



# Community Developmental Disability Organization Peer Review

Community Services and Programs Commission  
Home and Community Based Programs

## Peer Review Tool

Review Team Members:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

Date of Review \_\_\_\_\_

CDDO Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**ACRONYM REFERENCE GUIDE**

“ANE” Abuse, Neglect, Exploitation  
 “BASIS” Basic Assessment and Services Information System  
 “CDDO” Community Developmental Disability Organization  
 “COCM” Council of Community Members  
 “CSP” Community Service Provider  
 “ICF” Intermediate Care Facility  
 “ICF/IID” Intermediate Care Facility for Individuals with Intellectual Disability  
 “KDADS” Kansas Department for Aging and Disability Services  
 “PD” Position Description  
 “QA” Quality Assurance

**Scoring Compliance Key**

(1) =Yes (2) =No (7) = NA

Program Contact:  
 KDADS Program Integrity  
 Community Services and Program Commission  
 503 S. Kansas Ave.  
 Topeka, KS 66606-3906  
 (785) 296-4740  
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Desk Review Activities - Section I						
Review of Policies and Procedures, Website & Newsletters						
#		1	2	7	Strengths & Comments	Findings & Recommendations
1.	CDDO ensures that its policies are distinct to the CDDO, and CDDO operated CSP policies are distinct to CSP. CDDO and CSP functions are governed by two distinct sets of policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Does the CDDO have a newsletter? If yes, review one years' worth. Does the CDDO ensure written communication demonstrates impartiality of the CSPs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Does the CDDO have a company website? If so, does website ensure impartiality of CSPs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

On-Site Review – Section II						
Outcome #1						
K.A.R. 30-64-20 - CDDO Maintains data regarding CDDO Review Improvement Plans (if any) requested during past review period including rebuttal and date.						
#		1	2	7	Strengths & Comments	Findings & Recommendations
1.	CDDO submitted a performance improvement plan to KDADS as requested. There is documented plan available. Review team and KDADS approved plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1a.	CDDO maintains and monitors data for performance improvement plan. CDDO maintains data in a manner that allows evaluation. CDDO has revised performance plan as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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1b.	Completion of improvement plan items occurred. Items completed within timeline and is verified by data and/or outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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**Outcome #2**  
**K.A.R. 30-64-21 - CDDO Maintains policy and procedure changes that are approved as required.**

#		1	2	7	Strengths & Comments	Findings & Recommendations
2.	CDDO will initially and on an on-going basis, follow the regulatory process when developing policy. Did CDDO run policy/procedure changes through the appropriate process: COCM Input, Board Approval, KDADS approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Outcome #3**  
**K.A.R. 30-64-22 - CDDO completes all management responsibilities as required.**

#		1	2	7	Strengths & Comments	Findings & Recommendations
3.	CDDO maintains affiliate agreements with all affiliates. Does CDDO have current affiliate agreement for each affiliate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3a.	If the CDDO has cancelled or suspended an affiliate agreement, was the action consistent with regulatory criteria? Criteria: 1) provider did not accept rate equal to that established by the Secretary 2) Provider has established pattern of not abiding by service area procedures 3) Entering into an agreement would seriously jeopardize the CDDO's ability to fulfill its responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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3b.	Did CDDO report BASIS information to KDADS in the agreed upon timeframe? (All functional assessments shall be entered into KAMIS within seven calendar days of completion of the assessment.) KDADS will sample completed assessments and dates to compare against KAMIS entries (5 days to initiate assessment from date of request, 30 days to complete assessment from date of request, 7 days to enter in to KAMIS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3c.	Following a sample of crisis/exception requests, do CDDO processes/procedures meet state guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3d.	Following a sample of eligibility determinations, do CDDO processes/procedures meet state guidelines? For example, was each person provided with “comprehensive options counseling?” Is the functional assessment/or reassessment occurring within the stated timeframe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3e.	Following a sample of provider case transfers inside and outside the CDDO catchment area, does CDDO ensure processes/procedures meet state guidelines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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3f.	Following a sample of affiliation agreements, does CDDO ensure agreements are uniform for like services? CDDO operated CSP must have an affiliation agreement with CDDO. Affiliation agreement cannot extend advantages not offered to other CSPs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3g.	Does evidence and documentation demonstrate that affiliated service providers have opportunity for input on CDDO area system management? Correspondence and interviews verify the CDDO makes input opportunities available for all affiliates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3h.	Does CDDO have any individuals who work for both the CDDO and the CSP? If so, review a sample of PD's.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3i.	CDDO will maintain a separation in function between the CDDO and CSP management and operations. It is clear which functions are CDDO and which are CSP. If there are personnel that work for both entities their position description reflect such. Paper and electronic information is stored securely to ensure CSP division of a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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	CDDO does not have access.					
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<b>Outcome #4</b>						
<b>K.A.R. 30-64-22 - Unbiased affiliation process</b>						

#		1	2	7	Strengths & Comments	Findings & Recommendations
4.	CDDO must have written policies/procedures that are approved in accordance with Article 64 requirements that clearly address the CSP affiliation process, and states the affiliation requirements. Evidence of a policy/procedure and it is followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4a.	CDDO must maintain documentation that identifies the current status of all individuals/entities/applicants requesting affiliation, including notification of appeal/grievance rights. Evidence of a process for affiliation and its monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

<b>Outcome #5</b>						
<b>K.A.R. 30-64-22 - Unbiased service option information</b>						

#		1	2	7	Strengths & Comments	Findings & Recommendations
5.	CDDO policies and procedures are implemented as written for sharing, with persons requesting/receiving services, impartial information regarding all service options. The policy and procedures ensure all CSP options are shared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Outcome #6						
K.A.R. 30-64-22 - Access to HCBS & Day/Res State Aid funding is not dependent on the person's chosen service provider.						
#		1	2	7	Strengths & Comments	Findings & Recommendations
6.	CDDO policies and procedures for accessing state aid funds are made available on request. An impartial process for determining funding decisions is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Outcome #7						
K.A.R. 30-64-23 - CDDO will serve as single point of entry and maintain an effective application, eligibility determination & service choice process.						
#		1	2	7	Strengths & Comments	Findings & Recommendations
7.	Eligibility staff have been trained per regulation. CDDO has developed a training program and such have been approved by COCM. Evidence eligibility staff have completed identified requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7a.	CDDO policies and procedures are impartially implemented as written for the process that is utilized for persons wishing to change CSPs in that CDDO area. Policies and procedures are implemented as written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Outcome #8						
K.A.R. 30-64-23 - Informed Choice of Community Service Providers						
#		1	2	7	Strengths & Comments	Findings & Recommendations
8.	CDDO effectively maintains documentation of service provider change/transition requests/notifications. Notifications are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



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Outcome #9						
K.A.R. 30-64-25 - CDDO will maintain a process in coordination with affiliates that results in services being offered and provided in a way that does not discriminate against any persons because of severity of person's disability.						
#		1	2	7	Strengths & Comments	Findings & Recommendations
9.	CDDO process is effective. All persons that request services, for whom funding is available, receive requested services. Review: affiliate agreement; policy/procedure; any agreements for provider specialization and capped capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9a.	CDDO identifies number of persons the Secretary of KDADS has determined inappropriate for community services because the person presents a clear and present danger to self of community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Outcome #10						
K.A.R. 30-64-26 & 30-64-27 - CDDO will maintain a locally developed impartial QA process that reasonably addresses regulatory requirements.						
#		1	2	7	Strengths & Comments	Findings & Recommendations
10.	QA process addresses the required regulatory requirements including: Choice, Person-Centered, Rights & Responsibilities, Paid/Delivered, Third Party payment responsibility and ANE reporting information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10a.	CDDO maintains evidence that the same remediation and follow-up process is utilized for all CSPs for same services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		





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Outcome #11						
K.A.R 30-64-29 - CDDO will develop, implement and maintain a gatekeeping system for public and private ICFs/IID that is in compliance with regulations.						
#		1	2	7	Strengths & Comments	Findings & Recommendations
11.	Is CDDO informing person/family/guardian of available community services choices and types in or near the person's home annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11a.	Does CDDO have documentation of ICF/IID requests? Following a sample of ICF/IID request for admissions, did the CDDO follow appropriate "gatekeeping" policies and procedures to ensure appropriate processes were followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Outcome #12						
K.A.R 30-64-31 - CDDO maintains a council of community members that meets the regulatory requirements.						
#		1	2	7	Strengths & Comments	Findings & Recommendations
12.	Did CDDO provide a list of the council of community members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12a.	Does the council membership meet the regulatory requirements? Comprised of a majority of persons served, family members and/or guardians and includes affiliates of the CDDO for no more than 2 consecutive 3 year terms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Outcome #13						
K.A.R. 30-64-32 - CDDO maintains an effective dispute resolution system that meets regulatory requirements.						
#		1	2	7	Strengths & Comments	Findings & Recommendations
13.	CDDO has policies/procedures implemented as written and approved in accordance with Article 64 requirements, and clearly addresses how persons requesting/receiving services and family members receive information regarding the CDDO complaint/grievance process is accessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13a.	CDDO will maintain evidence that the dispute resolution process is made available to all persons requesting it and to any persons whom a negative action has been initiated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13b.	CDDO must maintain evidence of all incidence in which the dispute resolution process was initiated by any party.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13c.	CDDO must evaluate the collected data in effort to utilize trends to improve the CDDO system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		