
Continuity and Case Transfers
KAR 30-64-28

<u>SECTION:</u> CDDO 10-004	<u>EFFECTIVE DATE:</u> 11-96	<u>REVISION DATE:</u> JUNE, 2006 MARCH, 2010 REVISED AUGUST 2018
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POLICY: Tri-Ko Inc., as the Community Developmental Disability Organization (CDDO) for Miami, Anderson, and Linn counties will ensure that if the person moves from one service area to another and wants to continue receiving community services, the services and supports for that person is transferred to the person's new service area.

PROCEDURE: **Case Transfer Out of CDDO region:**

1. When a person moves from one service to another within the State of Kansas, the Case Manager shall consult with the Director of CDDO Administration and confirm discharge and transition plans. If continuing services are needed, the CDDO will contact the person's new CDDO area to begin planning for transition.
2. Prior to the discharge date, the case manager will obtain a written statement from the individual and/or guardian (if applicable) which states the date of discharge and intent for future services in the new area. The Case Manager will facilitate a meeting with the consumer and their support network to determine needs for future services. This meeting will be documented by the Case Manager and be consistent with the person's preferred lifestyle.
3. Upon discharge from services, the case manager shall complete the CDDO Discharge Packet. The completed Discharge Packet, which includes copies of the documents necessary for transfer, shall be sent to the CDDO Director upon termination of services.
4. Within five (5) business days of transfer request, the Director of CDDO Administration will send a Case Transfer Agreement, along with the documents necessary for transfer, to the CDDO in the new area.
5. The final Case Transfer Agreement will include signatures from representatives of both CDDO's and be maintained in the CDDO files.

Procedure – Case Transfer into CDDO Region:

1. In the event that a consumer chooses services with a community service provider in Miami, Anderson, and Linn counties and is currently receiving services in another CDDO area, the CDDO Eligibility Specialist will verify eligibility status and work with the CDDO where the person currently receives services to ensure appropriate transfer of services from the previous CDDO.

2. CDDO Policy #10-1002 Single Point of Entry, Determination and Referral will guide admission.

Procedure – Change of Providers within the TRI-KO CDDO Region:

1. If an individual receiving any services expresses an interest in changing service providers, that person will be referred directly and only to the CDDO.
2. The CDDO representative shall confidentially supply unbiased information to the person and the person's guardian information about the types and availability of community services within the service area and assist the person in accessing alternative service providers.
3. The case manager, in conjunction with the CDDO, will facilitate a provider change meeting prior to transition taking place. The meeting shall include the person and his/her guardian (if applicable) and be documented as part of the Person Centered Support Plan.