

PRAIRIE RIDGE CDDO

Policy Number: 21

Regarding: Eligibility Determination Training :

Effective Date: April 25, 2019

Policy

The CDDO will ensure 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 InterHab CDDO workgroup eligibility 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.
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.
3. Training documentation will be kept by the Human Resources Department.