

## PRAIRIE RIDGE CDDO

Policy Number: 10

Regarding: Continuity and Portability of Services

Effective Date: December 14, 1999

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

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### Policy

The CDDO ensures that persons receiving Home and Community Based Services shall receive services consistent with the individual's Person Centered Support Plan, and that those services are portable across the state. The individual may request this funding be transferred to any service area of their choice within the state of Kansas.

### Procedure

1. The CDDO will ensure that each person who has applied for, accepted, and begun receiving community services continues to receive services consistent with their support plan.
2. If the person moves from the CDDO service area to another CDDO service area and wants to continue receiving community services, CDDO staff will work with the case manager to transfer the necessary documents to the new CDDO. The CDDO will complete the CDDO Area Transfer Form and submit to the new CDDO.
3. Individuals funded through other funds will not be allowed to transfer their funding out of the catchment area.