



NEW BEGINNINGS ENTERPRISES, INC  
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION

Policy Number: **108.0 Service Access (Waiting List)**

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

Effective Date: 7.31.02

Revised Date: 1.13.09; 9.11.09; 11.26.12

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New Beginnings Enterprises, Inc. CDDO shall administer and manage a waiting list for I/DD funded Community Services in Chautauqua, Elk, Greenwood and Wilson Counties.

### **Procedure**

After eligibility has been determined a Plan of Care will be developed with a needs assessment (CDDO Form 22) for day and residential and a state wide needs assessment for in home supports along with a funding request (CDDO Form 23.) All forms must be sent to the Funding Committee. If affiliates are unable to provide the requested service because support funding is not available, the person will be placed on the waiting list and reported to the secretary of KDADS as waiting for services. Once placed on the waiting list the following will apply:

1. The CDDO Director will ensure that other natural resources are sought as available to assist the person in their lifestyle needs.
2. The CDDO Director will refer the person to other community agencies, if appropriate.
3. The CDDO Director will ensure that the person is contacted at least annually to determine their continued need for services and a choice form will be completed.

The funding committee will review the waiting list at each funding meeting to assure proper management. New Beginnings Enterprises, Inc. CDDO will assist individuals from the waiting list on a first serve basis as defined by date of funding request and application, unless an applicant meets the crisis eligibility definition. Once a person is notified that there is funding available, that person will have 30 days to accept or reject the service funding. If rejected, the individual's date of request will be moved out 90 days. Should the person decline a second time, they will be moved to the bottom of the waiting list. Information about affiliated service providers will be provided in an impartial manner.

Should a person currently waiting or receiving services wish to request additional services, the targeted case manager will submit the appropriate needs assessment and funding request to the Funding Committee. If approved, the POC will be submitted.