

PRAIRIE RIDGE CDDO

Policy Number: 13

Regarding: Informed Choice

Effective Date: October 26, 2000

Revised Date: March 13, 2008; March 26, 2009; December 20, 2011; July 1, 2017;
April 25, 2019

Review Date: July 1, 2018

Policy

CDDO will ensure that each person receiving or applying for services, their family and/or guardian will be provided information about the types of community services available in the CDDO region, providers of those services, the CDDO dispute resolution process and the rights of the persons served pursuant to the Developmental Disabilities Reform Act. Information will be communicated in a format appropriate for the person to understand. CDDO will also ensure each person/guardian has the opportunity to choose their community service provider.

Implementing Procedure

- A. The CDDO Staff will present information annually to the person served/guardian.
- B. The information will include information regarding service providers in the area and their contact information, the dispute resolution process and the rights of person served. Confirmation of receipt of the information will be documented on Form CDDO107. The CDDO will provide the case manager a copy of the documentation.
- C. The person/guardian can choose to change service providers at any time during the year. CDDO Staff will complete Form CDDO 107 with the person/guardian and notify the interested parties of the change.
- D. Information on community service providers and choice forms will be updated as needed.
- E. For individuals waiting for services, the individual and/or guardian can consent to his/her name and address being released to all CDDO affiliates that request the information. This consent can be revoked at any time by notifying the CDDO.