

Shawnee County  
Community Developmental Disability Organization  
Resource Guide

“Connecting Our Community”



2009  
Edition

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[www.sncddo.org](http://www.sncddo.org)

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## Welcome

The Shawnee County Community Developmental Disability Organization (CDDO) resource guide has been designed to provide you with information about available services for people with developmental disabilities in Shawnee County.

The resource guide includes a description of the MRDD eligibility determination process. There is a general overview of the CDDO responsibilities as well as information about how to access services and supports when determined eligible for DD services.

The attachment is a listing of agencies who are affiliated with Shawnee County CDDO and the services they provide. The affiliate list may also be accessed on the Shawnee County CDDO's web site [www.sncddo.org](http://www.sncddo.org)

# **Alphabet Soup**

BASIS – Basic Assessment and Services Information System

CDDO – Community Developmental Disability Organization

CSD – Community Support Day

CSP – Community Service Provider

CSR – Community Support Residential

DD – Developmental Disability

DDP – Developmental Disability Profile

DBHS/CSS – Division of Behavioral & Health Services/Community Support & Services

EDI – Eligibility Determination Instrument

ELP – Essential Lifestyle Plan

HCBS – Home and Community Based Services

IEP – Individual Education Plan

KLOII – Kansas Lifestyle Outcome

MH – Mental Health

MR – Mental Retardation

PCSP – Person Centered Support Plan

POC – Plan of Care

QA – Quality Assurance

QE – Quality Enhancement

TCM – Targeted Case Management

# **CDDO**

## **What is the CDDO?**

Consistent with provisions of Developmental Disability Reform Act, the Kansas Dept. of SRS has designated a CDDO for every area of the state to arrange for or provide DD Services and supports.

The Shawnee County CDDO works with affiliating agencies to ensure quality services that are cost effective and are easy to access. Major activities of the Shawnee County CDDO:

- ❖ Provide a single point of contact (entry) for people seeking services
- ❖ Maintain a county wide service needs list for those waiting for services
- ❖ Offer case management while individuals and families determine which case management service provider they would like to choose
- ❖ Work with people toward admission to identified services
- ❖ Provide information and referral services
- ❖ Coordinate the relocation of people living in state hospitals who wish to return to their home county
- ❖ Work with affiliate agencies to ensure customer driven quality service delivery

### **Step 1**

Make a referral or receive information about eligibility determination for MRDD services and supports.

### **Contact**

Sabrina Winston or Rachel Munoz at (785) 232-5083

# **ELIGIBILITY FOR SERVICES AND SUPPORTS**

To receive services and supports paid for by federal or state funds from SRS/MH&DD, persons must meet specific eligibility criteria outlined in this section. It is the responsibility of the CDDO to ensure persons supported by developmental disability funds administered by SRS/MH&DD meet these criteria however, the CDDO may also hold each of its affiliates responsible for ensuring this. Use of SRS/MH&DD administered developmental disability funds to provide services and supports to persons who do not meet the eligibility criteria may result in recoupment of those funds from the CDDO.

Consistent with L. 1995, Chap. 234 (Substitute for H.B. 2458) persons who are mentally retarded or otherwise developmentally disabled are those whose condition presents an extreme variation in capabilities from the general population which manifests itself in the developmental years resulting in a need of life long interdisciplinary services. This identifies those who, among all person with disabilities, are the most disabled as defined below:

**Mental Retardation** means substantial limitations in present functioning that is manifested during the period from birth to age 18 years and is characterized by significantly sub-average intellectual functioning existing concurrently with deficits in adaptive behavior including related limitations in two or more of the following applicable adaptive skill areas:

1. Communication
2. Self-Care
3. Home Living
4. Social Skills
5. Community Use
6. Self-Direction
7. Health and Safety
8. Functional Academics
9. Leisure
10. Work

**Other developmental disability** means a condition such as autism, cerebral palsy, epilepsy, or other similar physical or mental impairment (or a condition which has received a dual diagnosis of mental retardation and mental illness) and is evidenced by a severe, chronic disability which:

1. is attributed to a mental or physical impairment or a combination of mental and physical impairments, AND
2. is *manifest* before the age of 22, AND
3. is likely to continue indefinitely, AND

4. results in *substantial limitations* in any three or more of the following areas of life functioning:
  - a. self-care,
  - b. understanding and the use of language,
  - c. learning and adapting
  - d. mobility
  - e. self-direction in setting goals and undertaking activities to accomplish those goals,
  - f. living independently
  - g. economic self-sufficiency, AND

To further clarify substantial functional limitations refer to the Eligibility Determination Instrument (EDI) available from MH&DD. This instrument is designed to assist assessing specific areas in which a person demonstrates substantial functional limitations. There is an EDI for adults and one for children.

5. reflects a need for a *combination and sequence* of special, interdisciplinary or generic care, treatment or other services which are *lifelong*, or extended in duration and are *individually planned and coordinated*, AND
6. does not include individuals who are solely severely emotionally disturbed or seriously and persistently mentally ill or have disabilities solely as a result as a result of infirmities of aging.

**For children under the age of six**, developmental disability means a *severe, chronic disability* which:

1. is attributable to a mental or physical impairment or a combination of mental and physical impairments, AND
2. is likely to continue indefinitely, AND
3. results in at least three developmental delays as measured by qualified professionals using appropriate diagnostic instruments or procedures, AND
4. reflects a need for a *combination and sequence* of special, interdisciplinary or generic care, treatment or other services which are *lifelong*, or extended in duration are *individually planned and coordinated*, AND
5. does not include individuals who are solely severely emotionally disturbed or seriously and persistently mentally ill.

## **PROCEDURES:**

1. The Community Developmental Disability Organization shall assure that all persons served with MH&DD funds meet one of the above definitions unless otherwise approved by MH&DD in writing.
2. In order to receive ICF/MR or HCBS/MR services a person must meet additional eligibility criteria outlined in MH&DD Policy HCBS/MR90-1 and the HCBS/MR handbook.
3. If there is a difference of opinion, MH&DD/Developmental Disabilities reserves the right to request a third party review.
4. Persons shall have the right to a reconsideration of the eligibility determination by requesting such, in writing, from MH&DD.
5. If upon reconsideration, the determination is unchanged, persons shall have the right to an appeal, which must be filed within 30 days by writing:

Administration Hearings Section  
1020 S. Kansas Ave  
Topeka, KS 66612

# **BASIS Questions & Answers**

## **What is the BASIS Screening all about?**

BASIS stands for:

- Basic Assessment and Services Information System.

What is it?

- BASIS is a three part assessment which takes about an hour to complete. The three parts are Information, Assessment (DDP or developmental disability profile) and Services summary.

Why does BASIS need to be done?

- All children and adults with a developmental disability in Shawnee County who are receiving services or waiting for services require a BASIS Assessment to determine eligibility for HCBS funding. The BASIS is completed when someone is determined eligible for MRDD services and annually thereafter. BASIS tracks data about individuals service needs by county.

What are the questions about?

- The Information and Services section is for recording information such as name, address, and a list of services being provided. The Assessment section is used as a reflection of supports the individual needs. Areas covered are medical concerns, behaviors, motor skills and cognitive abilities.

Who should attend?

- It is requested that the individual for whom the BASIS is being completed be present, although they have the option to leave should they feel uncomfortable with the questions being asked. Anyone who is in the person's circle of support is encouraged to participate. This includes parents, guardians, teachers, siblings, paraprofessionals and staff members who work with the person.

Where are meetings held?

- BASIS can be completed at the person's home, school, CDDO office or any other setting the person chooses.

Why do my answers matter?

- It is important that all questions during the screening are answered accurately in order for the person to receive the funding needed.

What happens next?

- The information is submitted electronically to the State of Kansas, Division of Health Care Policy. When HCBS eligibility has been determined a tier level of 1-5 is assigned based on the cumulative score.

**Thank you for participating in the BASIS Screening. If you have any questions, feel free to ask the screener present, or call the CDDO at 785-232-5083.**



# **Services**

Services should be provided to any eligible person requesting within 60 days of application if.....

- The chosen service provider is able to provide requested services.  
AND
- Funding is available.

If chosen services are not available due to funding, the person will be added to the statewide waiting list.

## **HCBS/MRDD SERVICES**

**IN HOME SUPPORTS:** Personal attendant care services for individuals who live in the family home.

**RESPIRE CARE:** Designed to provide relief to the individual's family member who serves as the primary unpaid caregiver.

**ASSISTIVE SERVICES:** Wheelchair modifications, ramps, home modifications and assistive technology.

**NIGHT SUPPORT:** Overnight attendant worker for medical needs to assist with repositioning, etc.

**WELLNESS MONITORING:** Bi-monthly visits by a nurse to monitor significant medical needs.

**ADULT DAY SERVICES:** Services out of the home to increase a person's productivity, independence, integration and community inclusion.

**ADULT RESIDENTIAL SERVICES:** Services in a residential setting to retain and/or improve skills related to activities of daily living.

**CHILDREN'S RESIDENTIAL SERVICES:** Foster care services for children placed out of the family home.

# Continuity & Portability

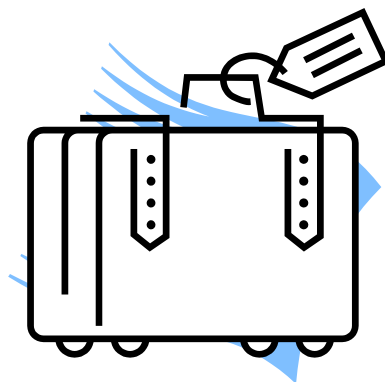
Once a person is receiving services, they will continue to receive services:

- As long as their residency remains in Kansas.

AND

- Funding is available.

Funding will be ported if a person moves from one CDDO area to another CDDO area.



# Definition of Case Management

Definition of services: Case management services are defined as those services which will assist the individual in gaining access to medical, social, educational and other needed services. Targeted Case Management includes all of the following services:

- **Assessment** of an eligible individual to determine service needs by: taking the individual's history; identifying the individual's needs, completing related documentation and gathering information from family members, medical providers, social workers and educators to form a complete assessment of the individual.
- **Development of a specific support/care plan** that is based on the information collected through the assessment; specifies the goals and actions to address the medical, social, educational and other service needs of the individual. The plan is developed with the individual or legal representative to develop goals and identifies a course of action to responsive to the assessed needs.
- **Referral and related activities** – Assist an individual obtain needed services and link to activities or other programs and services that are capable of providing the desired services.
- **Monitoring and follow-up activities** – Includes activities and contacts necessary to ensure the care plan is implemented and adequately addresses the individual's needs.

This may also include transition planning:

1. from school to the adult world;
2. from an institution to community alternatives;
3. from one kind of service setting to another kind of service setting;
4. from one provider to another provider, or
5. from one service area to another service area.



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## **A Helpful Guide in Choosing a Case Manager**

1. When are you available?
2. What do you do really well? What are you working on?
3. What kind of experience do you have? What is your background?
4. How do you prioritize your workload?
5. Is there a specialty area you are most experienced with? (children, adults)
6. Are you aware of community resources for others in the family? Can you help with any other family issues?
7. How many individuals are on your case load?
8. Are you familiar with IEPs, school transition and education law?
9. Why are you a Case Manager?
10. How do you view the parent's role in the process?
11. How is your role different from other Case Managers?
12. How often do you plan to spend time with me? How much direct contact?
13. What experiences have you had with subsidized housing, Social Security and SRS?
14. What community resources have you helped others access?
15. Do you complete the Medicaid application and other paperwork/documentation?
16. Will you help me with SSI benefits?
17. What are my entitlements?
18. How will you advocate for me?
19. How long have you been a Case Manager?
20. How would you help me if I choose to self direct my care? Do you have experience with this?



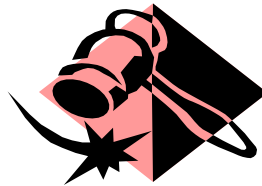
## **A Helpful Guide in Choosing a Case Management Provider**

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1. Will I pick who is my Case Manager or will you assign one?
2. Why should I choose your Case Management agency?
3. Are your Case Managers involved with any community committees/task forces?
4. How accessible are you? Who do we contact in an emergency? How will the Case Manager maintain contact with me, my family, or others in my support network?
5. Can you give me references?
6. What is a Case Managers average caseload size?
7. How long might I expect to keep the same Case Manager? What if I change my mind?
8. Can I meet your Case Managers before making a choice?
9. What is your role in maintaining benefits? Do you file income tax returns and/or Homestead and Food Sales Tax refunds?
10. What method of person-centered planning does your agency use? May I choose my own?

# Rights

- **Kansans with developmental disabilities are guaranteed the same rights as non-disabled Kansans have unless otherwise limited by provision of law or court order.**



## Know your Rights

- Being free from physical or psychological abuse or neglect, and from financial exploitation
- Having control over your own financial resources
- Being able to receive, purchase, have and use your own personal property
- Being able to actively and meaningfully make decisions affecting your life
- Having privacy
- Being able to associate and communicate publicly or privately with any person or group of people of your choice
- Being able to practice the religion or faith of your choice
- Being free from the inappropriate use of a physical or chemical restraint, medication, or isolation as punishment, for the convenience of a provider or agent, in conflict with a physician's orders or as a substitute for treatment, except when physical restraint is in furtherance of the health and safety of your self
- Not being required to work without compensation, except when you are living and being provided services outside of the home of a member of your family, and then only for the purposes of the upkeep of your living space and of the common living areas and grounds that you share with others
- Being treated with dignity and respect
- Receiving due process
- Having the access to your records, including information about how funding is accessed and utilized, and what services were billed on your behalf.

# Person Centered Support Plan

## What is a PCSP?

- A plan that is written and available to you and your support workers.
- Developed by a support network chosen by you.
- A well thought out strategy of support to fulfill your preferred lifestyle.
- Approved in writing by you or your legal representative (guardian).

Who will help make the plan?

### **YOU!**

Family

Guardian

Friends

Case Manager

Support Staff

Experts (if needed)

Co-workers

## Person Centered Support Planning

What is included in a description of my preferred lifestyle?

- In what type of setting you want to live.
- With whom you want to live.
- What work or other valued activity you want to do.
- With whom you want to socialize.
- In what social, leisure, religious, or other activities you want to participate.

Your plan should include a list and description of things necessary to assist you to achieve you preferred lifestyle, such as:

- Training
- Materials
- Equipment
- Assistive Technology
- Services

# Support Network

What is a Support Network?

- People who know me and what I want.
- People who help me get through life.
- People who are committed to my well being.





# Quality Oversight Committee

Kansas Administrative Regulation mandate CDDOs have a committee comprised of persons served, family members, guardians, interested citizens and service providers that meet regularly. The committee will provide oversight for persons being served in *Shawnee County* to measure the following:

1. Services that are paid for are delivered.
2. Services that are delivered are paid for in accordance with terms of any agreement or contract in force.
3. Services are being provided in a manner meeting certain requirements described in Article 63.
4. The CDDO or provider is assuring all the persons served have their rights protected.
5. The CDDO or provider is reporting any suspicions of abuse, neglect, or exploitation (ANE) to the appropriate agency and has corrected or is in the process of correcting the cause of the confirmed ANE.



## What is the Council of Community Members?

The CDDO is required by regulation to maintain a Council of Community Members. The Council consists of consumers, family members, guardians and community service providers. The Council holds at least quarterly meetings to address concerns related to MRDD services and supports and is responsible for overseeing local capacity building plans. The Council has the right to express opinions and make recommendations to the governing board of the CDDO concerning any services issue.

Kansas law 1995 Section 39-1085, a part of the Developmental Disabilities Reform Act.



# **Grievance Process**

What if there is an issue that is not resolved through the provider's internal grievance process?

There are a number of different ways this may be addressed.

- The person receiving services and/or guardian may contact the CDDO and request services from a different provider.
- If the person or guardian wishes to remain with the provider submit a written notice of the dispute to the CDDO.  
(Your Case Manager may assist you this process)
- If the issue is not resolved at the CDDO level, or the grievance is with the CDDO, the person may refer to the CDDO's Dispute Resolution policy adopted by the Council of Community Members.

# Dispute Resolution

Person Receiving Services, legal guardian,  
individual from the persons support network  
and/or any other component of the community  
services system.



Agency Internal Grievance Policy



CDDO Dispute Resolution Committee



Professional Mediation (optional)



CDDO Governing Board



The Commission of SRS/CSS



Administrative appeals within the  
Kansas Department of Administration

## Helpful Numbers

### **Emergencies**

Emergency (fire, police, sheriff, ambulance)	911
Poison Control:	
Stormont-Vail Regional Hospital and Medical Center	354-6100
St. Francis Hospital and Medical Center	295-8095
Valeo Behavioral Health Care Crisis Hotline	234-3300

### **General Information**

Time and Temperature	271-7575
Topeka Housing Authority	357-8842
Community Resources Council	233-1365

### **Identification Sources**

Driver's License Exam Station	266-7380
Social Security Administration	295-0100
Voter Registration	266-0285

## **Public Service**

American Red Cross	234-0568
Salvation Army	233-9648
United Way of Greater Topeka	273-4804
Legal Aid (Kansas Legal Services)	233-2068
Disability Rights Center of Kansas	273-9661

## **Recreation**

YMCA	354-8591
YWCA	233-1750
Topeka Parks and Recreation	368-3838
Shawnee County Parks and Recreation	267-1156

## **Transportation**

Topeka Transit	
Scheduling and route information	354-9571
The Lift (for persons with disabilities)	232-9100
Capitol City Taxi	267-3777
Yellow Cab	357-4444

## Referrals

Battered Women's Task Force	354-7927
ERC Reference and Referrals	357-5171
Interfaith of Topeka	357-1493
Med Search	295-8333
Kansas Dental Association	272-7360
Suicide 24 hour Emergency Hot Line	233-1730
Child/Elderly Abuse Hot Line	1-800-922-5330
Adult Protective Services (Reporting adult (18 years or older) abuse, neglect, or exploitation)	296-3133
el Centro De Servicios para Hispanos	232-8207
Services for Alcohol Related Problems	234-3448
Valeo Behavioral Health Care	233-1730
Shawnee Regional Prevention and Recovery Services	266-8666
Topeka/Shawnee County Health Agency	368-2000
Women's Recovery Center	233-5885
Family Service and Guidance	232-5005

## **Support Networks**

The Arc of Kansas	271-8783
Family Service and Guidance Parent Support	234-5663
* Families Together - Topeka Parent Center	233-4777
Statewide Spanish Parent & Line (Espanol)	1-800-449-9443
Autism Society of America	1-800-328-8476 AU-TISM
Epilepsy Foundation of America	1-800-332-1000
United Cerebral Palsy Associations, Inc. (USPA)	1-800-872-5827
Down Syndrome Support	232-0597

## **Advocacy**

People First  
233-6773  
Topeka - people first 1 @ yahoo.com

Interhab  
235-5103  
[www.interhab.org](http://www.interhab.org)

ARC Advocacy Topeka Chapter  
232-0597

## Website Information

[www.nichcy.org](http://www.nichcy.org) - National Information Center for Children and Youth with Disabilities

[www.HealthCareCoach.com](http://www.HealthCareCoach.com) – This website is dedicated to helping people with health insurance get what they need out of the health care system.

[www.ksdisability.com](http://www.ksdisability.com) - This website contains a wealth of information regarding eligibility for services in Kansas, how to access services and contact information for all licensed providers in Kansas.

[www.kpirc.org](http://www.kpirc.org) - Provides numerous parent and education resources and links specific to educational rights under the legislation.

[www.disabilityresources.org/CAMP](http://www.disabilityresources.org/CAMP) - This website provides information on summer camps for individuals with disabilities.

[www.kslegislature.org/bills](http://www.kslegislature.org/bills) - Kansas Legislature

[www.thearc.org](http://www.thearc.org) – Arc of the US – National organization on mental retardation provides local chapter links and information on projects, services and education.

[www.ancor.org](http://www.ancor.org) - ANCOR – (The American Network of Community Options and Resources) – Advocacy organization for private providers who provide supports and services to people with mental retardation and other developmental disabilities.

[www.familiestogetherinc.org](http://www.familiestogetherinc.org) - Families Together – Serving families in Kansas with a son or daughter with a developmental disability.

[www.drckansas.org](http://www.drckansas.org) – Disability Rights Center of Kansas (DRC)

[www.interhab.org](http://www.interhab.org) - InterHab – Resource network for Kansans with Disabilities

[www.bigtentcoalition.org](http://www.bigtentcoalition.org) - Big Tent Coalition – Advocacy groups who have joined together.

[www.fsgctopeka.com](http://www.fsgctopeka.com) - Family Service and Guidance Center

[www.thenadd.org](http://www.thenadd.org) - National Association for the Dually Diagnosed (NADD) This is an association for persons with developmental disabilities and mental health needs.

[www.srskansas.org/hcp/css/DDInfo.htm](http://www.srskansas.org/hcp/css/DDInfo.htm) - Community Supports and Services (CSS) manages a system of community-based supports and services for persons with disabilities.

[www.Valeotopeka.org](http://www.Valeotopeka.org) – Valeo Behavioral Health Care

[www.TheArcLink.org](http://www.TheArcLink.org)



## TRAINING Opportunities CDDO Sponsored

### **ADULT LICENSING/ARTICLE 63**

Licensing regulations, which govern delivery of services are explained. There is not a fee for external participants.

### **CDDO OVERVIEW**

This class explains the role and responsibilities of the CDDO and information about service providers in the area. There is not a fee for external participants.

### **BASIS**

This class explains the BASIS process and how to be actively involved during a meeting. There is not a fee for external participants.

### **PLAN OF CARE**

This class teaches how to complete the POC form accurately. Funding requests will be reviewed as well as the supporting documentation required when submitting the POC to the CDDO. There is not a fee for external participants.

### **Person-Centered Support Plan**

This class provides resource information for developing and writing plans that outlines supports and services necessary for individuals receiving services to obtain their identified goals. There is not a fee for external participants.

### **Supporting Relationships**

This class will help to identify how to develop and maintain relationships identified by the individual and/or guardian. There is not a fee for external participants.

### **TARC Sponsored**

**For additional information contact: Daniel Hermreck, TARC Training Coordinator • (785) 232-0597, ext. 399**

### **ADULT CPR**

This class is certified by the American Red Cross and teaches CPR skills. This class is offered for staff needing to renew only the CPR portion of their training. Fee for external participants.

### **INFANT-CHILD CPR**

This class is certified by the American Red Cross and teaches CPR skills for use on children younger than 8. This class will be offered quarterly. Fee for external participants.

**ANE & RIGHTS**

This class defines Abuse, Neglect, and Exploitation and includes information on individual rights. The role of the ANE reporter is explained. There is discussion about why individuals with developmental disabilities are at risk of ANE. Fee for external participants.

**CONFIDENTIALITY AND TARC CODE OF ETHICS**

This class reviews the TARC employee Code of Ethics and the requirements for compliance with the Federal Health Insurance Portability and Accountability Act (HIPAA).

**FIRE SAFETY**

This class gives you hands-on experience using a fire extinguisher plus general fire safety information. There is a \$10 fee for external participants.

**STANDARD FIRST AID**

This class is certified by the American Red Cross and incorporates First Aid (three-year certification) and Adult CPR (one-year certification). Fee for external participants.

**HEALTH ISSUES & MEDICATIONS**

This class is taught by a registered nurse and provides information on health issues of individuals supported by TARC such as diabetes, hepatitis and seizures. Information is also provided on frequently used medications, tips on giving medications, recognizing common side effects, and handling medication schedules. Fee to participate.

**The Mandt System® – Relational and Behavior Support**

This 7-hour class includes chapters on Building Healthy Relationships, Building Communication, Building Conflict Resolution, and Positive Behavior Support. No physical intervention techniques are taught during this course. Fee to participate.

**The Mandt System®-Technical**

This is an 11 hour course and includes recertification in Relational and Behavior Support chapters of Mandt as well as assisting, separating, and physical restraint (while standing). Staff must be currently certified in the Relational level of Mandt to participate in this class. Fee to participate.

**SAFETY INFORMATION**

This class provides basic safety information to help staff and consumers remain as safe as possible throughout their day at TARC. Information about blood borne pathogens, spill kits, first aid kits, lifting and back safety, and recognizing hazards will be presented. Fee for external participants

# Shawnee County CDDO Affiliated Providers

**Please see the most current affiliate listing provided to  
you by the BASIS Screener.**

The affiliated provider listing is also on our website at [www.sncddo.org](http://www.sncddo.org)