

## Waiver Services Specialist

C72250

### DESCRIPTION OF OCCUPATIONAL WORK

Under limited supervision, determines level of funding supports for developmental disability services, and eligibility for Medicaid Home and Community-Based Services (HCBS) Waivers for individuals who are aged, disabled as per Social Security requirements, or have intellectual or other developmental disabilities. Perform assessments and conduct extensive reviews of documentation and records of applicants to determine eligibility for Medicaid Home and Community-Based waivers. 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 for Medicaid Home and Community-Based Services Waivers for individuals who are aged or experience a disability by assessing level of need for individual budget amounts. They serve as technical and eligibility 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.)

Schedule, coordinate and conduct assessments for Nursing Facility Level of Care (NF LOC), 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 for individuals seeking services through Medicaid Home and Community- Based Waiver services.

Conducts interviews and completes assessments for statutorily required objective assessments used for the determination of an individual budget amount based on need, for an eligible individual for whom funding services is available through the Developmental Disability Waiver Services.

Provides information for or represents the Division at appeal hearings related to eligibility determination/funding levels; 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/funding levels. 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.

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 aging, disability or developmental disabilities and 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 aging or disability needs.

Ability to: assess needs of clients who are aging or have disabilities or with developmental disabilities; communicate effectively to exchange information and resources to identify and meet client abilities and needs; develop working relationships with individuals applying for services, their families, review team members, community professionals, program directors, agency representatives, and other groups or individuals with interests in aging, disabled or with developmental disabilities; assess for level of care; 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: human services, education or health/medical; long-term care, gerontology, rehabilitation, health/disability case management, or children with special health care needs.

SPECIAL NOTES:

Specific positions in this class require an employee to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, and have immediate access to a reliable vehicle, in order to perform work-related travel.

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).

Established: 08/70

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

| Section      | Change Description   | Effective Date |
|--------------|--|----------------|
| Title        | Updated title from Disability Services Specialist to Wavier Services | 5/1/2023       |
| All Sections | Updated verbiage   | 5/1/2023       |