

## Sedgwick County Developmental Disability Organization

Policy Section	<b>General</b>	Policy Number	<b>A-10</b>
Policy Name	<b>Dispute Resolution Committee</b>	Revision Date	<b>09/2017</b>
Former Number	<b>New</b>	SRS Approval Date	
		KDADS Approval Date	<b>01/24/2018</b>

### **PURPOSE:**

This policy outlines the membership and procedures for the Sedgwick County Developmental Disability Organization (SCDDO) Dispute Resolution Committee consistent with K.A.R. 30-64-32.

### **POLICY:**

The SCDDO Dispute Resolution Committee shall be established to preside over the formal dispute resolution processes for disputes between community service providers (CSP) and individuals with an intellectual and/or developmental disability (IDD) their family, legal guardian, or support network as well as disputes involving SCDDO.

### **PROCEDURES:**

1. The SCDDO Dispute Resolution Committee shall be comprised of the SCDDO Director, the Assistant County Manager of the Department of Public Services, a member of the Intellectual and Developmental Disabilities Advisory Board Executive Committee, and a primary or secondary consumer appointed by the Developmental Disabilities Community Council. Any member of the Committee who is the subject of the dispute shall not participate in the resolution process.
  
2. Issues that cannot be resolved through CSP dispute resolution procedures and any unresolved dispute with SCDDO shall be presented in writing to SCDDO within 30 days of the decision or action being disputed per SCDDO policies A-3 and A-4.

3. Any member of the Committee who is the subject of a dispute shall not participate in the resolution process.
4. Upon receipt of the written dispute, the SCDDO Director or designee will identify relevant information needed to resolve the dispute. The SCDDO Director or designee will respond to the aggrieved party within ten (10) calendar days acknowledging receipt of the complaint. Information will be distributed to the Committee members and a meeting arranged to review the information. The aggrieved party may be invited to attend the meeting, either in person or via a conference call.
5. The SCDDO Director or designee shall render a written decision to include further appeal rights within twenty (20) calendar days following the initial written dispute.
6. The decision of the SCDDO Dispute Resolution Committee is final unless either party appeals to the Kansas Department for Aging and Disability Services (KDADS), contact information shall be provided upon request.
7. Written notice of intent to appeal the decision of the SCDDO Dispute Resolution Committee shall be delivered to KDADS within 10 calendar days of the appealing party's receipt of the decision. The decision of KDADS may be appealed to the Office of Administrative Hearings within the Kansas Department of Administration pursuant to Article 7.

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