

# A GUIDE TO AFFILIATION

WITH

COWLEY COUNTY COMMUNITY  
DEVELOPMENTAL DISABILITY ORGANIZATION  
DEPARTMENT, KNOWN AS:

(COWLEY COUNTY CDDO DEPARTMENT)

321 EAST 10<sup>TH</sup> WINFIELD, 620-221-5404 OR 620-441-4504

**A  
Community Development Disability  
Organization (CDDO)**



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## Introduction

This handbook is intended to be a guide for both new and established agencies who wish to provide services and supports to Kansans with Intellectual / Developmental Disabilities. (I/DD). It is not intended to be a comprehensive resource; it is simply a beginning. Entities interested in providing quality I/DD Services in Cowley County must contract (affiliate) with Cowley County CDDO Department, which is the Community Developmental Disability Organization (CDDO) for Cowley County. The affiliation process is part of the process that allows an entity to access Medicaid and or state funds when providing I/DD services/supports. There are 27 CDDOs in Kansas, each of which has a specific service area. The Kansas Developmental Disabilities Reform Act, (DDRA) signed into law on June 6, 1995, created a single point of entry into services within each CDDO area. The CDDO for each service area is responsible for determining eligibility as well as providing services, or arranging for services (through affiliates), as needed to persons with developmental disabilities. Cowley County CDDO functions as an independent CDDO; therefore, all services are provided through affiliated service providers. All providers in the Cowley County service area are expected to adhere to the policy of the state of Kansas to assist individuals with developmental disabilities to have:

1. Services and supports which allow opportunities of choice to increase independence and productivity, as well as integration and inclusion in the community,
2. Access to a range of appropriate services and supports, and
3. The same dignity and respect as persons who do not have developmental disabilities.

Multiple steps and safeguards have been implemented to ensure that a person and/or entity, has the education, experience, training, knowledge of the I/DD community service system, financial ability and planning experience to establish and successfully operate a business in the State of Kansas that provides services and supports to persons funded through the I/DD community service provider system. Acquiring licensure with the Kansas Department for Aging and Disabilities (KDADS) and affiliation with the CDDO is thus, not an “overnight” process.

Effective 2-1-2014 I/DD Services were included in KanCare. KanCare established three Managed Care Organizations (MCO) that now manage the State’s Medicaid Funds. It is necessary to be contracted with one or all of the MCO’s in order to become a Medicaid provider of I/DD services and to be affiliated with the CDDO. This process is not included in this packet. Go to the KDADS or Kancare Website for further information.

“Authenticare” is the Electronic Visit and Verification (EVV) system currently used for billing, claims and in time recording of staff schedule and time worked for services such as In Home Support and Personal Care.

Thank you for your interest in serving people with Intellectual and/ or Developmental Disabilities and their families! We hope you find this handbook to be helpful.

## Overview of Services

### Community Developmental Disability Organization (CDDO)

Community Developmental Disability Organizations (CDDOs) are local agencies that contract with their local County Government and Kansas Department for Aging and Disabilities (KDADS) and are responsible for ensuring service access to publicly funded services for persons with intellectual / developmental disabilities in Kansas.

What services does a CDDO offer?

- Maintains a resource list of area-wide services.
- Offers information and referral while individuals and families determine which service providers they wish to use.
- Works with people towards admission to all needed services.
- Works with affiliate agencies to ensure customer-driven quality services.
- Facilitates Council of Community members for local input.
- Oversees financial management of state funds allocated to the CDDO according to contract with KDADS and KDHE and County Funds according to Local Utilization Plans
- Provides Gate keeping services (admissions to ICF-IDD facility or State Mental Retardation Hospitals).
- Oversees the dispute resolution process for the CDDO area and assists consumers when they have difficulties with their services.

### Home and Community Based Medicaid Waiver Services (HCBS)

Services and supports provided to persons with an intellectual and/or a developmental disability and reimbursed through a Managed Care Organization include the following categories:

- Day Supports
- Residential Supports
- Special Medical Services
- Supportive Home Care-(Agency Directed In home supports)
- Personal Care Services (PCS Self-Directed)
- Financial Management Services (FMS)
- Supported Employment
- Enhanced Care Services (previously Sleep Cycle Support)
- Medical Alert Rental
- Wellness Monitoring
- Respite Overnight

Day Supports, Residential Supports, and Supported Employment provided to adults are licensed by KDADS. Residential Supports provided to children are licensed by Kansas Department of Health and Environment (KDHE).

Please refer to the Kansas Medical Assistance Program (KMAP) website ([www.kmap-state-ks.us](http://www.kmap-state-ks.us)) and manuals for service definitions, benefits and limitations, provider requirements, and documentation requirements. An additional resource is the Kansas KDADS CSP HCBS I/DD Waiver

Handbook (<https://www.kdads.ks.gov/docs/default-source/General-Provider-Pages/Provider/IDD-Provider/basis-assessor-information/basis-manual-v-60.pdf>).

#### Targeted Case Management Services (TCM)

Targeted Case Management (TCM) is made available to all individuals determined eligible for services according to the Kansas definition for someone with intellectual and /or developmental disability. Providers are licensed by and registered with KDADS. A Case Manager helps in the planning and arranging of services by doing:

- Assessment of a beneficiary to determine service needs,
- Development of a specific support/care plan, Person Centered Support Plan
- Referral and related activities, and
- Monitoring and follow-up activities.

Please refer to the Kansas Medical Assistance Program (KMAP) website ([www.kdads.ks.gov](http://www.kdads.ks.gov)) and manuals for service definitions, benefits and limitations, provider requirements, and documentation requirements.

## **Are you going to be a licensed provider or a non-licensed provider?**

### **Licensed Affiliate**

Licensed required – Any private person, group, association or corporation, or any community or local governmental department, which is:

1. Operating as or undertaking to become a provider of services and supports to adults or children who have been determined eligible for I/DD services;
2. In need of services greater than those provided in a boarding care home as defined by KSA 39-932; and
3. Not otherwise certified as an intermediate care facility for the intellectually developmentally disabled (ICF/IID)
4. must be licensed as a community based agency providing services to adults with Intellectual or other developmental disabilities under K.A.R. 30-40-1 et. seq.

If licensed provider, proceed to Step1.

### **Non-licensed Affiliate**

A non-licensed affiliate is an agency or individual providing payroll services to persons with intellectual/developmental disabilities, their parents and/or guardians who self-direct their own services. They must make all financial records, tax records, HCBS documentation and employee records available to the CDDO or KDADS upon request for review. If non-licensed provider, proceed to Step 2.

## Step 1—License Process

### Licensure for Adults:

1. Contact KDADS at (785)-296-4986 and request an application to provide licensed I/DD services or visit the website at <https://kdads.ks.gov/provider-home/forms> follow that link to the section entitled IDD Licensure Information.
2. FULLY complete the license application, and submit electronically or by mail to:  
  
KDADS/Community Services and Programs (Community Services and Programs)  
ATTN: Quality Assurance/Licensing  
503 S Kansas Ave  
Topeka, KS 66603-3404  
Email: [HCBS-KS@kdads.ks.gov](mailto:HCBS-KS@kdads.ks.gov)
3. Once the application and requirements have been reviewed by KDADS/CSP, the Quality Management staff for the COWLEY COUNTY CDDO DEPARTMENT area will contact you to complete the remaining steps for the licensure process.

### Licensure for Children:

1. KDHE is responsible for licensing children's residential providers. Contact KDHE at (785)-368-1270 to request an application to provide children's residential services or go to the KDHE website.

**Proceed to Step 2**

## Step 2-Business Plan/Strategic Plan

The purpose of the business plan is to allow an objective analysis of a proposal to determine if the business is economically viable. The plan should demonstrate the organization's credibility, adequate customer potential and financial feasibility.

The CDDO requires the Business Plan to include the following, at a minimum:

1. Detailed description of the business and should include:
  - A) Mission statement
  - B) Purpose
  - C) Sites(s) - where services will be provided
  - D) Services to be provided
  - E) Organizational Chart
2. Target area
3. Management
4. Future Plan
5. Financial Plan
  - A) Working Capital

More assistance can be obtained by contacting:

Small Business Administration  
1000 Walnut Suite 500  
Kansas City, MO 64106  
816-426-4900  
<https://www.sba.gov>

Wichita State University  
Kansas Small Business Development Center  
WSU Metropolitan Complex  
5015 East 29th Street North  
29th Street & Oliver, Entrance B  
Wichita, KS  
316-978-3258

Mailing Address:  
1845 N Fairmount Campus Box 148  
Wichita, KS 67260  
316-978-3456

Contacts:  
Phone: (316) 978-3193  
Fax: (316) 978-3647  
Email: [ksbdc@wichita.edu](mailto:ksbdc@wichita.edu)  
Website: <http://webs.wichita.edu/?u=ksbdc&p=>

Upon completion of your business plan, if you have not already met with the CDDO, you may wish to do so at this point. You may wish to request a copy of the Affiliation Agreement at this point to review as you proceed through the process of fulfilling your requirements.

\*\*\* Please note a business plan may be waived if the interested party has been in business for several years.

### Proceed to step 3

## Step 3—Affiliate Requirements

In order to affiliate with Cowley County CDDO Department, the following information must be provided. If you have any questions regarding the requirements outlined below, please contact the CDDO's Executive Director (620) 221-5404 or (620)441-4504.

#### Licensed Affiliate Requirements:

1. Certificate of Corporation with the Secretary of the State (if applicable),
2. Copy of applicable KDADS/CSP license or KDHE license,
3. Business Plan
4. Three letters of reference that describes the owner/operator's experience and abilities, written within the last 3 years. You will also need to include copies of the completed background checks of all owners/operators,
5. Certificate of Insurance to include: Comprehensive General Liability (\$1,000,000 minimum), Automobile Liability (\$500,000 minimum or negotiated rate for limited license) and Workers Compensation Insurance (minimum as required by law) when required. The CDDO is to be named as the additional insured on the insurance policy,
6. Abuse, Neglect, Exploitation (ANE) Prevention and Reporting Policy including Medicaid Fraud (KAR 30-63-28),
7. Letter of Capacity (Maximum number of persons served),
8. Direct Care– Training Expectations policy (KAR 30-63-26),
9. Grievance Process policy (an internal process for individuals and families to process grievances),
10. Individual Rights and Responsibilities policy (KAR 30-63-22),
11. Medication policy (KAR 30-63-23),
12. Records Maintenance policy (KAR 30-63-29),
13. Required Background Checks and Policy(See step 4),
14. Federal Tax ID number verification, and
15. Completed Affiliation Agreement, to include provider signature(s) and complete contact information (name, address, phone number, email address, and website address (if applicable)).

#### Additional Targeted Case Management (TCM) Requirements:

1. Applicable KDADS registration and training requirements have been met (a copy of any required registration forms and/or certificates of completion),
2. TCM job description(s),
3. Organizational Chart to demonstrate the case manager(s) will not supervise nor be supervised by any staff providing direct care support,



4. A description of the providers' Case Management training requirements, and professional growth and development expectations,
5. Person Centered Support Planning Process,
6. Referral Process—Policy and procedure specific to how referrals to community service providers for those persons seeking services is done, and
7. Back up coverage plan.

**Non-Licensed Affiliate Requirements:**

1. Approved by the State of Kansas as a Financial Management Services (FMS) Provider
2. Business Plan
3. Three letters of reference (written within the last 3 years) that describes the owner(s)/operator's experience and abilities. You will also need to include copies of the completed background checks of all owner(s)/operators,
4. Certificate of Insurance to include: Commercial General Liability (\$1,000,000 minimum), Workers' Compensation (minimum as required by law). The CDDO is to be named as the additional insured on the insurance policy,
5. Abuse, Neglect, Exploitation (ANE) Prevention and Reporting Policy including Medicaid Fraud (KAR 30-63-28),
6. Letter of Capacity (Maximum number of individuals served),
7. Grievance Process policy,
8. Implementation and Adherence policy (KAR 30-63-10 Licensed Required Exceptions),
9. Job descriptions for employees performing direct care functions,
10. Documentation sheets—example sheet(s) of how documentation for services will be maintained,

**Limited Licensed Affiliate Requirements:**

1. Items under Licensed Affiliate Requirements apply,
2. Written statement from the Guardian (if applicable) supporting the request and identifying why limited licensure is in the best interest of the person. If the individual does not have a guardian, the statement would be from the person themselves.
3. A copy of the individual's person-centered support plan will need to be attached to the written statement,

**Proceed to step 4**

## Step 4—Background Checks

Cowley County CDDO Department requires the following 5 background checks be completed on all employees of an affiliate in keeping with the KDADS background check Policy and Procedures. Refer to the most current KDADS background check policy on the KDADS web page for complete accuracy of requirements. CDDO expectations will coincide with KDADS policy.

- 1) MANDATORY – Adult Protective Services Registry – Call (785) 368-8161 to ask for a copy of their form to fill out or visit [http://www.dcf.ks.gov/services/PPS/Documents/PPM\\_Forms/Section\\_10000\\_Forms/PPS10400.pdf](http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_10000_Forms/PPS10400.pdf)

Adult Abuse Registry  
555 S. Kansas Ave.  
Topeka, Kansas 66603-3444  
785-368-4653

There is no fee for this check.

Completed forms may also be sent to: [DCF.APSRegistry@ks.gov](mailto:DCF.APSRegistry@ks.gov)

- 2) MANDATORY – Child Protective Services Registry – The current release of information form can be found on KDADS website at [http://www.dcf.ks.gov/services/PPS/Documents/PPM\\_Forms/Section\\_1000\\_Forms/PPS1011.pdf](http://www.dcf.ks.gov/services/PPS/Documents/PPM_Forms/Section_1000_Forms/PPS1011.pdf) OR Call 785-296-4653 to request a Child Abuse and Neglect Central Registry Information packet.

Child Abuse and Neglect Central Registry  
PO Box 2637  
Topeka, Kansas 66601

There is a fee for this check per person. You may also set up a pre-pay account to complete these via email.

- 3) MANDATORY – Kansas Department of Health and Environment (KDHE) Health Occupations – go to <https://www.kdads.ks.gov/commissions/scc/abuse-neglect-or-exploitation> and next click on the list of individuals with findings of ANE and then click to continue. Print a copy of the page on which your last name falls. There is no charge for this check.

- 4) MANDATORY – Kansas Bureau of Investigation (KBI) – Records checks may be obtained from the Internet web site: [www.kdads.ks.gov/commissions/scc/health-occupations-credentialing](http://www.kdads.ks.gov/commissions/scc/health-occupations-credentialing) or you may mail a letter requesting the record check and explaining the purpose of the request to the following address:

Kansas Bureau of Investigation  
Attn: Criminal History Records Section  
1620 Tyler  
Topeka, Kansas 66612

Include all names by which you have been known, your date of birth, race, sex, and social security number. Include a check made payable to KBI Record Check Fee Fund for payment. The fee for this check is per person. There will be a fee for third and subsequent names associated with the same person per search.

5) MANDATORY - Excluded Parties List for potential debarred persons and entities.

**Proceed to Step 5**

## **Step 5—Affiliate Agreement and Review**

Provide the following information to the CDDO Director. The submitted information will be reviewed and determination made of need for additional information or clarification. An appointment/s will be set with the Director to review your affiliate agreement and the required documentation.

### **Information to be submitted:**

1. Copies of your license from step 1
2. Your Business Plan from step 2
3. All your completed requirements from step 3
4. Your completed background checks from step 4
5. Plans for local office and oversight presence in Cowley County
6. Other pertinent information as requested

As a Department of the County, Cowley County CDDO Department must present affiliate agreements to the Cowley County Commissioners for signature and approval.

Cowley County CDDO will provide you with a dually signed copy of the Affiliate Agreement upon satisfactory completion and the CDDO review of all requirements listed in the previously listed steps.

Cowley County CDDO Department  
321 E. 10<sup>th</sup> Avenue  
Winfield, KS 67156  
Phone: (620) 221-5404 or (620) 441-4504  
Email: [lmisasi@cowleycounty.org](mailto:lmisasi@cowleycounty.org)  
Website: <http://www.cowleycounty.org/cddo>

**Proceed to step 6**

## **Step 6—Medicaid Provider-KanCare**

In order to bill and receive Medicaid funding you must become an enrolled Medicaid Provider. A prospective provider must contact Kansas Medical Assistance Programs (KMAP) to complete an application at:

HP Enterprises  
6511 SE Forbes Ave.  
Topeka, KS 66619  
Phone: (785) 274-4200

There is an application fee.  
To obtain an application online: [www.kmap-state-ks.us](http://www.kmap-state-ks.us)

Once you have completed your application, send your application and a copy of your signed Affiliate Agreement with COWLEY COUNTY CDDO DEPARTMENT to EDS to obtain your provider number. Make sure you are affiliated with the CDDO prior to sending your application or it will be rejected.

KMAP's website address listed above can be used to download manuals and other publications, get HIPPA updates, purchase software for electronic submission, and get answers to your electronic claims submission questions.

Once you have received your Medicaid provider and NPI number, please forward this information to Cowley County CDDO. You will not be able to provide services until you have received your Medicaid provider and NPI numbers.

## **Step 7—KanCare Contracting**

Beginning January 1, 2014 providers must contract with the Managed Care Organizations (MCO) as well as be affiliated with the CDDO in order to provide and get paid for service provision. There are three MCO's. For more information about each MCO and the credentialing/contracting process please visit the KanCare Website at [www.kancare.ks.gov](http://www.kancare.ks.gov)

**CONGRATULATIONS!** You have completed the affiliation process!

Agency providers are required to provide a supply of brochures and/or other contact information regarding their agency to be distributed to those seeking services.