

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DEVELOPMENTAL DISABILITIES SPECIALIST

I. INTRODUCTION

A. Purpose of this Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions located within the Department of Health and Family Services (DH&FS) which coordinate the interdisciplinary teams and act as the case manager and primary client advocate. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statement of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located within the DH&FS at a Developmentally Disabled Center at either the Northern, Central, or Southern Wisconsin Center. These positions are the coordinators of the interdisciplinary teams and case managers and advocates for the Developmentally Disabled.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definitions of supervisor or management as defined in s. 111.81(19) and (13), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which spend the majority of time (more than 50%) coordinating the work of Developmental Disabilities Specialists which are more appropriately classified as Developmental Disabilities Coordinator.
3. Positions which spend the majority of time (more than 50%) performing duties at a Developmental Disabilities Center which are more appropriately classified as a Social Worker, Nurse Clinician, Occupational Therapist, Physical Therapist, Speech/Language Pathologist or Therapist.

4. Positions which are not located at either the Northern Wisconsin Center, Central Wisconsin Center, or Southern Wisconsin Center.
 5. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into This Classification

Employees enter positions in this classification by competitive examination.

II. DEFINITION

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These professional positions are the interdisciplinary team leaders and coordinators for the developmentally disabled located at the DH&FS Centers and for providers located off grounds. A team at DH&FS may include a Social Worker, Nurse Clinician, Physician, dietary position, Resident Care Technician, Limited Practical Nurse, Occupational Therapist, Physical Therapist, Speech/Language Pathologist, Therapist for recreation, vocational, adult education, and/or music, Psychologist, Psychiatrist and various supervisory and/or managerial staff. A team of off-ground providers may further include teachers, guardians, vendors, parents, and municipal employees. These positions are also the case managers and advocates for the developmentally disabled. The clients are individuals with mild, moderate, to profound mental retardation, frequently have severe and multiple physical, medical, and communication problems, and may have a dual diagnosis of mental retardation and mental illness. As an interdisciplinary team leader and coordinator, case manager, and advocate, responsibilities include coordinating, integrating, and monitoring the development of Individual Program Plans (IPP); monitoring the delivery of plans of care and ensuring all disciplines are consistent in implementing client's needs and goals; completing comprehensive reviews of plans of care on an as needed, quarterly, and annual basis; monitoring and documenting clients' progress and initiating program revisions as necessary; facilitating an integrated plan that best acclimates the client to community placement; and writing required monthly, quarterly and annual reports, ensuring that discrepancies or conflicts are resolved, and ensuring that all the residents rights are protected.

Additional related duties may also be performed such as follows: Provide state and federal survey team reviews or investigations with required information and develop a plan to assure any violations found will not re-occur. Coordinate the team to determine the least restrictive environment for the client, along with placement and service needs, performing 30 day feedback assessments, and providing training as necessary. Work with county staff, attorneys, and others and testify at court proceedings as required. For the purpose of Utilization Reviews at some facilities, assess client's condition and progress, equipment requirements, the level of medical nursing care, and develop a cost analysis. Develop and provide inservice training in the areas of computer documentation, regulations, active treatment, objective writing, competency, objective training, training of direct care staff, and citation correction plans. Perform active in-house surveys and incident reviews, check for basic treatment assuring clients are clean, etc., and talk to the direct care staff about the client. Participate on committees that make decisions and develop policies that impact resident programs and services. Attend all meetings relevant to clients.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Special Requirement: Must be a Qualified Mental Retardation Professional (QMRP). This is a professional who has at least one year of experience working directly with persons with mental retardation or other developmental disabilities and is one of the following: (1) a doctor of medicine or osteopathy; (2) a registered nurse; or (3) an individual who holds at least a bachelor's degree in a professional category specified in the Federal Register as meeting the QMRP qualifications.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective February 25, 1990, and announced in Bulletin CC-225. This classification specification was modified and announced in Bulletin CLR/SC-136 effective January 13, 2002, as a result of updating the duties performed.

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