

Process for Becoming a Service Provider

Why Affiliate?

To become a community service provider serving individuals in Sedgwick County with intellectual and/or developmental disabilities (IDD) and to bill for services through the Medicaid Waiver, an affiliation agreement with the Sedgwick County Developmental Disability Organization (SCDDO) is required. The process to become an affiliated provider can take anywhere from a few months to a year or more depending on whether the applicant is an existing, experienced business, an individual looking to start a business or if the service requires a state license.

Which Services Require a State License?

Below is the list of IDD services that require a license. The state licensing process is administered through the Kansas Dept. on Aging & Disability Services (KDADS) Commission on Survey, Certification & Credentialing.

- Day Supports
- Residential Supports
- Targeted Case Management
- Supported Employment

What is Required to Become Affiliated:

Please see SCDDO's website at www.sedgwickcounty.org/developmental-disabilities for a complete list and description of the requirements for affiliation. The below list contains the general documentation required but the website details the specifics, content and format for each:

- Business plan
- Statement verifying authorized signatory authority
- Background checks for company's officers & anyone handling funds for the company
- Written statement requesting services
- Three letters of reference
- Letter of good standing if previously licensed
- State of Kansas tax clearance certificate
- Insurance certificate

There is some overlap between what is required to be submitted for licensure and affiliation; therefore, it is best to initiate both processes at the same time. An initial license is granted for only a six month period and it can take longer than six months to complete the affiliation process.

Steps in the Sedgwick County Affiliation Process:

Once all the documentation has been obtained and submitted to the SCDDO, the business plan is reviewed by the Sedgwick County Intellectual/Developmental Disability Advisory Board (IDDAB). The IDDAB meets quarterly. Once the IDDAB approves the business plan and agency is licensed (if applicable), an affiliation agreement is drafted for signature. When the affiliation agreement is returned signed, it is forwarded for approval through the Sedgwick County process. The approval process can take a few weeks to complete. Affiliation agreements cannot be completed without proof of insurance being in place and licensure, if appropriate.

Additional Steps Required Before Beginning Services:

Payment for IDD services is from the Kansas Home and Community Based Services (HCBS) Medicaid Waiver. To bill Medicaid, companies must register with the Kansas Medical Assistance Program (KMAP) to obtain a Medicaid provider number.

Certain providers will have to establish compliance with the HCBS Settings Final Rule prior to completing the enrollment process through KMAP. This is accomplished by registering with the HCBS Compliance Portal and obtaining a verification letter that must be submitted during KMAP enrollment and re-enrollment.

In addition, to registering with the HCBS Compliance Portal, Final Rule Assessments must be completed for each provider owned, controlled, and managed setting depending on how services are rendered.

Annual Final Rule Setting Compliance Certifications for each location are required to bill HCBS. Please contact KDADS Final Rule Team for additional assistance and information to start the path toward compliance at kdads.finalrule@ks.gov.

Continued on back



Kansas Medicaid (aka KanCare) services are managed through three managed care organizations (MCO's) - Sunflower Health Plan, United & Healthy Blue. Each person served has selected a MCO. Affiliated companies must also contract with one or more MCO's to receive referrals for clients covered by that MCO. Contracting requirements for each MCO can be found on their respective web-sites.

The SCDDO will conduct an orientation meeting and assign specific trainings that must be completed.

For Additional Information

Sedgwick County
Developmental Disability Organization
271 W 3rd St N., Suite 500
Wichita, KS 67202
Phone: 316-660-7630
Fax: 316-660-4911
E-mail: scddo@sedgwick.gov
www.sedgwickcounty.org/developmental-disabilities



SEDGWICK COUNTY STRATEGIC COMMUNICATIONS

316.660.9370 | 100 N. Broadway Suite 640 - Wichita KS, 67202 | sedgwickcounty.org