



NEW BEGINNINGS ENTERPRISES, INC
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **103.0 Single Point of Application**

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Regarding: (K.A.R. 30-64-23)

Effective Date: 7.31.02

Revised Date: 4.27.09; 9.11.09; 11.16.11;11.26.12

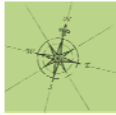
New Beginnings Enterprises, Inc. as the designated Community Developmental Disabilities Organization (CDDO), shall serve as the single point of application, eligibility determination and referral for all individuals desiring I/DD community services in Elk, Chautauqua, Greenwood, and Wilson counties. New Beginnings Enterprises, Inc. will assist applicants in determining their eligibility and identifying their preferences and needs. New Beginnings Enterprises, Inc. will provide assistance in locating resources for all eligible persons applying for services who the CDDO confirms needs additional support in order to successfully remain in a community setting. Eligibility for crisis supports will be met within the guidelines established in the KDADS/CDDO contract.

New Beginnings Enterprises, Inc. strives to assist individuals in locating and accessing supports and services according to the individual's preferred lifestyle and need. When the adequate funding is not available to meet the desires of an individual, the CDDO will:

- 1) Assist the persons in the current setting by any means within existing resources in order to avoid, as much as possible, a crisis developing until services can be arranged to be provided by an affiliate;
- 2) Refer to other community agencies which may be able to provide any type of support or assistance appropriate to the needs of that person until services can be arranged to be provided by an affiliate;
- 3) Report to the Secretary as waiting for services; and
- 4) Contact at least annually from the initial application date to determine the continued need for services.

Procedure

All referrals for service will be forwarded to the New Beginnings Enterprises, Inc. CDDO. Only persons who have received I/DD approved training may determine eligibility for I/DD services. The CDDO staff will complete a training program approved by the Community Council in types of services available in the service area and potential referral for persons who are not eligible for services. Once the Application (CDDO Form 001) and the Service Referral Sheet (CDDO Form 009) have been received, the CDDO staff will:

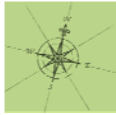


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- 1) Request I/DD documentation, including, but not limited to a medical evaluation and psychological evaluation before age 22, if available and any other documentation supporting a DD diagnosis completed within the last year and physical examination completed in the last six months. If the applicant is in need of the evaluations, the CDDO staff will assist in getting the evaluations scheduled with appropriate psychologist and physician. When eligibility cannot be determined within 90 days, a new application will be required.
- 2) Once documentation is received, determine if the applicant meets the definition criteria to be considered a person with a developmental disability as defined in K.S.A. 39-1803, by completing the ID or DD Eligibility Checklist (Form CDDO 015; CDDO 002; CDDO 010) as applicable. Eligibility must be determined before proceeding with the referral. Community service providers (CSP's) may not use DD funding to serve persons who do not meet the definition of eligibility.
- 3) Once the person is determined eligible; contact the individual/family/significant other, to complete, accept, process and distribute the uniform statewide application for community services, as published by the Commission (BASIS). Only qualified CDDO personnel may complete the BASIS assessment.
- 4) Inform the person of the types and availability of community services provided within the service area by the providers who are affiliated with New Beginnings Enterprises, Inc. A handbook of services and service providers in the CDDO area will be provided. CDDO staff will inform the individual/family/significant other of the CDDO's role and how the DD service system operates, and the rights and responsibilities of persons with developmental disabilities.
- 5) Assist the person in deciding which of the community services they may wish to obtain or would accept within the next year from the date of the person's application. The service provider chosen (CDDO Form 003) will be designated on a service referral choice form (CDDO Form 004). The form will be completed when it is anticipated that service will begin within the fiscal year.
- 6) Schedule a meeting with the person, the selected providers and other concerned individuals to develop a person centered support plan. From the person's support network a lead coordinator will be selected and listed on the person centered support plan. The Targeted Case Manager (TCM) will complete the needs assessment and funding request and submit to be reviewed by Funding Committee.
- 7) The CDDO staff will maintain a list of persons waiting for services that have made application for community services and been determined eligible, allowing access to the list by licensed providers in the service area who have entered into affiliation agreements with New Beginnings Enterprises, Inc. The CDDO will provide access to the waiting list, date applied, name, date of birth, services needed, and Home County of the individual waiting for services, unless the person wishes their information to be kept confidential. This will be noted on the application form.
- 8) Present to the funding committee information needed to consider the service request, determine availability of funds and authorize initiation of services. The mission of the



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committee is to maximize I/DD funds available to our CDDO service area by, tracking service costs and remaining balance of funds and, prioritize services for funding when necessary and authorizing the initiation of immediate services and supports. The CDDO reserves the right to approve funding proposals in order to maintain responsiveness and to meet needs in a crisis situation.

Procedure for changing service providers:

Individuals, who receive community I/DD services, have the right to choose the service provider's they want to provide services to them. Individuals also have the right to change service providers when they choose to. The following procedure will be followed to ensure there is not an interruption in services.

- A) When an individual decides to change service providers, the individual or their legal guardian must contact the CDDO Director to schedule a time to meet with the individual and their guardian, if they have one, to discuss service provider options. When the individual and/or guardian decide on a service provider, a Service Referral Choice form (CDDO form 004) will be completed. On occasion, the TCM may complete the form with the person and/ or guardian. The form must be reviewed and signed by the CDDO Director to be valid.
- B) The CDDO Director will contact all of the service providers involved and will also send a copy of the new choice form. The previous and the new service provider are responsible to coordinate the transfer of services and determine a start date with the new provider.
- C) The new case manager, or present case manager if this has not been changed, will meet with the individual to review person centered support plan and make changes as necessary, and complete a new funding request to be submitted to Funding Committee. After funding is approved, services with the new provider can begin.
- D) If the person is leaving the CDDO area, a discharge summary (CDDO Form 008) must be completed and submitted to the CDDO.