

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES PROGRAM MANAGER-GENERAL

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list.

Location: PRAT/Waiver Manager, 104 South Turnpike Road, Wallingford

Job Posting No: 018592

Hours: First Shift, Full-Time
Monday-Friday, 8:00am-4:30pm

Salary: \$2898.59 bi-weekly

Closing Date: June 25, 2012

Eligibility Requirement: Candidates must have applied for and passed the Developmental Services Program Manager-General exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: PRAT responsibilities include: 1) Chair the regional Planning and Resource Allocation Team; 2) Prepare all materials prior to meeting; 3) Provide outcome forms for all PRAT requests, including 1Xs; 4) Review notices of Opportunity ... work with Case Managers and PRAT to make referrals; 5) Track referrals; 6) Maintain the Waiting list database; 7) Produce reports as requested from the database; 8) Work with IFS Manager to plan for and track graduates; 9) Work with CMs and PRAT to plan for age-outs; 10) Ensure waiver enrollment for individuals who receive an allocation and meet waiver enrollment criteria. Responsible for managing service requests and waiver enrollment for over 5119 individuals who live at home and/or in a variety of Connecticut DDS funded settings.

With the division directors, the PRAT/Waiver Manager coordinates the tracking and distribution of recycled residential and day funding, public residential and day portability, residential and day one-time disbursements, new graduate and age-out funding. The PRAT/Waiver Manager ensures that funds are prioritized and allocated according to DDS Procedure I.B.1.PR.001, Administration of Requests for Day and Residential Supports and Services, and I.B.1.PR.002, Resource Planning for Students Completing Educational Services. With the division directors, the PRAT/Waiver Manager ensures PRAT resource distribution complies with the following Center for Medicare and Medicaid Services (CMMS) quality domains: 1) Effectiveness; 2) Efficiency; 3) Equity; 4) Consumer centeredness; 5) Safety; and 6) Timeliness; 7) Uniformity based on LON and utilization. DDS participates in three waivers that generate 515 million dollars in annualized federal home and community based support waiver revenue. Waiver responsibilities include: 1) Process waiver enrollments at the regional level; 2) Submit waiver evidence for Waiver; 3) Evidentiary reports for CMS; 4) Write waiver Plans of Correction in response to Quarterly Waiver Spectrum Audits; 5) Work with CO and Case Managers to correct waiver discrepancies.

Utilization Resource Review (URR) is required by the Center for Medicare and Medicaid Services, the federal oversight agency for DDS waivers. URR responsibilities include: 1) Chair the regional Utilization Resource Review Committee and ensure providers receive outcomes after a URR is conducted; 2) Conduct site visits if necessary; 3) Participate in due process when outcomes are disputed. Responsible for planning and development of residential and day supports for age-outs and/or individuals living in out of state residential schools, as well as individuals in CT who need residential and day supports. Will be responsible for procuring residential and day services through required procurement rules, including requests for proposals (RFPs). **QMRP qualification is preferred for this position.**

General Experience:

Eight (8) years of professional experience in the provision of human services programs for persons with development disabilities and related conditions.

Special Experience:

BIRTH TO THREE PROGRAM: Two (2) years of the General Experience must have been in early intervention services for children birth to three years old including one (1) year in a supervisory capacity.

ALL OTHER PROGRAMS: Two (2) years of the General Experience must have been in a supervisory capacity in a program providing services to persons with developmental disabilities and related conditions.

Substitutions Allowed:

1. College training in education, psychology, rehabilitative therapy, social work or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in education, psychology, rehabilitation therapy, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at www.das.state.ct.us, cover letter, resume, last two (2) performance appraisals or two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

**DEPARTMENT OF DEVELOPMENTAL SERVICES
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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.