



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

Subject: CDDO Staff Training Requirements		Policy No: 06-026
Effective Date: 06-21-21		
Revised:	Forms:	
Reviewed:		

POLICY: *The Shawnee County Community Developmental Disabilities Organization (CDDO) Staff will receive annual and initial required training. The CDDO Liaison will receive annual required training approved by the Council of Community Members.*

GUIDELINES:

1. CDDO Overview Training will be completed by:
 - a. All CDDO Staff, initially upon hire

2. KDADS Functional Assessment Online Training will be completed by:
 - a. Assessors, initially upon hire and annually
 - b. Director, within 90 days of hire
 - c. Liaison, within 90 days of hire
 - d. Quality Management Coordinator, within 90 days of hire
 - e. Funding Coordinator, within 90 days of hire
 - f. Documentation Coordinator, within 90 days of hire

3. KDADS Targeted Case Management (TCM) Online Training will be completed by:
 - a. Assessors, within 1 year of hire
 - b. Liaison, within 1 year of hire
 - c. Quality Management Coordinator, within 1 year of hire
 - d. Funding Coordinator, within 1 year of hire

4. Liaison training (topics may include, but not be limited to the following) prior to eligibility determination:
 - i. Functional Assessment
 - ii. CDDO Overview
 - Rules & Regulations of DD Reform Act
 - Choice/Individual Rights
 - Council of Community Members
 - Quality Assurance
 - Dispute Resolution
 - Single Point of Entry
 - Services & Supports (Utilization)

- b. Annual training may include, but not limited to the following:
 - i. Trainings related to Liaison position
 - ii. State offered trainings
 - iii. Guardianship
 - iv. Special Needs Trust
 - v. Advocacy
 - vi. Person Centered Planning
 - vii. Abuse, Neglect, Exploitation
 - viii. Self -Directed Care (Limited Licensure, Self Determination)
 - ix. Funding Options
 - x. KanCare/MCO Training
 - xi. KDADS/CDDO/Stakeholder Meetings
 - xii. Community Resource Trainings