
Single Point of Entry
KAR 30-64-23

<u>SECTION:</u> CDDO 10-002	<u>EFFECTIVE DATE:</u> 7-96	<u>REVISION DATE:</u> JUNE, 2006 REVIEWED MARCH, 2010 REVISED AUGUST 2018
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POLICY: Tri-Ko, Inc., as the Community Developmental Disabilities Organization (CDDO), acts as the single point of application; eligibility determination and referral for persons diagnosed with intellectual and/or developmental disabilities who are seeking information about or pursuing community services within Anderson, Linn, and Miami Counties.

Persons seeking services shall be referred to the Tri-Ko, Inc. CDDO for purposes of application, eligibility determination, options counseling, referral to services, and functional assessment.

- PROCEDURE:**
1. Initial contact with the Tri-Ko, Inc. CDDO.
 - a. Interested person(s) or their legal representative will contact the CDDO Eligibility Specialist.
 - b. Upon initial contact, the Eligibility Specialist will inform the person of eligibility requirements. The eligibility definition is provided in K.S.A. 39-1803, KDADS policy and the KDADS/CDDO contract. The CDDO application packet will be provided. Should the person need assistance obtaining the appropriate documentation necessary to determine eligibility, the Eligibility Specialist will offer assistance in the process. No further action in the referral process can take place until determination has been made.
 - c. Initial eligibility determination will be made within 45 days after receiving the fully completed application packet.
 2. If the applicant is determined to be **ineligible** for services the CDDO Eligibility Specialist will notify the individual of their status in writing with information regarding the person's right to appeal and how to access the appeals procedure. The CDDO Eligibility Specialist will offer reasonable assistance to the individual or the individual's representative in making referrals for alternative services.
 3. If the individual is determined **eligible**, the CDDO Eligibility Specialist will :
 - a. Schedule and conduct a Service Option meeting to define needs, discuss the services available in this region, impartially present provider options, and document the selection of a provider (if applicable) on the CDDO Choice Form.
 - b. The individual or legal representative will be provided written and verbal information about how to contact providers and arrange tours, if desired.
 - c. Initiate the functional assessment within five (5) calendar days and complete the functional assessment within thirty (30) calendar days following initial I/DD eligibility determination.
 - d. If sufficient funding is not available to serve new persons, the person will be

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- added to the **statewide waiting list for HCBS funding** upon entry of the initial functional assessment in the KDADS database, pursuant to KDADS policy and the CDDO/KDADS contract.
- e. Notify the chosen provider of pending admission, if applicable, schedule an admission meeting, and forward the individual's records to initiate services.
4. Within 60 days after the individual is determined eligible for I/DD Services funding is available, and the person has selected a service provider, the CDDO will initiate enrollment procedures and provide necessary documents to the person's chosen Provider.
 5. The CDDO Director will provide the applicant and family with an evaluation form to assess their satisfaction with the distribution of information regarding all available services. The evaluation form will also assess their satisfaction with how the CDDO presented information regarding service providers to ensure neutrality and information regarding dispute resolution if necessary.
 6. If a person receiving any services expresses a desire to change service providers, the person will be directly referred to the Eligibility Specialist who will impartially assist the person in accessing change to desired provider. A Thirty day notice may be required for the change in providers to become effective, unless all parties agree and obtain approval from the CDDO for a shorter time frame. Records of choice of services will be maintained in the CDDO office.
 7. The CDDO will maintain a list of persons who have made application to the CDDO for community services and have been determined eligible and allow access to this list for licensed providers, except for the names of those persons who have requested that their names be kept confidential by the affiliated licensed providers within the service area. Persons on the statewide service access list will be assisted by any means the CDDO can provide within existing resources in order to avoid as much as possible a crisis from developing until service can be arranged to be provided and be referred to other community agencies that may be able to provide the assistance or supports appropriate to the needs of that person. The CDDO will contact each person waiting for services at least annually to determine the person's continued need for services. The name of each person shall remain on the list until:
 - a. The person initiates a requested service from a Community Service Provider; or
 - b. Until the person or his/her guardian request in writing that their name be withdrawn from the list; or
 - c. For a period not to exceed three (3) years from the time of initial eligibility determination, provided services have been offered and refused; or
 - d. The individual changes their address without informing the CDDO and three (3) contact attempts by the CDDO are unsuccessful after a period of sixty (60) days following the final attempt. Following the first unsuccessful contact attempt, the CDDO will request assistance from the person's Targeted Case Manager (TCM), if the person has one, in the subsequent two attempts.

8. The Eligibility Specialist, who is responsible for the functions of determining eligibility, processing applications for service or referral of persons for service, or assisting person in accessing services must have a minimum of six (6) months experience in the field of developmental disabilities and a bachelor's degree or additional experience in the field of intellectual/developmental disabilities. Experience may substitute for the required education at a rate of six months of experience for each semester. An exception may be granted by KDADS on an individualized basis. In such cases, the exempted person must work under the direct supervision of a qualified person. The Eligibility Specialist will meet the following training criteria:
 - a. Complete a total of forty (40) clock hours per year of training and orientation from affiliated licensed providers and other agencies offering services.
 - b. Meet annually with community mental health providers, area education staff, KDADS, and affiliate agencies to tour and maintain a working knowledge of their facilities and services.
 - c. Functional Eligibility training provided by KDADS to be completed within thirty (30) days of hire. The requirements of this training must be successfully completed prior to completing functional assessments and at least annually thereafter.

9. Any and all CDDO staff responsible for processing applications for service referral must complete a training program developed by the CDDO and approved by KDADS and the Council of Community Members. Any substantive changes developed by the CDDO to the training program must be approved by KDADS and the CDDO Council of Community Members.

