



Shawnee County  
Community Developmental Disabilities Organization  
"Your resource for connecting our community"

<b>Subject: Shawnee County CDDO informed of Suspected Abuse, Neglect, Exploitation Reports made by Affiliates</b> <b>Effective Date: 10-01-98</b>	<b>Reviewed: 08-24-09, 08-26-10, 08-29-11, 08-27-12, 09-08-14, 08-18-16, 10-23-17</b>	<b>Policy No: 06-040</b>
<b>Revised: 01-23-02, 03-31-03, 05-15-06, 08-24-09, 08-27-12, 08-18-16, 10-23-17</b>	<b>Forms:</b>	

**POLICY: Agents of any affiliate providing services must immediately report any incident of suspected abuse, neglect, or exploitation to the appropriate state official - responsible for investigating such incidents. The Shawnee County Community Developmental Disability Organization (CDDO) is to be notified within two (2) business days of its discovery by the affiliate.**

**GUIDELINES:**

The following procedure is for affiliated providers to follow when reporting incidents of suspected abuse, neglect and exploitation to the CDDO per contractual and regulatory obligation.

1. All affiliated providers will notify the CDDO Quality Management Coordinator (QMC) within *two (2) business days* of reporting suspected abuse, neglect and exploitation to the appropriate state official.
2. Information requested by the CDDO:
  - a. A critical incident report will be submitted through the BCI web based system. In the event that BCI is not available providers are required to submit a written summary of the incident to the QMC.
  - b. The QMC will work with Kansas Department for Aging and Disability Services (KDADS) Quality Management Staff (QMS) to review the findings of Adult Protective Services (APS) reports and outcomes.
  - c. Providers are required to follow Adverse Incident Reporting (AIR) per State guidelines.
3. For any State of Kansas confirmed incident the Affiliate is required to:
  - a. Submit a Corrective Action Plan (CAP) to the KDADS QMS for approval.
  - b. Upon CAP approval, the affiliated provider will forward a copy to the CDDO QMC.
  - c. Upon receipt of the approved CAP, the QMC, when necessary, will monitor that the plan is implemented to eliminate any further incidents of exposure to abuse, neglect or exploitation.
4. Affiliated providers will cooperate with the CDDO in the exchange of information as requested.