



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

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| <b>Subject: CDDO Staff Training Requirements</b> |               | <b>Policy No: 06-026</b> |
| <b>Effective Date: 06-21-21</b>                  |               |                          |
| <b>Revised:</b> 11-17-21, 11-23-21, 11-14-22     | <b>Forms:</b> |                          |
| <b>Reviewed:</b>                                 |               |                          |

**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 Core Training will be completed by:
  - a. All CDDO Staff, within 90 days of hire
2. All employer required trainings will be completed by:
  - a. All CDDO Staff
3. KDADS: BASIS (Functional Assessment) Forms Training will be completed by:
  - a. Director, within 90 days of hire
  - b. Liaison, within 90 days of hire
  - c. Quality Management Coordinator, within 90 days of hire
  - d. Funding Coordinator, within 90 days of hire
  - e. Assessors, within 90 days of hire and annually
  - f. Documentation Coordinator, within 90 days of hire
4. KDADS: DD Case Managers Online Assessments Training will be completed by:
  - a. Liaison, within 30 days of hire
  - b. Quality Management Coordinator, within 1 year of hire
  - c. Funding Coordinator, within 1 year of hire
  - d. Assessors, within 1 year of hire
5. Liaison training topics to be completed prior to eligibility determination:
  - a. Rules & Regulations of DD Reform Act
  - b. Choice/Individual Rights
  - c. Quality Assurance
  - d. Dispute Resolution
  - e. Single Point of Entry
  - f. Services & Supports (Utilization)

6. Other annual Liaison training topics may include:
  - a. Trainings related to Liaison position
  - b. State offered trainings
  - c. Guardianship
  - d. Special Needs Trust
  - e. Advocacy
  - f. Person Centered Planning
  - g. Abuse, Neglect, Exploitation
  - h. Self -Directed Care (Limited Licensure, Self Determination)
  - i. Funding Options
  - j. KanCare/MCO Training
  - k. KDADS/CDDO/Stakeholder Meetings
  - l. Community Resource Trainings