

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 64.—Developmental Disabilities—Community Developmental Disability Organizations (CDDO's)

30-64-23. Single point of application, determination, and referral.

(a) Each contracting CDDO shall develop and implement policies and procedures by which the CDDO shall act as the single point of application, eligibility determination, and referral for persons desiring to receive either information about community services or these services within the service area of that CDDO. Procedures shall be established for the following:

(1) Distributing, completing, accepting, and processing the uniform statewide application for community services, as published by the commission;

(2) determining if the applicant meets the definitional criteria to be considered a person with a developmental disability as defined in K.S.A. 39-1803, and amendments thereto;

(3) impartially informing a person of the types and availability of community services provided within the service area and of the licensed providers and other agencies existing within the service area that the CDDO has been advised might be willing to provide services to the person, and the way to contact those licensed providers or other agencies;

(4) impartially assisting a person in deciding which community services the person may wish to obtain or would accept within the next year from the date of the person's application;

(5) impartially assisting a person in accessing the community services of the person's choice;

(6) maintaining a list of persons who have made application to the CDDO for community services and have been determined eligible, and allowing access to this list, except for the names of those persons who have requested that their names be kept

confidential by the licensed providers in the service area who have entered into affiliation agreements with the CDDO; and

(7) ensuring that when any person receiving any services expresses a desire to consider changing service providers, that person is referred directly and only to an individual who is not involved in the delivery of any service, has no involvement in any dispute about the person's current services, and honors the confidentiality of the person considering a change in service providers. The individual shall supply to the person and the person's guardian information about the types and availability of community services within the service area and assist the person in accessing alternative service providers.

(b) Each contracting CDDO shall require any employees or agents of the CDDO who perform any of the functions specified in subsection (a) to maintain records that shall demonstrate compliance with these requirements.

(c) Each contracting CDDO shall require any employees or agents of the CDDO who perform the functions of determining eligibility, processing applications for service or referral of persons for service, or assisting persons in accessing services, to complete a training program that is approved by the division and meets these criteria:

(1) Is developed by the CDDO and approved by the CDDO council of community members required by K.A.R. 30-64-22(c);

(2) includes topics regarding the following:

(A) The types of community services available in the service area and information concerning the licensed providers and other agencies offering those services; and

(B) potential referral contacts for persons who are determined not to be eligible for services; and

(3) is offered in a manner and frequency that shall ensure that employees or agents of the CDDO who perform the duties required by subsection (a) are competent to do so. (Authorized by and implementing K.S.A. 39-1804, 39-1805 and 39-1810; effective July 1, 1996; amended Oct. 1, 1998; amended Feb. 1, 2002.)

***** Authenticated Kansas Administrative Regulation *****