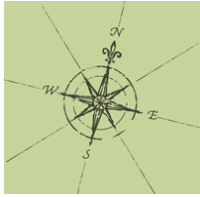
Effective Date: 12/1/17

Revised Date: 10/8/18, 10/10/19

Purpose: The purpose of the CDDO Funding Committee is to review and make recommendations regarding requests for access to HCBS Intellectual/Developmental Disability (I/DD) Waiver services through the crisis or CDDO/KDADS contract exceptions process. The Funding Committee also reviews utilization/manages access to the CDDO Finance Plan for State Aid and County Mill funding. CDDO recommendations regarding HCBS funding requests are submitted to the Kansas Department for Aging and Disability Services (KDADS) for final approval.

Protocol:

1. The Funding Committee will be comprised of the CDDO Director and three affiliate members. All affiliates providing licensed services may nominate one staff member from their agency to the Funding Committee.
2. Agencies requesting funding for individuals served within their agency will abstain from voting. If an agency is requesting funding for an individual receiving services from multiple agencies, only the affected agency must abstain from voting.
3. The funding request and pertinent information is sent to the CDDO Director for Funding Committee review.
4. Once all the required information is received by the CDDO, the CDDO Director forwards the request to the Funding Committee.
5. The Funding Committee will meet as needed and within 21 days of receipt of completed funding request. At least 51% of eligible voting members must vote in order for there to be a quorum. The CDDO Director will make the final decision if the vote results in a tie. Funding Committee decisions will be based on criteria as defined in this protocol.
6. Funding Committee decisions will be documented in minutes by CDDO staff and distributed to the TCM following the meeting.
7. If the funding request is denied, the CDDO Director will send written notification with the right to appeal to the individual/guardian and TCM. A Funding Committee decision may be appealed in writing within 30 days to the CDDO Director.
8. If a request for HCBS is recommended for approval, the CDDO Director will complete the I/DD Notification Form and send along with the complete funding request packet to KDADS for final review.



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HCBS Services

Access to new HCBS services will be limited to one of the following:

- Imminent risk of crisis
- Waiting list allocation
- Transition from another approved HCBS program
- Other priority situation/exceptions as defined by KDADS

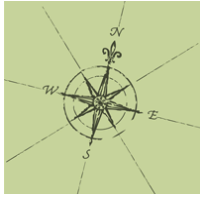
Imminent risk of crisis:

Persons who are in a crisis or at imminent risk of crisis, needing to apply for new HCBS services must meet one of the following criteria:

- Require protection from confirmed abuse, neglect or exploitation or written documentation of pending action for the same
- OR**
- Are at significant, imminent risk of serious harm to self or others

Individuals/families must work with their Targeted Case Manager to present the crisis to the CDDO Funding Committee. TCMs must assure all natural supports and community services/supports have been accessed to meet the need of the crisis prior to submitting an HCBS Crisis Request. Documentation of these attempts must be identified in the narrative of the crisis request. The parent/guardian must sign the request giving their consent for the request to be submitted. A new BASIS Functional Assessment will be required if the current assessment is over 365 days old. If the CDDO Funding Committee denies access to HCBS waiver services, the CDDO will send a letter explaining appeal rights to the individual/guardian and TCM following the Funding Committee meeting. If the CDDO Funding Committee recommends approval of HCBS funding, the CDDO will forward the request to KDADS for their review and minutes/notification will be sent to the TCM.

KDADS will review the crisis request and make a final decision on waiver access and notify the CDDO and individual/guardian. A Notice of Action indicating the final decision from KDADS will be sent to the CDDO and individual/guardian within 10 business days. If



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KDADS approves the HCBS waiver access, the approval will be sent to the TCM and MCO. The MCO will contact the individual/guardian to complete a Needs Assessment to determine the amount of care which will be approved. The MCO will inform KDADS, the CDDO and the TCM of the Needs Assessment results. The CDDO will then provide options counseling to the individual/guardian.

County Mill/State Aid CDDO Finance Plan Service Categories:

(Please see the CDDO Finance Plan Protocol for additional information)

- **Medicaid Ineligible TCM (State Aid)**
- **Day and/or Residential Funding (County Mill/State Aid)**
- **One-Time Funding Requests (County Mill)**