



CLASSIFICATION NO. 246
Established: 4/24
FLSA: Exempt
EEO: 2

COMMUNITY DEVELOPMENTAL DISABILITY PROGRAM (CDDP) ELIGIBILITY SPECIALIST

CLASS CHARACTERISTICS

Under direction, to provide individualized support during the intake process; to facilitate I/DD eligibility determinations and re-determinations; to perform training; to advise regarding ODDS eligibility, contested case hearings, rules, and program operations; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing and Community Development. This includes the Social Services Division which provides case management services and client advocacy assistance to the County's low income, elderly, and disabled residents. The Developmental Disabilities Program serves eligible adults and children with intellectual and developmental disabilities. Services provided include service coordination, abuse investigation, intake and eligibility, and program development.

The CDDP Eligibility Specialist supports individuals, organizations, and the state in determining eligibility for Developmental Disability services and administering established standards. The incumbent is responsible for increasing equitable access to quality-of-life support by working to support individuals or their legal representatives in making informed decisions about services. Incumbents participate in administrative rule development, policies, and standards of program operation related to eligibility determinations and coordinates and participate in administrative hearings.

The CDDP Eligibility Specialist differs from the Case Manager which has responsibility for developing and implementing financial and service plans, carrying caseloads, and updating case plans but does not have responsibility for independently overseeing an individual's eligibility determination or redetermination. It also differs from the Information and Referral Specialist series due to responsibilities for advising on I/DD eligibility in accordance with Oregon Administrative Rules (OARs).

TYPICAL TASKS

Duties may include but are not limited:

1. Independently conducts pre-eligibility screening and consultations; follows-up on referrals and inquiries for services by supporting individuals, family members, and community partners to increase awareness of available service and eligibility requirements; assesses

interest and need for I/DD case management services; reviews and interprets clinical documentation; educates others about eligibility criteria and complex clinical terminology.

2. Conducts trauma informed intake interviews to gather developmental history and assess needs; provides one-on-one application support which is culturally and linguistically responsive; prepares intake paperwork and reviews paperwork for accuracy; coordinates and facilitates intake and eligibility processes in accordance with OARs.
3. Provides resource referral and coordination; provides basic case management services to individuals during the intake processes; connects potential clients to community partner agencies for resources; responds to crisis situations involving applications during the intake process by assisting with resources and facilitating access to available crisis intervention services; carries out mandatory reporting as needed.
4. Assists with obtaining documentation required to make eligibility determinations as outlined in the OAR; reviews, understands, and interprets documentation, assessments, and evaluations from licensed clinical and school psychologists; mental health professionals; and medical providers; completes eligibility reviews for incoming County transfers.
5. Performs administrative exams and informal adaptive assessments; secures necessary evaluations to make eligibility determinations; educates qualified professionals on OARs and how their work intersects; educates individuals or their legal representatives regarding need for additional testing, coordinating appointments, authorizing evaluation, ensuring coding for payment, and clinical case consultation; completes informal adaptive assessments, or provides direction to service coordinators for re-determinations.
6. Independently oversees an individual's eligibility determination or redetermination in adherence with OAR eligibility criteria and determination timelines; assists applications and Oregon Department of Developmental Disabilities Services with the administrative hearing process; represents eligibility determination decisions at hearing level; maintains documentation related to eligibility determinations; documents all activities from intake through determination; tracks eligibility data and submit reports upon request.
7. Participates in basic training sequence as outlined in OAR; continues ongoing training to ensure understanding of skills, knowledge, and responsibilities; participates in monthly call-ins and annual department-sponsored eligibility trainings; participates in statewide work groups and committees.
8. Conducts community outreach; participates in activities to increase awareness and understanding of eligibility criteria, services, and processes; provides peer support to other Eligibility Specialists; provides critical case review and consultation to CDDP/Brokerage Case Managers and other community partners including Child Welfare, Juvenile, Behavioral Health, schools, pediatric specialists, medical and psychiatric facilities, law enforcement, Department of Corrections; educates and trains community partners on intake/eligibility criteria and services.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, methods, and procedures of the delivery of community-based services to populations served by CDDP; ODDS eligibility requirements for services,

such as what institutes an intellectual or developmental disability and other neurological condition; developmental disabilities services.

Working knowledge of: Principles and practices of various waivers and general fund programs that lead the design of CDDP programs; Federal Title XIX funding mechanisms and the associated Medicaid Home and Community-Based waiver Program; office equipment, including personal computers and software programs; community resources and partner agencies; how individuals access benefits, resources, and services; trauma informed care.

Skill to: Establish and maintain effective working relationships with coworkers and the public; gather information through research and interviews with applicants, clients, families, care providers and others; communicate effectively, both orally and in writing; interpret and apply federal, state and local laws, rules, regulations and policies; maintain and set-up accurate and concise records; establish and maintain effective working relationships with clients, families, care providers, community resources, other public and private agencies and County employees; operate computer software and other office equipment.

WORKING CONDITIONS

Duties are typically performed indoors, involving sedentary activities; visits to individuals in homes and community-based settings required; may be exposed to biohazard, disasters, emergencies, and other hazardous physical situations; incumbents work with varied socioeconomic groups, the mentally ill, the developmentally disabled, alcohol and substance abusing clients and their families.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: In accordance with OAR (#) requirement for this body of work, can meet requirement in one of four ways:

- Three (3) years of human services related experiences
- Two (2) years of experience and associate degree in behavioral science, social science, or a closely related field
- Bachelor's degree in any field and one (1) year of human services related experience
- Bachelor's degree in behavioral science, social science, or closely related field

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.