



## Single Point of Entry Protocol

**Purpose:** The purpose of the Single Point of Entry Process is to establish a consistent system in which the CDDO acts as the Single Point of Entry for individuals that may qualify for Intellectual/Developmental Disability (I/DD) Services. This includes eligibility determination for I/DD Services, knowledge of available I/DD Services/Funding, fair and universal representation of I/DD Services, and knowledge of alternative, appropriate community resources for individuals that do not qualify for I/DD Services.

**Protocol:**

1. The CDDO will provide information regarding eligibility criteria, available funding/services, and Single Point of Entry to interested parties.
2. Individuals interested in receiving I/DD Services must complete the I/DD Application Packet.
3. The CDDO will review the information provided and determine if additional documentation/information is needed. The CDDO may request additional information from the individual / family and follow up with professionals that may have documentation relating to the I/DD diagnosis as needed. The CDDO may choose to complete the Eligibility Determination Instrument.
4. The CDDO uses the Kansas Department for Aging and Disability Services (KDADS) eligibility determination process and the I/DD Eligibility Checklist to determine eligibility.
5. If determined ineligible, the individual will be sent an "ineligible letter" which will outline the reasons for the determination along with recommendations for other community resources. The individual will also be informed of their right to request a re-determination within thirty days of the determination. The State "Ineligible Form" will be completed and will be sent to KDADS. If there is a written request for a re-determination, the file will be sent to another CDDO area to be reviewed. The results of the review will be sent back to the originating CDDO and to the family. After 2 determinations, an individual may appeal the decision to KDADS at the Office of Administrative Hearings: 1020 S. Kansas Ave. Topeka, KS 66612-1327 Telephone: 785-292-2433 Fax: 785-296-4848 Webpage: <http://www.da.ks.gov/hearings/>
6. If determined eligible, a letter will be sent to the individual declaring eligibility. A meeting will be scheduled to review the CDDO Booklet and to review current and future service/funding needs. A "CDDO Caseload" file will be created. The funding systems will be explained and a functional assessment for I/DD Waiver eligibility will be scheduled with the CDDO.