

CDDO REVIEW - PREPARATION GUIDE

CDDO:	Date/s of Review:
Address:	
	Number of Rooms Reserved:
Designated CDDO Contact:	Location/s of Interviews:
Phone:	
Email:	
Website:	SRS Contact Person: Brian Bolen
Number of Affiliates:	
Number of Unduplicated Persons Served:	
<p>CDDO Materials Readily Available Onsite:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Roster of Council of Community Members and meeting notes (1 year) <input type="checkbox"/> Affiliate Agreements (2 years) <input type="checkbox"/> Mailing Lists for CDDO and CSP (1year) <input type="checkbox"/> Management Information System Information Reports (1 year) <input type="checkbox"/> CDDO Policies including public hearing notices and approvals (2 years) <input type="checkbox"/> Evidence of CSP input on CDDO area management (1 year) <input type="checkbox"/> Position descriptions for personnel that have both CDDO and CSP job duties. (current) <input type="checkbox"/> Evidence of a process for affiliation and its monitoring (current) <input type="checkbox"/> Description of process for funding decisions – waiting list, crisis, SGF access. (current) <input type="checkbox"/> Copy of Newsletter (1 year) <input type="checkbox"/> Evidence eligibility staff have completed training requirements (current) <input type="checkbox"/> Description of process for persons to change service providers <input type="checkbox"/> Eligibility determination sample letter (current) <input type="checkbox"/> Provider change notifications (1 year) <input type="checkbox"/> CDDO area average CM caseload size (current) <input type="checkbox"/> Provider choice list (2 years) <input type="checkbox"/> Evidence of annual notification of persons residing in ICFs of available community services. (current) <input type="checkbox"/> Evidence of dispute resolution data maintenance and evaluation (2 years) <input type="checkbox"/> Sample portability agreement (current) 	<p>CDDO Materials Sent to SRS (<u>One month prior to review</u>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Most Current CDDO Policies <input type="checkbox"/> List of persons who have changed service providers in the past 6 months. <input type="checkbox"/> Complete demographics and contact information on this form and return. <input type="checkbox"/> List of Affiliates by provider type including contact information (Email addresses especially) <input type="checkbox"/> List of persons who have had eligibility determinations made in the past year. <input type="checkbox"/> Any management information system reports the CDDO would like to provide <p>SRS Duties Prior to Review:</p> <ul style="list-style-type: none"> <input type="checkbox"/> BASIS query to determine sample of persons interviewed. <input type="checkbox"/> Generate BASIS and POC error reports <input type="checkbox"/> Determine the review team membership <input type="checkbox"/> Schedule review dates with CDDO <input type="checkbox"/> Distribute review information to team members <input type="checkbox"/> SRS email survey to CDDO area’s CSPs with 30 day notice. (Survey to all non-limited Day/Res, TCM, and payroll agent CSPs) <p>Scheduling/Implementation Considerations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Who will attend the entrance/exit conferences? <input type="checkbox"/> CDDO coordinate with affiliates a schedule for interviews at designated locations (after list of interviewees determined) <input type="checkbox"/> Phone availability for interviews not conducted in person

SRS/CSS Contact Information:

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