

Developmental Disability Professional (DDP) Requirements and Designations

(FY2014 – 3rd Quarter Provider Manual for Community Developmental Disabilities Providers (*January 1, 2014*))

DDP services rendered by a provider agency must be provided by a qualified individual DDP, employed by or under professional contract with the provider agency.

At least one agency employee or professional under contract with the agency must:

- Be a Developmental Disability Professional (DDP)
- Have responsibility for overseeing the delivery of waiver and/state services to participants.

The same individual may serve as the agency director, nurse and/or DDP, provided the employee meets the qualification and/or designation of each position. However, the duties of shared roles for each position must be separately delivered and documented. A change in approved and designated DDP must be reported by the agency to the Department of Behavioral Health and Developmental Disabilities via the DBHDD Provider Network Management Office. Information to be reported must include:

- Updated and current Resume
- Name of individual
- Name of provider agency and contact name of person requesting change of information
- Hours of work, or contract with DDP

The Developmental Disability Professional will deliver their services utilizing a Person-Centered Focus.

Each Developmental Disability Professional (DDP) has a specified schedule or contract with sufficient hours per week to meet the duties of the DDP and level of need for individuals receiving services, which includes but are not limited to:

1. Overseeing the services and supports provided to individuals that include:

- a. The agency DDP monitors and/or participates in the implementation and delivery of the Individual Service Plan (ISP).
- b. The agency DDP supervises the delivery of service and ensures that strategies reflect the goals and objectives of the ISP.
- c. The agency DDP monitors the progress toward achievement of goals in the ISP, and makes recommendations for modification to the ISP, as appropriate.

2. Supervising the formulation of the individual's plan for delivery of all waiver services provided to the individual by the provider, on an annual basis subsequent to ISP development and after any ISP addendum that includes, but is not limited to:

- a. Ensuring the implementation strategies reflect the ISP and the needs of the individual.
- b. The agency DDP participates in the development of the ISP.

3. Conducting functional assessments to support formulation of the individual's plan for delivery of all waiver services that include:

- a. The Health Risk Screening Tool;
- b. The Supports Intensity Scale;
- c. Functional Behavioral Analysis, if qualified;
- d. And others as needed or required, if qualified.

4. Supervising high intensity services that address health and safety risks for the individuals that include:

- a. The agency DDP is involved in reviewing and/or writing, and the implementation and effectiveness of the Behavior Support Plan.
- b. The agency DDP is involved in reviewing and/or writing, and the implementation and effectiveness of the Crisis Plan.
- c. The agency DDP is involved in identifying ongoing supports as needed (medical and/or behavioral) in collaboration with appropriate personnel.

The provider will be responsible for monitoring and ensuring the DDP meets his/her above assigned responsibilities utilizing the below performance indicators.

Performance Indicators of the responsibilities listed above (1-4) are as follows:

- a. Active participation in the planning meeting documented in either the meeting minutes/notes and/or progress notes prior to ISP meeting.
- b. Documented contact with the SC prior to the ISP date.
- c. Consulted with, supervised, and provided guidance to direct support staff regarding implementation of the services.
- d. The DDP will complete documentation in any individual's record for any of the above responsibilities. This documentation should include the signature, title/credentials, timed (start and end time of delivery of service) and date.
- e. The DDP will complete, or assure the completion of required agency assessments, included, but not limited to, HRST and SIS, within the given time frame.

For additional details regarding documentation requirements, refer to New Options or Comprehensive (NOW/COMP) Medicaid manual(s) Part II, Chapter 1100.

Hours scheduled and worked must be sufficient to meet the individual needs of each individual served by the provider. The provision of DDP oversight and service provision must be documented in the individual's record. **A DDP is not scheduled to work only on a PRN basis.**

NOTE: DDP direct service provision and oversight for an individual with an approved exceptional rate is in addition to the above requirements and as specified in the letter of approval for the exceptional rate.

Required Trainings for All Developmental Disabilities Professionals

All Developmental Disabilities Professionals must be trained in all required trainings identified in the Community Service Standards for All DD Providers.

Other required trainings for DDPs in their first year of employment include:

- Individual Service Planning
- Supports Intensity Scale overview
- Health Risk Screening Tool on line training.

The provider agency must also document the participation of each DDP in a minimum of 8 hours per year of additional DBHDD sponsored or other training in the area of developmental disabilities, not listed above or included in the Community Standards for All Providers.

The following professionals qualify to be a Developmental Disability Professional: FY2014 – 3rd Quarter Provider Manual for Community Developmental Disabilities Providers (January 1, 2014) Page 65 (Note: When the requirement for a degree in a course of study is referenced, the degree must be from an accredited college or university.)

I. Advanced Practice Nurse: A registered professional nurse licensed in the State of Georgia, who meets those educational, practice, certification requirements, OR any combination of such requirements, as specified by the Georgia Board of nursing AND includes certified nurse midwives, nurse practitioners, certified registered nurse anesthetists, clinical nurse specialists in psychiatric/mental health, AND others recognized by the board AND who have one year experience in treating persons with intellectual/developmental disabilities in a medical setting or a community based setting for delivery of nursing services.

II. Behavior Specialist: A behavior specialist who has completed a Master's degree in psychology, school psychology, counseling, vocational rehabilitation or a related field which included one course in psychometric testing and two courses in any combination of the following: behavior analysis or modification, therapeutic intervention, counseling, or psychosocial assessment, AND one year of individualized treatment programming, monitoring and observing behavior; collecting and recording behavioral observations in a treatment setting and developing and implementing behavior management plans for individuals with intellectual disabilities OR developmental disabilities OR completion of a Bachelor's degree in psychology, counseling, OR a related field which included one course in psychometric testing AND two courses in any combination of the following: behavior analysis or modification, counseling, learning theory or

psychology of adjustment AND two years of individualized treatment programming, monitoring and observing behavior; collecting and recording behavioral observations in a treatment setting and developing and implementing behavior management plans for individuals with intellectual/developmental disabilities.

III. Board Certified Behavior Analysis (BCBA): A BCBA who has completed a Master's degree, with 225 hours of approved graduate coursework, AND 1500 hours of experience in the field with 5% of those hours being supervised by a BCBA, AND has received a passing score on the Behavior Analysis Certification Board Exam, AND maintains a prescribed number of continuing education units annually, AND has specialized training in developmental disabilities as evidenced by college coursework or practicum/internship experience OR one year of experience in providing services to individuals with intellectual/developmental disabilities.

IV. Educator: An educator with a degree in education from an accredited program that includes a concentration in Special Education in college coursework OR teaching certificate in Special Education, AND one year of classroom experience in teaching individuals with intellectual/developmental disabilities.

V. Human Services Professional: A human services professional with a bachelor's degree in social work OR a bachelor's degree in human services field other than social work (including the study of human behavior, human development or basic human care needs) AND with specialized training OR one year of experience in providing human services to individuals with intellectual/developmental disabilities.

VI. Master's or Doctoral Degree Holders: A person with a Master's or Doctoral degree in one of the behavioral OR social sciences AND with specialized training in developmental disabilities as evidenced by college coursework OR practicum/internship experience OR one year of experience in providing services to individuals with intellectual/developmental disabilities.

VII. Physical or Occupational Therapist: A physical or occupational therapist licensed in the State of Georgia, who has specialized training in developmental disabilities as evidenced by college coursework OR practicum/internship experience OR one year of experience in treating individuals with intellectual/developmental disabilities. FY2014 – 3rd Quarter Provider Manual for Community Developmental Disabilities Providers (*January 1, 2014*) Page 66

VIII. Physician: A physician licensed in the State of Georgia to practice medicine or osteopathy AND with specialized training in developmental disabilities OR one year of experience in treating individuals with intellectual/developmental disabilities.

IX. Physician's Assistant: A skilled person qualified by academic and practical training to provide patients' services not necessarily within the physical presence but under the personal direction or supervision of a physician, AND who has one year experience in treating individuals with intellectual/developmental disabilities.

X. Psychologist: A holder of a Doctoral degree from an accredited university or college, AND who is licensed in the State of Georgia AND who has specialized training in developmental disabilities OR one year of experience in evaluating or providing psychological services to individuals with intellectual/developmental disabilities.

XI. Registered Nurse (Associate Degree or Diploma): A registered nurse who is authorized by a license to practice nursing as a registered professional nurse, who holds an associate or diploma degree in nursing, AND who has three years of experience, two of which are in treating individuals with intellectual/developmental disabilities in a medical setting or a community-based setting for delivery of nursing services.

XII. Registered Nurse (Bachelor's Degree): A registered nurse who is authorized by license to practice nursing as a registered professional nurse AND who holds a Bachelor's degree in nursing with one year experience in treating individuals with intellectual/developmental disabilities in a medical setting or a community-based setting for delivery of nursing services.

XIII. Speech Pathologist or Audiologist: A speech pathologist or audiologist licensed in the State of Georgia, who has specialized training in developmental disabilities as evidenced by college coursework or practicum/internship OR one year of experience in treating individuals with intellectual/developmental disabilities.

XIV. Therapeutic Recreation Specialist: A therapeutic recreation specialist who graduated from an accredited program AND who has specialized training in developmental disabilities as evidence by college coursework OR practicum/internship experience OR one year experience in providing therapeutic recreational services to individuals with intellectual/developmental disabilities.