



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

Subject: Single Point of Application Determination and Referral Effective Date: 12-15-97	Reviewed: 08-24-09, 08-26-10, 08-22-11, 08-27-12, 07-29-14, 07-13-16, 09-15-17, 10-15-18	Policy No: 06-001
Revised: 06-10-99,01-04-02, 08-05-02, 04-30-03, 05-29-04,05-15-06, 08-30-07, 08-18-08, 08-24-09, 08-22-1, 08-27-12, 07-29-14, 07-13-16, 01-03-17, 09-15-17, 11-08-18	Forms: 06.001.001 Referral for I/DD Services 06-001.002 Release of Information 06-001.003 IDD Eligibility 06-001.004 Case Management Choice form 06-001.005 Application for Services 06-001.006 Options Counseling 06-002.001 Notification of Eligibility Reconsideration	

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will serve as the single point of application, eligibility and referral for any person requesting developmental disabilities services.*

GUIDELINES:

1. Interested persons wanting to access services will make a referral and Application for Services to the CDDO by completing the Referral for I/DD Services form ([06-001-001](#)) and the Application for Services ([06-001.005](#)) and provide applicable information specific to the disability.
2. The CDDO Liaison will determine if the person requesting services and/or supports meets the criteria of developmental disability using K.S.A. 39-1803 and the State of Kansas/KDHE/CDDO Contract. A letter will be mailed notifying persons of eligibility.
3. If determination of eligibility cannot be determined at the time of referral, further information may be obtained by use of the Authorization for Release of Information form ([06-001.002](#)) and/or assessment(s) such as the Eligibility Determination Instrument.
 - a. The referral will be considered complete when all applicable information is received. Eligibility will then be determined within five (5) business days.
 - b. If after 90 days from initial contact, eligibility cannot be determined, information will be placed in "inactive files" and a letter identifying as such will be forwarded by the CDDO Liaison to the person requesting eligibility determination.
4. Eligible persons and/or the guardian(s) will be informed of the Shawnee County CDDO's responsibilities at the initial meeting and will be provided a copy of the Affiliated Provider list, Resource Guide and Options Counseling Statement Form ([06-001.006](#)).
5. The CDDO will review and discuss the role of the I/DD Targeted Case Manager (TCM). The CDDO will review options regarding Targeted Case Management.
 - a. The CDDO will forward contact information for TCM referrals when requested, as indicated on the Targeted Case Management Choice Form ([06-001.004](#)).

- b. The CDDO will make available the Eligibility Determination for I/DD Funded Services form [\(06-001.003\)](#) when requested.
 - c. The Shawnee County CDDO Bridging Services and Supports (BSS) team will provide follow up on TCM referrals made.
6. The CDDO or the TCM will assist the person, when requested, with community resources that can provide supports or services.
 7. Authorized Shawnee County CDDO Assessor will complete the initial statewide Functional Assessment for eligible persons' age five (5) and older.
 8. The CDDO will maintain a list of persons who are eligible for I/DD services and have made application through KAMIS. All licensed affiliated providers will have access to the names of those eligible persons waiting for services who have authorized such access.
 9. The CDDO will indicate in KAMIS those individuals who have requested to receive HCBS services.
 10. The CDDO will contact the eligible person annually in accordance with Shawnee County CDDO policy [06-027](#) to determine the person's continued need for developmental disabilities services.
 11. If an individual is determined ineligible for I/DD services, he/she will be referred to other community services and will be informed of the Shawnee County CDDO Notification of Eligibility Reconsideration process ([Policy 06-002](#)) Notification of Eligibility Reconsideration ([06-002.001](#)).
 12. When an individual moves to Shawnee County from another CDDO area the Shawnee County CDDO will adhere to the State of Kansas policy regarding transfer.