



STATE OF RHODE ISLAND

Department of Behavioral Healthcare, Developmental Disabilities and Hospitals

DIVISION OF DEVELOPMENTAL DISABILITIES

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Future State Roles

YOUTH IN TRANSITION TEAM

YIT Administrator

CWS duties (2)

- Provide ongoing support, supervision, and coverage to YIT SCWs.
- Provide ongoing training and education to team, community, and peers about adult DD service system.
- Provide support and information to leadership team as needed related to youth in transition.
- Participate in activities related to transition goals identified in Collaborative State Plan.
- Utilize electronic system to document and maintain case records.
- Respond to and attend court as requested.
- Complete other related duties as assigned.

SCW duties (12)

- Explain adult service system including eligibility and SIS process; role of CFCM; and available services and supports.
- Assignment to public school district(s)
- Support transition age youth and their families by coordinating with schools, ORS and case management to ensure smooth transitions.
- Guidance to access full array of employment services.
- Support and provide guidance and resources to youth and their families to apply for SNAP, SSI, DD, LTSS Medicaid (if the youth is under 21 and not leaving school within the next year) and other resources as needed.

- Serve as consistent person to provide information and guidance throughout transition process to internal DD staff, teachers, transition coordinators, guidance counselors, school social workers, youth, and families within specified school district(s).
- Gain and share knowledge about children's service providers and the benefits of utilizing.
- Provide support and assistance in connecting the youth to their community through mapping and exploring.
- Gain and share knowledge through participation at transition fairs, parent/school organizations, transition advisory council mtgs, and adult provider community of practice mtgs.
- Attend Individualized Education Plan (IEP) mtgs (age 14+) and transition meetings, prioritizing meetings for youth closer to school exit.
- Make referral to CFCM following completion of SIS for transition age youth.
- Attend meetings as requested by individual, including initial CFCM/PCP mtgs.
- Utilize electronic system to gather, document and maintain case records.
- Submit residential need request when need is known prior to CFCM.
- Respond to and attend court as requested.
- Complete other related duties as assigned.

Professional Service Coordinator

- Serve as consistent person to provide information and guidance throughout transition process to potentially eligible youth and families that are not associated with a local school district, such as homeschooled youth or those in an institutional setting.
- Explain adult service system including eligibility and SIS process; role of CFCM; and available services and supports.
- Support transition age youth and their families by coordinating with schools, ORS and case management to ensure smooth transitions.
- Guidance to access full array of employment services.
- Support and provide guidance and resources to youth and their families to apply for SNAP, SSI, DD, LTSS Medicaid (under 21 and not leaving school within the next year), and other resources as needed.

- Serve as consistent person to provide information and guidance throughout transition process to internal DD staff, teachers, transition coordinators, guidance counselors, school social workers, youth, and families for those who are home schooled or in an institutional setting.
- Gain and share knowledge about children’s service providers and the benefits of utilizing.
- Provide support and assistance in connecting the youth to their community through mapping and exploring.
- Gain and share knowledge through participation and presentation at transition fairs, parent/school organizations, transition advisory council mtgs, and adult provider community of practice mtgs.
- Attend Individualized Education Plan (IEP) mtgs (age 14+) and transition meetings, prioritizing meetings for youth closer to school exit.
- Make referral to CFCM following completion of SIS for transitional youth.
- Attend meetings as requested by individual, including initial CFCM/PCP mtgs.
- Utilize electronic system to document and maintain case records.
- Submit residential need request when need is known prior to CFCM.
- Respond to and attend court as requested.
- Complete other related duties as assigned.

ELIGIBILITY TEAM

CWS duties (1)

- Provide ongoing support and supervision to Eligibility SCWs, Information Aide, and PASRR
- Provide ongoing training and education to team, community, and peers about eligibility criteria and process
- Approve eligibility determinations
- Provide support and information to leadership team as needed related to eligibility
- Participate in Admin Reviews and testify in formal appeals
- Participate in PASRR updates and coverage as needed

- Track and coordinate DCYF youth (residential)
- Utilize electronic system to document and maintain case records
- Respond to and attend court as requested
- Complete other related duties as assigned

SCW duties (2)

- Application review for completeness and need for interview
- Coordinate with YIT SCW as needed
- Work with applicant and their advocates to obtain missing docs and track
- Interview (in person or via Zoom) applicants to obtain functional information in more detail
- Begin/maintain case record
- Review documentation and interview info to make initial eligibility determinations
- Meet with supervisor to review completed applications
- Participate in admin reviews and appeals as needed
- For eligible applicants over 21 or leaving school within a year- complete Medicaid LTSS waiver application
- Answer calls from community regarding eligibility questions, application status, and resources
- Explain role of CFCM and make referral to CFCM following completion of SIS for individuals that are not transitional youth
- Submit residential need request
- Utilize electronic system to document and maintain case records
- Respond to and attend court as requested
- Complete other related duties as assigned

Information Aide

PASRR Nurse

Deputy Administrator

LEVEL OF NEED/SIS TEAM

Current CWS- Maintain existing duties

CWS duties (1)

- Maintain Interviewer Certification through AAIDD on an annual basis.
- Conduct SIS-A 2nd edition and Additional Needs Questionnaire every five years or more often as needed.
- Conduct Individual Meeting 3 weeks after conducting the SIS-A. (Three-Step Process.)
- Conduct Additional Needs Questionnaire and Individual meeting annually (Two-Step Process.)
- Prepare and upload SIS to SIS online.
- Upload Additional Needs Questionnaire and Individual Meeting to database.
- Utilize electronic system to document and maintain case records.
- Provide ongoing supervision to SIS SCWs.
- Provide support and information to leadership team as needed related to level of need/SIS/assessment process.
- Participate in the Additional Needs Questionnaire committee.
- Participate in the Tier Verification committee.
- Complete other related duties as assigned.
- Respond to and attend court as requested

SCW duties (8)

- Conduct SIS-A 2nd edition and Additional Needs Questionnaire every five years or more often as needed.
- Conduct Individual Meeting 3 weeks after conducting the SIS-A. (Three-Step Process.)

- Conduct Additional Needs Questionnaire and Individual meeting annually. (Two-Step Process.)
- Prepare and upload SIS to SIS online.
- Upload Additional Needs Questionnaire and Individual Meeting to database.
- Utilize electronic system to document and maintain case records
- Review necessary SIS assessments with Supervisor.
- Maintain Interviewer Certification through AAIDD on an annual basis.
- Complete other related duties as assigned.
- Respond to and attend court as requested.

Implementation Aide

RESIDENTIAL TEAM

Administrator of Community Services

SCW duties (2)

- Initiate, coordinate, and facilitate residential placement, either emergent or routine, for individuals residing in community-based settings.
- Complete Residential Clinical Needs Profile
- Complete Situational Assessment
- Obtain necessary ROIs and records for Residential Committee determination of level of care.
- Gather and complete documentation required for residential referral.
- Initiate residential referrals per Residential Committee guidance and follow referral process through completion.
- Utilize electronic system to document and maintain case records.
- Provide data regarding residential referrals to administration routinely and upon request.
- Follow case upon acute admission or once discharge ready from a long-term setting to aid in coordination of discharge planning to facilitate community transition.

- Meet with individuals while in the acute/long-term setting or other community-based setting to confirm voluntary agreement with residential level of care.
- Liaison with all parties to include Residential Administrators, CWS, individual, guardian(s), acute/long-term setting, CFCM, DCYF, legal, and community-based agencies throughout the residential referral process.
- Complete single case agreements for out of state referrals.
- Provide ongoing case management for all out of state placements.
- Participate in committees as assigned.
- Respond to and attend court as requested (including family court for residential placement updates).
- Complete other related duties as assigned

CASE MANAGEMENT/SERVICE AUTHORIZATION TEAM

CWS (1)

- Provide ongoing support and supervision to SCW team
- Provide ongoing training and education to team, community, and peers about case management supports and service authorization criteria and process
- Assist with development and utilization of tools for reviewing compliance and quality of person-centered plans
- Participate in CM oversight meetings and serve as liaison for compliance and quality information sharing
- Provide support and information to leadership team as needed related to CM and service authorizations
- Utilize electronic system to document and maintain case records
- Respond to and attend court as requested
- Complete other related duties as assigned

SCW duties (4)

- Understand and utilize case management electronic system for case documentation
- Review person centered plans for compliance and quality and provide feedback to CM

- Review medical care plans and behavior support plans for compliance
- Review all purchase orders and individual budget for appropriateness and compliance and provide feedback as needed
- Authorize/deny services as appropriate and provide feedback as needed
- Liaison with CM agencies regarding case records, person centered plans, and service authorizations as needed
- Liaison to finance team to ensure providers are able to be paid for services rendered as authorized
- Gather and share trend information with supervisor on compliance and quality issues
- Gain and share knowledge regarding DD billing rules and guidance with CM and providers
- Utilize electronic system to document and maintain case records
- Respond to and attend court as requested
- Complete other related duties as assigned

INDEPENDENT FACILITATION (IF)

CWS (2)

- Provide ongoing support and supervision to Independent Facilitation team
- Engage in ongoing professional development regarding best practices for person-centered planning and facilitation
- Provide ongoing training and education to team, community, and peers about IF
- Provide support and information to leadership team as needed related to IF
- Utilize electronic system to document and maintain case records
- Respond to and attend court as requested
- Complete other related duties as assigned

SCW duties (16)

- Conduct record review and introduction to person
- Conduct informal qualitative assessments with participants of their life domains to inform the person-centered plan

- Facilitate person centered planning meetings, plan development meetings, and follow up meetings with participants and their support team.
- Participate in resource/relationship mapping activities with participants to gain an understanding of the persons whole life.
- Explain resources and opportunities available based on person's needs and interests.
- Initiate and follow-up on referrals as needed.
- Document person centered plan and authorization request in electronic system
- Document and follow-up on needed services and supports or any interventions needed to remove barriers or to resolve issues.
- Conduct routine check-ins to review goals and life domains
- Liaison with individuals, families and natural supports, providers, and DD division staff regarding case records, assessments, ISPs, and service authorizations as needed
- Utilize electronic system to document and maintain case records
- Respond to and attend court as requested
- Complete other related duties as assigned

RICLAS (no changes)

COMMUNICATIONS AND TRAINING (no changes)

EMPLOYMENT, COMMUNITY BASED SUPPORTS, AND SELF DIRECTION (no changes)