



NEW BEGINNINGS ENTERPRISES, INC  
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **101.0 Implementation Procedures / Affiliation Agreement** Page 1 of 4

Regarding: KAR 30-64-21; 30-64-22

Effective Date: 7.31.02

Revised Date: 1.13.09; 9.11.09; 11.16.11; 11.26.12

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### **AFFILIATION AGREEMENT/IMPLEMENTATION PROCEDURES**

New Beginnings Enterprises, Inc. promotes the development of effective and efficient community services which achieve satisfaction of the persons served. New Beginnings Enterprises, Inc. will affiliate with any business requesting entity to provide services to eligible individuals, provided the requesting entity meets the qualifications for and abides by the procedures applicable in the New Beginnings Enterprises, Inc. service area (Chautauqua, Elk, Greenwood, and Wilson counties).

#### **Procedure/Implementation**

1. New Beginnings Enterprises, Inc. is responsible for the implementation of the approved service area procedures provided for in KAR 30-64-21.
2. New Beginnings Enterprises, Inc. will collect and report to the secretary all information requested including the following:
  - a. Basis report annually on birth month;
  - b. Copies of the plan of care detailing home and community based services to be provided to persons served by that program. Community Service Providers (CSPs) will be responsible for providing signed plans of care to the CDDO annually within 45 days of the person's birth month and within 30 days as changes occur;
  - c. CSPs will be required to submit a copy of annual audits and any management letters generated as a result of an audit within the following fiscal year to the CDDO upon request;
  - d. Any other information or records New Beginnings has that the commission needs in order to monitor how services are provided in the service area.
3. New Beginnings Enterprises, Inc. will keep an established Council of Community Members (as specified by KAR 30-64-31), and a Quality Assurance committee (as specified by 30-64-27).
4. New Beginnings Enterprises, Inc. will ensure all services are provided as follows:
  - a. Equal access to services, including persons currently residing in any ICF/MR or institution that have been referred for possible services;
  - b. Will initially communicate to each person, and their guardian if one has been appointed, receiving or applying for community services: the types of services available and the providers of those services and rights and responsibilities of persons served pursuant to the Developmental Disabilities Reform Act.



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Persons served, their families/guardians will be informed of their rights and service options as follows:

\*At single point of entry a handbook of Services and providers of those services in the CDDO area will be furnished by the CDDO staff along with information about rights and responsibilities.

\* New Beginnings Enterprises, Inc. CDDO requires that Community Service Provider review rights and responsibilities with each person annually and maintain documentation that this has been completed.

\* New Beginnings Enterprises, Inc. CDDO shall periodically offer Case Managers, CSP's staff and persons choosing Personal Assistant Services information regarding rights and available services and service providers.

### **Procedure/Affiliation**

Any community service provider (CSP) that wishes to affiliate with New Beginnings Enterprises, Inc. must request such affiliation in writing to the CDDO. The CDDO Director will determine with the CSP the specific services to be provided through affiliation with New Beginnings Enterprises, Inc., and develop with the CSP an appropriate affiliation agreement. The CSP must furnish to New Beginnings Enterprises, Inc. the required documentation for affiliation (CDDO Form 011) as follows:

- Certificate of Corporation with the Secretary of KDADS (If applicable)
- Copy of applicable KDADS Community Services and Programs Commission (CSPC) license or KDHE license
- Business Plan
- Three letters of reference (Written within the last 12 months)
- Certificate of Insurance to include: Comprehensive general liability (\$1,000,000 minimum or \$300,000 for limited License), Automobile Liability (\$500,000 minimum) and Workers Compensation Insurance (\$500,000 minimum) when required. The CDDO is to be named as the additional insured on the insurance policy.
- ANE Policy ( K.A.R. 30-63-28)
- Continuity of Service Provision Policy ( Emergency service plan)
- Organizational Chart
- Direct Care Training Policy ( K.A.R. 30-63-26)
- Grievance Policy
- Individual Rights and Responsibilities policy ( K.A.R. 30-63-22)
- Medication Policy (K.A.R. 30-63-23)



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- Records Maintenance Policy ( K.A.R. 30 -63-29)
- Required Background checks – Adult Protective Services, Child Protective Services, Kansas Department of Health and Department, Kansas Bureau of Investigation

Additional Targeted Case management (TCM) Requirements:

- Registration with KDADS Community Services and Programs Commission (CSPC) ( language being proposed to eliminate the registration process – however the TCM will be responsible for completing the online training and printing their certificates)
- TCM job description(s)
- Organizational chart
- Case management training requirements and professional growth and development expectations / strategy

Non Licensed Affiliate Requirements:

- Certificate of Corporation with the Secretary of KDADS (If applicable)
- Business Plan
- Three letters of reference (Written within the last 12 months)
- Certificate of Insurance to include: Comprehensive general liability (\$1,000,000 minimum), and Workers Compensation Insurance (\$500,000 minimum) when required –Agency only. The CDDO is to be named as the additional insured on the insurance policy.
- ANE Policy ( K.A.R. 30-63-28)
- Continuity of Service Provision Policy ( Emergency service plan)
- Grievance Policy
- Implementation and Adherence policy ( K.A.R. 30-63-10 Licensed Required Exceptions)
- Documentation sheets along with example forms of how documentation for services will be maintained.

Upon receipt by New Beginnings Enterprises, Inc. of required documentation and properly completed and signed affiliation agreement, the affiliate may commence providing services as specified within the agreement.



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New Beginnings Enterprises, Inc. will not affiliate with any CSP:

- which refuses to accept a reimbursement rate for services provided which is at least equal to that established by the Secretary of KDADS and which applies to New Beginnings Enterprises, Inc. as a CDDO;
- which has established a pattern for failing to or refusing to abide by New Beginnings Enterprises, Inc. service area procedures pursuant to K.A.R. 30-64-21; and the affiliation agreement.
- for which New Beginnings Enterprises, Inc. has demonstrated to the satisfaction of the Secretary of KDADS that such an affiliation would seriously jeopardize New Beginnings ability to fulfill its responsibilities under the DD Reform Rules and Regulations, or its CDDO contract with the Secretary of KDADS.

The New Beginnings Enterprises, Inc. Board of Directors will be kept informed of all current affiliation agreements. New Beginnings Enterprises, Inc. will ensure that each community service provider entering into an affiliation agreement and operating within its service area abides by the procedures applicable to the service area and established by New Beginnings Enterprises, Inc. pursuant to K.A.R. 30-64-21.