

## PRAIRIE RIDGE CDDO

Policy Number: 3

Regarding: Single Point of Entry

Effective Date: April 4, 2002

Revised Date: March 13, 2008; March 26, 2009; December 20, 2011; May 6, 2014;  
August 18, 2016; July 1, 2017; July 1, 2018; April 25, 2019

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### Policy

The CDDO will be the single point of application, eligibility determination and referral for persons diagnosed with developmental disabilities who desire to receive either information about community services or these services within Allen, Bourbon, Neosho and Woodson Counties.

Individuals shall be referred to the CDDO for purposes of application, eligibility determination, referral, and completion of the functional assessment.

### Procedure

- I. CDDO Staff will meet with interested person(s) and explain the role of the CDDO, the eligibility process, and assist in completing the application.
- II. After the necessary documentation is received, CDDO Staff will determine if the person has a qualifying intellectual/developmental disability as defined by the Developmental Disability Reform Act.
- III. If the person is ID/DD eligible, the functional assessment will be completed.
- IV. The CDDO Staff will impartially inform the applicant and family members about the types and availability of community services in the CDDO service area. The CDDO Staff will:
  - A. Provide information on all affiliates, the types of service provided and their contact information.
  - B. determine if current funding is available.
  - C. if funding is available, upon written notification from the MCO, if applicable, assist the applicant in selecting a provider and initiating services if funding is available.
  - D. document choice on form CDDO 107 and complete the Services Referral Choice Form CDDO114 and send to all impacted providers and MCO Care Coordinator; if applicable.

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- V. Individuals waiting for services, or guardians if applicable, that have given consent, will have his or her name and address to all CDDO affiliates that request the information.
  
- VI. CDDO Staff will maintain records that shall demonstrate compliance with these requirements. (30-64-23)
  
- VII. Training Requirements
  - A. The CDDO shall require any employee or agents of the CDDO who perform the functions of determining eligibility, processing applications for services or referral of persons for services, or assisting persons in accessing services to complete a training program that is developed by the CDDO and approved by the CDDO Council of Community members and includes topics regarding the types of community services available in the service area, information concerning the licensed providers and other agencies offering those services and potential referral contacts for persons who are determined not to be eligible for services. The training shall be offered in a manner and frequency that shall ensure that employees or agents of the CDDO who perform these duties are competent to do so.
  
  - B. All employee or agents of the CDDO who perform the functions of determining eligibility shall meet approved training as described in KDADS Intellectual/Developmental Disability Eligibility Determination Policy.