



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

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| Subject: Continuity & Portability (Out of Shawnee County) Effective Date: 12-15-97 | Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09.08.14, 09-02-16, 10-13-17 | Policy No: 06-017 |
| Revised: 06-10-99, 11-06-01,04-21-03, 10-20-03, 05-15-06, 08-18-08, 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 09-02-16, 10-13-17 | Forms: CDDO Area Transfer Form; Status Action Form 06-008.002; Closure Summary 06-008.001 | |

POLICY: *The Shawnee County Community Developmental Disability Organization (CDDO) will transfer Kansas Aging Management Information System (KAMIS) information to another Kansas CDDO.*

GUIDELINES:

1. When a person has made the decision to move out of the Shawnee County CDDO area, the Targeted Case Manager (TCM) will contact the CDDO Funding Coordinator and provide the following information within ten (10) business days prior to move date:
 - a. CDDO area to which the person is moving
 - b. Date the person is moving and new address
 - c. Status Action Form (uploaded into BCI web based management system).
 - d. Copy of the Person-Centered Support Plan (PCSP), uploaded into BCI.
 - e. Copy of 3161 (if receiving HCBS Services).
2. Upon receipt of the above information, the CDDO Funding Coordinator will complete the transfer.
3. The CDDO Funding Coordinator will forward all documents per the State of Kansas Portability Policy to the designated CDDO within five (5) business days.
 - a. A copy of the signed CDDO Area Transfer Form will be placed in the CDDO Portability Notebook by the CDDO Funding Coordinator.
 - b. The Funding Coordinator will complete a Closing Summary form (06-008.001) and offer a transfer in KAMIS to the new CDDO area, as well as close services in the BCI web based system.
 - c. Once closed, the file will be given to the CDDO Admirative Assistant to scan into the BCI web based system and placed into closed files.
 - d. Physical files will be retained for seven years. Electronic files will be retained indefinitely.
4. State Aid and Shawnee County Mill Levy funds are not portable.