

**Cottonwood, Incorporated
Policies and Procedures**

SECTION: CDDO

Policy No: CDDO-001

SUBJECT: CDDO Written Policies and Procedures

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EFFECTIVE DATE: January 1997

Policy:

Cottonwood, Inc. in its capacity as the Community Developmental Disabilities Organization (CDDO) of Douglas and Jefferson counties has established written policies and procedures that were established addressing the implementation of the provisions held in KAR 30-64-01 et seq. Per KAR 30-64-21

Procedure:

1. The Council of Community Members shall review revisions to the policies and procedures identified as "CDDO Responsibilities" annually.
2. The CEO will share these revisions with the Board of Trustees of Cottonwood, Inc.
3. There will be notice of a public hearing for all substantive revisions of CDDO policies.
4. When approved, reviewed policies will be submitted to the Department of Social and Rehabilitation Services (SRS), Division of Disability & Behavioral Health Services/Community Supports and Services Division annually for their approval.