
**CDDO Affiliation
(KAR 30-64-22; 30-63-31)**

<u>SECTION:</u> CDDO 10-010	<u>EFFECTIVE DATE:</u> MAY, 2006	<u>REVISION DATE:</u> JUNE, 2010 AUGUST 2018
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POLICY:

Tri-Ko as the Community Developmental Disability Organization (CDDO) for Miami, Anderson, and Linn counties shall establish procedures for each community service provider (CSP) operating within the CDDO's service area to enter into an affiliating agreement (contract) with the CDDO. Affiliate Agreements will be reviewed and renewed annually.

In meeting this requirement, the CDDO may refuse to enter into or continue an affiliation agreement with any community service provider under any of these circumstances as outlined in Article 30-64-22:

1. If the provider refuses to accept a reimbursement rate for services to be provided that is at least equal to that established by the secretary to apply to the CDDO, or as agreed to in the affiliation agreement with the CDDO;
2. if the provider has established a pattern of failing or refusing to abide by the service area procedures established by the CDDO according to K.A.R. 30-64-21, or failing to comply with its affiliation agreement with the CDDO; or
3. if the CDDO demonstrates to the satisfaction of the secretary that being required to enter into the affiliating agreement would seriously jeopardize the CDDO's ability to fulfill its responsibilities either under these regulations or pursuant to its contract with the secretary.

In accordance with KAR 30-63-31, any time a provider does not have an affiliation agreement in force with the CDDO for that service area, the provider shall:

1. register with the CDDO, listing the types of services that the provider provides; and
2. periodically give notice to the CDDO of the provider's current availability to offer services.

PROCEDURE: Licensed and non-licensed providers* may become Affiliates with Tri-Ko, Inc. CDDO by the following process:

1. Complete an Affiliate Application and submit it to the CDDO.
2. Provide to the CDDO information applicable for Licensed Affiliate Requirements, Non-Licensed Affiliate Requirements, or Additional Targeted Case Management Requirements, as applicable.
3. Perform necessary background checks.

4. Contact the Tri-Ko, Inc. CDDO Director to schedule an appointment to review your affiliate agreement and additional required documentation (License, Business Plan, Completed requirements; Background Checks).
5. Contact Medicaid to become an enrolled Medicaid Provider in order to bill and receive Medicaid funding. Services and supports provided to persons with developmental disabilities and paid for by the Kansas Department for Aging and Disability Services (KDADS) include the following general categories: Day Services, Adult Residential, Children's Residential, Supportive Home Care, Targeted Case Management.

All services and supports provided to persons with developmental disabilities and licensed by KDADS must be provided in accordance with a person centered support plan.

AFFILIATE that receives more than \$750,000 in Medicaid funding must have an audit through a Certified Public Accountant firm that will certify the accuracy of and make necessary adjustments to fiscal information on an annual basis, per KDADS Independent Audit Policy. AFFILIATE shall be responsible for mailing one (1) copy of the independent auditor's report as well as any management letters generated as a result of the audits to the CDDO and KDADS within the earlier of thirty (30) days after the auditor report(s), or nine (9) months after the end of the audit period.

* Non-Licensed Affiliates include agencies or individuals providing payroll services to persons with 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.