



# Adult Day Services Admissions Checklist

Interested in CPRF as your day services provider?  
These steps will help you start the process:

- **Has eligibility for I/DD services determined by the Sedgwick County Community Developmental Disability Organization (SCDDO)?**  
If not, please contact the SCDDO to start this process.
- **Do you have a Targeted Case Management (TCM) provider?**  
A TCM provider can help with the transition and coordinate services.  
**YES:** Please include them as part of your provider search.  
**NO:** Please contact the SCDDO to learn about TCM services.
- **Do you have funding available through the I/DD Home Community Based Services (HCBS) Waiver for day services?**
- **If not, will you have funding available by the time of enrollment?**  
Your Managed Care Organization (MCO) coordinator through Medicaid can help with this process.  
If not, we accept private pay for day services.
- **Do you know your assigned tier from your BASIS assessment?**  
The tier you have been assigned determines the fee for day services.
- **Are you needing full-time or part-time services?**  
We offer both options.
- **If you have made your decision on a day services provider, have you contacted options counseling at the SCDDO?**
- **Have you completed the Options Counseling form and submitted it to the SCDDO?**  
If CPRF has been chosen as the day services provider, the SCDDO will notify CPRF. At this time, the Adult Day Services director will contact you regarding enrollment. An intake meeting will be scheduled with the client, guardian, family, TCM, and MCO coordinator to discuss services, care plan, medical/health issues, and completion of intake forms. Medical forms such as medical exams, medication, standing orders, protocols (seizure and/or respiratory), and TB test must be completed by the doctor within the last 6 months from the start date of day services. CPRF cannot start the enrollment process/paperwork until after they have received the form from the SCDDO stating CPRF has been chosen.

**To learn more or schedule a tour of our Adult Day Services program,  
contact Heather Leib: 316-652-1519 or [hleib@cprf.org](mailto:hleib@cprf.org)**

Program funded in part by:    *Sedgwick County...  
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Visit [cprf.org](http://cprf.org) to learn more about us.

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