

Functional teams are established to combine and coordinate staff from different offices to work seamlessly on a major task of the Division. Team leaders are responsible for setting goals/objectives and work plan for the team, scheduling regular team meetings, sending report to the Division leadership, and measuring performance of the team.

a. Transition Team

- **Team Function:** The team is responsible for transition of DD and dual diagnosed individuals from state operated hospitals. The duties include, but not limited to, developing priority list, coordinating transition work with hospital transition team and Regional staff, communicating with stakeholders, identifying service providers, management of the Money Follows the Person (MFP) program, allocating adequate resources, providing transition related training, and coordinating after transition follow-up and monitoring.
- **Team Leader:** Kimberly Ayertey
- **Team Members:** LaTonya Williams, Sally Carter, Bobbie Davidson, Tiffany Butler, Jenny Wiseman, Ronald Singleton, Clint Trust, Annie Webb, and Regional transition staff
- **Assigned Leadership:** Deputy Assistant Commissioner for Programs

b. Waiver Planning List Management Team

- **Team Function:** The team is responsible for managing waiver planning list, coordinating moving individuals from the list into waiver services, allocating waiver slots to the Regions, and tracking waiver authorization and expenditures.
- **Team Leader:** Annie Webb
- **Team Members:** Ronald Singleton, Waiver Specialist, Exceptional Rate Coordinator, Mary Price, Doris Johnson, Regional staff
- **Assigned Leadership:** Deputy Assistant Commissioner for Programs

c. Waiver Policy Coordination Team

- **Team Function:** The team is responsible for waiver related policy development and revision, waiver renewal, and waiver service appeals.
- **Team Leader:** Dr. Darlene Meador
- **Team Members:** Annie Webb, Ronald Singleton, Mai Tan, Robert Bell, Bryan Satrin, Eddie Towson, Mary Price
- **Assigned Leadership:** David Blanchard

d. Quality Management Team

- **Team Function:** The team is responsible for quality management, including establishing quality indicators, data collection and analysis, quality reviews and audits, quality reports, training and education, provider technical assistance, and coordinating with Compliance Office for quality improvement.
- **Team Leader:** Eddie Towson
- **Team Members:** Janitra Minor, Yan Xiao, Clint Trusty, Annie Webb, Kimberly Ayertey, Mai Tan, Robert Bell, Doris Johnson, Regional quality management staff
- **Assigned Leadership:** David Blanchard

e. Customer Support Team

- **Team Function:** Providing support to individual receiving services, family and guardians, service providers, state officials and legislators, advocates, and other stakeholders
- **Team Leader:** Robert Bell
- **Team Members:** Annie Webb, Dr. Darlene Meador, Ronal Singleton, Kimberly Ayertey, Mai Tan, Clint Trusty, Mary Price, Byron Sartin, Doris Johnson, and Regional DD RSA
- **Assigned Leadership:** Deputy Assistant Commissioner for programs, David Blanchard and Charles Li

V. Division Routine Meetings

a. Division Staff Meeting

- The meeting is held monthly.
- All Division staff (in state office) and HQMs in Regional Office should attend.
- The Assistant Commissioner sets the agenda.
- The main purpose for this meeting is to communicate with all Division staff, discuss major issues in the Division, and receive feedbacks from Division staff.

b. Division Management Meeting

- The meeting is held weekly.
- The Division managers should attend, including Deputy Assistant Commissioners, Director of Community Service, Clinical Director, Director of Transition, Director of Strategy & Special Projects, Director of Compliance, Director of Quality Management, Director of Finance & Contract Management, Function Team Leaders, and Training Coordinator
- The Assistant Commissioner sets the agenda

- Each Function Team Leader should provide a report on team activities and issues needed further discussion.
- The main purpose of this meeting is to coordinate routine operation of the Division.

c. DD Advisory Council Meeting

- This meeting is held monthly.
- DD Advisory Council members should attend the meeting.
- DD Division managers are encouraged to attend the meeting.
- The Chair of the Council sets the agenda.
- The meeting is open to public.
- The purpose of the meeting is in its Bylaw.