



## Monthly CDDO Report Protocol

**Purpose:** The purpose of the monthly CDDO Report is to provide information regarding "Single Point" activity. General information from these reports may be shared with Affiliates and will be reviewed by the CDDO to identify and monitor eligibility and provider choice trends.

**Protocol:**

1. The CDDO Liaison will compile a report at the end of every month reviewing specific single point activity for the month. This will include but not be limited to number of those determined eligible and ineligible, reasons for determinations including identified developmental disability, family grant activity, providers chosen by individuals accessing services, and other relevant monthly activity.
2. The monthly report will be completed by the fifteenth of the month following the report month. The Monthly Report will be reviewed by the Director of CDDO Administration and the Chief Executive Officer. The reports will also be reviewed quarterly by the Council of Community Members.
3. Past Monthly Reports will be maintained by the CDDO Liaison.