



Service Access List Protocol

Purpose: Cottonwood, Inc. in its capacity as the Community Developmental Disabilities Organization (CDDO) will assist any person who has been determined eligible for developmental disability services provided by either Cottonwood or an affiliate provider, yet for whom funding is not currently available under the terms of the contract with KS Dept. of Social and Rehabilitation Services Disability & Behavioral Health Services (SRS), shall be placed on a service access list for services. While waiting for services, each person shall be assisted in obtaining available and appropriate resources. Per KAR 30-64-30

Protocol:

1. The CDDO will maintain the Service Access List and individuals will receive needed Services as funding and Providers are available.
2. It is the responsibility of the Targeted Case Manager to ensure that individuals on their Caseload are shown as waiting for the services they need.
3. Individuals can be shown as waiting as early as three years out from the time the service is requested on the BASIS Services Section.
4. TCMs may request an individual's Service Section be changed by utilizing the Notice of BASIS Change form.