

## IDD Staff Responsibilities

### Program Supervisor

- Under the general direction of the Executive Director
- Develops, implements and manages programs that provide quality behavioral health care services and resources to I/DD adults.
- Supervises management and clinical staff
- Serves as a member of the Executive Leadership team
- Assures that all assigned programs comply with agency mission and values, as well as guidelines, procedures, and protocols established by the Department of Community Health, CMHOC Board, Recipient Rights, CARF, HIPAA, and other accrediting or regulatory agencies

### Program Coordinator. Clinical Services

- Supervising staff from a variety of disciplines who conduct assessments, make diagnosis, development of treatment support plans, and provide services to adults with IDD
- Establishes/plans/implements program priorities, goals and outcomes in cooperation with the Program Supervisor, other clinical supervisors and clinicians, including responsibility for the programs achievement of planned productivity
- Assures that services to consumers meet standards of quality and quantity. Quality standards include ensuring consumers are treated in a manner consistent with agency policy, divisional standards, and good clinical practice. Quantity standards require demonstrating units of services provided reflect adherence to goals set for the program

### Program Coordinator. Residential Ombudsman

- Responsible for coordinating arrangements for placement of adults and IDD and Mental Illness in general Adult Foster Care (AFC) homes and specialized residential AFC homes
- Functions as a liaison with AFC providers, licensing consultants, other CMH staff and the community regarding AFC needs
- Maintains a list of current AFC options of the general and specialized AFC systems.

### Team Supervisor (SC & SCA)

- Supervises staff that conduct assessments, develops person-centered plans, and provide direct services to adults with IDD.
- Provides effective management and leadership skills to clinically supervise staff and assist with complex and sensitive problems as needed
- Participates in the development and monitoring of service activity to assure quality standards are met by staff
- Assures that staff adequately performs their job function via periodic review of clinical documentation, units of service provided and general job perform

### Team Supervisor/Utilization/HSW/HCBS

- Responsible for coordination and monitoring the Habilitation Supports Waiver Program, Home and Community Based Services, and review and authorization of services for people with IDD
- Oversight, coordination and monitoring of the Hab Support Waiver (HSW). Review, approval and processing of application packets. Annual recertification and quarterly review of program participants. Makes recommendations for new referrals and;/or discontinuation of HSW services based on eligibility requirements

## IDD Staff Responsibilities

- Oversight, coordination and monitoring of Home and Community Based Services (HCBS) implementation. Coordination and communication with MDHHS, PIHP, providers, and staff regarding surveys, corrective action plans, home visits, and compliance issues

### Nurse

- Provides nursing services to I/DD adult in family homes, community facilities, and specialized foster care facilities by assessing health care
- Monitors consumers for development of new and/or increasing severity or frequency of symptoms of health problems
- Develops, monitors and revises necessary plans of nursing care to be carried out by care givers.
- Completes and maintains case documentation notes

### Mental Health Clerk

- Performs variety of clerical tasks to support clinical treatment teams
- Provides assistance to consumers and the public with answering questions and providing information
- Assists in enrolling consumers in treatment programs
- Completes various documents with information from the consumers, team members, supervisors, or from file documentation

### Supports Coordinator (Mental Health Specialist)

- Completes Annual Person Centered Plan and ongoing updates with consumers and parents/guardians detailing the specific services the consumers will participate in including needs and community/natural support systems
- Monitors status of the Person Centered Plan
- Completes Pre-Plan

### Supports Coordinator Aide

- Monitors implementation of the plan of service for each assigned consumer. This includes providing regular follow-up and monitoring services related to plan goals and objectives, and planned interventions
- Completes wage reporting and entitlement gathering for necessary benefits
- Coordinates services for consumers among all involved agencies as defined by the established treatment plan in areas such as housing, legal, medical, social security, education, transportation, employment and recreation

### Medical Assistant

- Provides paraprofessional clinic services to adults with I/DD
- Enrolls eligible consumers in free or reduced-price prescription drug programs
- Obtains prior authorization for services from Medicare and Medicaid when required
- Provides health education, medication, and lifestyle counseling to consumers

### Mental Health Clinician (Assessor)

- Completes annual Psychosocial Assessment
- Completes; DD ANSA, BH TEDS, DD Proxy measures, Respite Survey

## **IDD Staff Responsibilities**

### Occupational Therapist

- Assess current consumer functioning with regard to independence in daily living skills, neuromotor, perceptual motor, pre-vocational skills, sensory motor, and equipment needs
- Prepares a written evaluation including recommendations, services goals and objectives
- Participates in services and supports plan meetings providing input to the services and supports plan
- Provides training to other staff carrying out occupational therapy interventions as recommended in the services and supports plan

### Psychologist (Mental Health Clinician)

- Responsible for performing behavioral support services for adults and children with IDD
- Diagnoses, performs behavior analysis including functional assessments, develops behavior programs, and trains lay staff and parents on behavior programs.
- Provides treatment or makes appropriate referrals for consumers

### Care Coordinator

- Completes Brief Health Assessment
- Recommends clinical supports services based on outcome of Brief Health Assessment
- Assists with coordination of care with Primary Health Care Providers as part of the Integrated Health Care Committee

### Mental Health Specialist (SIS Assessor)

- Completes Supports Intensity Scale (SIS) Assessment to IDD consumers every three years.
- Organizes and schedules SIS assessment for each consumer
- Participates in quarterly State meetings regarding SIS updates and/or changes

### Mental Health Specialist (Residential)

- Assists Residential Ombuds Coordinator with residential placements within Ottawa County and surrounding counties
- Participates in Regional Residential Work Group
- Completes Residential Assessments when needed

## **Other CMHOC Leadership Roles and Responsibilities**

### CMH Medical Director/Staff Psychiatrist

- Provides psychiatric services including assessing, diagnosing, and managing the prevention and treatment of psychiatric disorders and mental health problems
- Advises Executive Director of Psychiatric Services
- Provides clinical consultation to Community Mental Health of Ottawa County clinicians and other agency staff

### Recipient Rights Officer

- Manages the Office of Recipient Rights in compliance with Chapters 7 and 7A of the Michigan Mental Health Code (Public Act 290 of 1995).
- Directs the development, implementation, and continuing enforcement of system-wide policies and procedures to protect and preserve the rights of recipients of mental health care services throughout Ottawa County.

# IDD Staff Responsibilities

## Executive Director

- Responsible for managing and directing the overall operations of the organization, maximizing the organization's efficiency and effectiveness and ensuring the implementation of the Board's policies and directives.
- Provides direction to Community Mental Health of Ottawa County staff and contract agencies in the pursuit and achievement of organizational mission and related policies.

## CMHOC Board

- Establishes agency policies
- Facilitates optimum effectiveness of the organization
- Helps set strategic direction of the organization
- Hires the Executive Director