

DESCRIPTION: Under limited supervision, conduct surveys or inspections of ICF/DD (intermediate care facilities for the developmentally disabled) and/or community-based developmental disability providers to determine compliance with licensure statutes, state and federal regulations, and/or waiver program requirements; provides consultative services and in-service staff training on the programming needs of individuals with developmental disabilities; performs related work as assigned.

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.)

Surveys and inspects ICF/DD and/or community-based developmental disability providers to determine compliance with state and federal program standards to qualify for licensure and certification.

Evaluates providers to determine compliance with program standards, rules and regulations in areas such as administration, dietary services, implementation of habilitation/active treatment programs, client rights, health care, physical environment, sanitation of premises, disaster control, infection control, staffing, medications, and record keeping. Determines and documents the deficiencies identified.

Interviews clients and staff members to discuss and evaluate habilitative care and treatment services to determine compliance with state and federal regulations.

Observes habilitative care and treatment services and facility operations to determine and document deficiencies and recommend follow up revisions relevant to the establishment, maintenance, or restoration of a sanitary environment and appropriate services.

Consults facility staff and administrators on program regulations and service requirements to assist providers in the establishment and improvement of programs for persons with developmental disabilities.

Instructs or lectures provider staff, professional associations, and local groups, through workshops and in-service training, to provide information on regulations and/or program requirements and ways to qualify for licensure or become eligible for certification.

Develops, presents, and coordinates training for agency staff to ensure survey quality, provide resource material, and discuss criteria for programming for persons with developmental disabilities.

Develops, formulates, and interprets criteria for facility staff to determine and foster appropriate programming for persons with developmental disabilities who receive services from an ICF/DD and/or community-based developmental disability providers.

Investigates complaints to determine relevancy, prepares reports of any deficiencies identified, and monitors the implementation of the plans of corrections to address deficiencies.

Advises and guides newly assigned survey team members in orientation and survey activities to familiarize them with their assigned responsibilities, duties, and job standards.

Collects evidence to prepare testimony for use in legal actions involving the licensure and certification process.

Schedules survey activities to ensure the timely completion of surveys, complaint investigations, and follow-up actions.

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

Knowledge of: program techniques that are designed to provide care, treatment and services to persons with developmental disabilities.

Ability to: evaluate facility practices in areas of client care and treatment and habilitative program activities; interpret and utilize survey interpretive guidelines, survey protocols, conditions of participation and departmental policies and procedures; communicate ideas clearly and concisely, with administrators and staff of ICF/DD and community-based developmental disability providers, medical professionals, state and federal officials and the public to exchange information and explain agency regulations, policies, procedures, and decisions; understand and apply oral and written supervisory instruction; assess facility progress toward achievement of program objectives and adherence with program standards; make recommendations and decisions and take action in dealing with situations within established guidelines; interact with individuals to gain their confidence and establish rapport.

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

Coursework or training in: special education, developmental disability programs, nursing, the social behavioral sciences including behavioral evaluation, analysis, or program assessment, speech therapy, physical therapy or occupational therapy AND experience in special education, rehabilitation, social work, developmental disabilities programs, nursing, psychology, including responsibility for direct programming or program evaluation for persons with developmental disabilities.

SPECIAL NOTES:

Positions located in the Public Health division which survey and conduct investigations in Intermediate Care Facilities for Persons with Intellectual Disabilities (ICF/DD) and other types of health care facilities or services identified in the Health Care Facility Licensure Act, Neb. Rev. Stat. §§ 71-401 to 71-465 and other federally certified facility types as assigned are required to:

- Meet the criteria of a Qualified Developmental Disability Professional (QDDP) specified in the Code of Federal Regulations (CFR 483.480a); and
- Complete the surveyor training course prescribed and conducted by the Centers for Medicare and Medicaid Services in the program types assigned is expected prior to attaining permanent status.

Frequent overnight and/or regular day travel is required of incumbents of this job class.

May work irregular hours to accomplish workload.

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).