



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

<b>Subject: Rights Notification and Resource Information</b> <b>Effective Date: 06-10-99</b>	<b>Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 08-18-16, 10-23-17</b>	<b>Policy No: 06-027</b>
<b>Revised: 04-22-03, 10-20-03, 05-15-06, 08-30-07, 08-18-08 08-31-09, 08-22-11, 09-08-14, 08-18-16. 10-23-17</b>	<b>Forms: 06-001.002 Authorization for Release of Information; 07-TF012.002 Acknowledgement of Notice of Privacy Practices</b>	

**POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) will annually inform people who are receiving services and their legal guardians of the types of services available and the rights of the person. This information will be communicated in a format appropriate for the person to understand.***

**GUIDELINES:**

1. The CDDO will offer the Shawnee County CDDO resource information to each eligible individual and/or their guardian, if one appointed.

This information shall include:

- a. Initially
  - i. Information listed below will be reviewed and disseminated by a CDDO representative during the initial meeting with the individual requesting services.
    - 1) CDDO Resource Guide which includes Rights and Responsibilities.
    - 2) Acknowledgement of privacy rights in accordance with Health Information Privacy Assurance Act (HIPAA).
  - ii. Individual/guardian will verify information listed above was provided on the CDDO Authorization for Release of Information (06-001.002) and Acknowledgement of Notice of Privacy Practices (07-TF012.002).
- b. Annually
  - i. Required information listed below as well as any supplemental information.
    - 1) List of Affiliated Providers.
    - 2) A copy of the CDDO Resource Guide is offered and available on the CDDO website ([www.sncddo.org](http://www.sncddo.org)).