

STATE OF NEBRASKA CLASS SPECIFICATION  
**DEVELOPMENTAL DISABILITY QDDP**  
**QUALITY CONTROL SUPERVISOR**

EST: 11/13 - REV: 00/00

CLASS CODE: V76230

**DESCRIPTION:** Under administrative supervision, performs professional level work to coordinate and implement quality assurance reviews of work performed by the Interdisciplinary Team Leader/Qualified Developmental Disability Professionals (QDDP's) in order to obtain consistency in the Individual Program Plan (IPP) practices and interpretations and to ensure compliance with Title XIX and other regulatory agencies. Provides consultative advice and direction to administrators/managers and Interdisciplinary Treatment Team Leader/QDDPs to ensure quality and consistency of services. Provide oversight, direction and education and resources to the Interdisciplinary Team Leader/QDDPs. Supervise professional level staff; 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.)

The Developmental Disability QDDP Quality Control Supervisor conducts training, assessments and quality assurance reviews of work performed by the Interdisciplinary Team Leader/Qualified Developmental Disability Professionals. This class is distinguished from the DHHS Quality Assurance Coordinator class by the focus on the work of QDDP's only, rather than the broader scope of monitoring multiple programs, services, or divisions facility or state-wide.

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

Conducts and directs auditing process for quality assurance and competency reviews of work performed by the Interdisciplinary Treatment Team/QDDPs. Develops and implements quality assurance monitoring tools.

Identifies deficiencies, trends and develops corrective action plans. Prepares/submits required documentation for surveys/audits.

Provides input in regard to quality improvement indicators, monitors collection of related data, summarizes, analyzes and completes reports for assigned quality assurance indicators.

Develops best practices, provides guidance and direction to Interdisciplinary Treatment Team/QDDPs and other staff regarding compliance with policy and procedures, guidelines, Title XIX Regulations and the delivery of services to individuals served.

Develops the processes for Interdisciplinary Treatment Team/ QDDP's to follow to ensure consistency of supports/services to individuals served.

Directs the development of training materials and assessments tools to train and assess all facility Interdisciplinary Treatment Team/QDDPs.

Meets regularly with Interdisciplinary Treatment Team/QDDPs to discuss best practices for active treatment requirements, including writing and formulating Individual Program Plans; trains and orientates QDDPs; and provides input to ICF/DD Managers regarding Interdisciplinary Treatment Team /QDDP's performance.

V76230– DEVELOPMENTAL DISABILITY QDDP QUALITY CONTROL SUPERVISOR (continued)

Ensures preservation of individual’s human and legal rights through monitoring of services. Ensures coverage of QDDP’s at each Intermediate Care Facility.

Supervises, plans, organizes, assigns, evaluates, and directs the work activities of staff by effectively recommending and approving personnel actions related to selection, work schedules and assignments, performance, leave requests, grievances, and disciplinary procedures.

Facilitates the hiring/selection process for Interdisciplinary Treatment/QDDP’s, and selects new employees under direct supervision.

Reviews and approves individual treatment plans to ensure individuals receive comprehensive and integrated treatment services. Monitors progress and quality of programs by analyzing program data, program summaries, treatment records, and conferring with Intermediate Care Facility/Developmental Disability Managers and treatment team staff.

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

Knowledge of: developmental disabilities service delivery, problem solving and planning techniques; state and federal standards; survey procedures and techniques; data collection and analysis; Developmental Disabilities (DD) treatment principles, policies and practices; instructional procedures and techniques; development, review, and modification of individual active treatment plans; mediation and conflict resolution; Title XIX regulations relative to the development, review, and modification of individual active treatment plans.

Skill in: developing relationships; communicating effectively; planning organizing, and evaluating work; problem solving; utilize critical thinking; persuading others; and making independent judgments.

Ability to: interact cooperatively, maintain effective working relationships with persons with intellectual or other developmental disabilities, their families, interdisciplinary team members, agency representatives and individuals or groups interested in intellectual or other development disabilities; display versatility in managing workload relative to volume, type and time frames; delegate responsibilities; plan, develop, coordinate, and organize work activities of subordinates; analyze situations; and provide leadership; collect and analyze data and prepare reports; evaluate/assess the effectiveness of Individual Program Plans.

**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 in a human service field that meets the qualifications for a Qualified Developmental Disability Professional as defined by the Regulations of Title XIX Standard 483.430, AND one year of experience working directly with persons with intellectual or other developmental disabilities. Experience coordinating, leading and/or supervising others in the field of Developmental Disabilities.

**LEGAL REQUIREMENTS:** (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Bachelor’s degree from a college or university in the human services field, as defined in the Title XIX Standards 483.430(b) (5) (x) 583.430 (a) (3) (I) (ii) 483.40 (B) (i ix), which includes the:

- a) Study of human behavior (e.g., psychology, sociology, speech, communication, gerontology, etc.)
- b) Human skill development (e.g., education, counseling, special education, human development, etc.)
- c) Humans and their cultural behavior (e.g., anthropology).
- d) Any other field of study of services related to basic human care or the human condition (e.g., rehabilitation, counseling, literature, the arts, etc.), and has at least one year of experience working directly with persons with intellectual or other developmental disabilities.

**SPECIAL NOTES:**

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).