



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

Subject: Training for CDDO Liaison Effective Date: 06-10-99		Policy No: 06-026
Revised: 08-27-12, 09-08-14, 11-30-18	Forms:	
Reviewed: 08-31-09, 08-26-10, 08-22-11, 08-27-12, 09-08-14, 08-18-16, 10-06-17, 10-15-18, 08-29-19		

**POLICY:** *The Shawnee County Community Developmental Disabilities Organization (CDDO) Liaison will receive annual training approved by the Council of Community Members. Any agents of the CDDO who perform the functions of determining eligibility, processing applications for service or referral of persons for service or assisting persons in accessing services to complete a training program approved by the CDDO Director.*

**GUIDELINES:**

1. The required training will be reviewed and approved by the Council of Community Members.
2. Training topics may include, but not be limited to the following:
  - a. Prior to processing applications for service or referral of persons for service
    - 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
3. Training will be provided to ensure that the CDDO Liaison will perform the duties as described in the policy.