

**DESCRIPTION:** Under limited supervision, determines level of funding supports, eligibility for developmental disability services, and eligibility for Medicaid Home and Community-Based Services (HCBS) Waivers for individuals with intellectual or other developmental disabilities. Perform assessments and conduct extensive reviews of documentation and records of applicants to determine eligibility for DD services, waiver services, and level of support. Participates in informal dispute resolution meetings or appeal hearings regarding determinations of eligibility; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Incumbents in this classification work solely with determining eligibility of services for individuals with intellectual or other developmental disabilities, determining eligibility for the Medicaid Home and Community-Based Waivers, and assessing level of need for individual budget amounts. They serve as technical experts to other staff in the Division of Developmental Disabilities regarding these waivers and available services. This classification is distinguished from the Developmental Disabilities Service Coordinator classification in that they do not provide case management or coordination of the delivery of services.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assesses Intermediate Care Facility/Developmental Disabilities (ICF/DD) level of care based on habilitative needs, functional limitation, medical needs, plan of care, active treatment, and behavioral factors to identify functional needs and authorize Medicaid payment for Medicaid Home and Community-Based Waiver services.

Conducts interviews for completion of the Inventory for Client and Agency Planning (ICAP) which contributes to the determination of a budget amount based on need, for an eligible individual for whom funding services is available. Conducts assessment interviews for the Scales of Independent Behavior – Revised (SIB-R) as integral information in the determination of eligibility.

Provides information for or represents the Division at appeal hearings related to eligibility determination; submits related documentation to Division Administration for statutorily mandated files on eligibility determinations and appeals.

Leads discussion during informal dispute resolutions (IDR) meetings related to eligibility. Provide information to Division Administration and completes documentation regarding an individual's eligibility.

Monitors waiver eligibility records per related policy and procedures to assure appropriate review process is followed.

Provides content expert information on waivers and ensures appropriate information in internal databases to assure compliance with tracking of data related to HCBS waivers in the state, and for proper expenditure of waiver funding.

## C72250 – DISABILITY SERVICES SPECIALIST (continued)

Prepare statistical and narrative reports for division Waiver Manager regarding eligibility determinations and registry data. Supply documents as evidence for federal reports and internal and external audits.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: current practices in the field of developmental disabilities, including: case management, program planning, disability law, medications, the theory of normalization, and provision of habilitation services; general computer systems and operations.

Skill in: presenting information and providing technical assistance/directions to agency representatives, service providers, department staff, and other professions; presenting information to consumers; requesting information from service providers and other state agencies; team building and conducting team meetings; interviewing techniques; assessing client and family strengths and needs; working with families with special needs.

Ability to: assess needs of clients with developmental disabilities; communicate effectively to exchange information and resources to meet client needs; develop working relationships with individuals with intellectual or other developmental disabilities, their families, review team members, community professionals, program directors, agency representatives, and other groups or individuals with interests in developmental disabilities; assess pre-admission evaluation plans to determine level of care; assess service plan for persons with intellectual or other developmental disabilities; consult with and provide technical assistance to clients, families, providers, and agency representatives; operate and update computer tracking systems; interpret and apply agency and program rules, policies, and procedures; organize and evaluate program/operational data; communicate effectively in a variety of situations.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree and professional experience in: education, psychology, social work, sociology, human services, or a related field and experience in services or programs for person with intellectual or other developmental disabilities.

### **SPECIAL NOTES:**

Specific positions in this class may require an employee to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation, in order to perform work-related travel, such as transportation for clients.

Overnight travel may be required.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).