



Affiliate Information Protocol

Purpose: The purpose of this protocol is to clearly define the responsibilities of both the CDDO and the Affiliates with regard to Affiliate information.

Protocol:

1. The CDDO Liaison will maintain information and brochures on all the Douglas and Jefferson County Agencies Affiliated with the CDDO.
2. The CDDO Liaison will represent agencies fairly and universally at all times.
3. The CDDO Choice Booklet and Website will be updated as needed to maintain accurate affiliate information.
4. The CDDO Choice Booklet and relevant brochures will be reviewed with individuals annually or when the individual requests provider information. This should occur during the individual's BASIS screening meeting by the CDDO Specialist.
5. Individuals residing in an ICF/MR or SMRH who have a guardian residing in Douglas or Jefferson County will have the Choice Booklet sent to their guardian at the time of the annual BASIS screening. Individuals who had their BASIS screening completed by Cottonwood CDDO and have a Home County other than Douglas or Jefferson County will have a letter sent to their Home County CDDO along with a copy of the completed BASIS screening. The Home County CDDO will send their service option information to the individual's guardian.
6. It is the responsibility of the Affiliated Agency to provide the CDDO with brochures, application contacts, and general information changes. When the CDDO is low on brochures they will request additional brochures from the appropriate agency.