



Division Directive Number

2.040

Effective Date: 07.01.2011

Reviewed: 06.25.2012

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**Title:** Developmental Disability Professional

**Applies to:** Regional Offices, Providers of Targeted Case Management, Providers of DD Home and Community-Based Waiver Services

**Purpose:** Provides guidance on education and experience required for employees and contractors functioning in the role of Developmental Disability Professional

### **Providers of Targeted Case Management**

The Medicaid State Plan on file with, and approved by, the Centers for Medicare and Medicaid (CMS) requires case managers (service coordinators) employed by a provider of Targeted Case Management to have the following minimum experience and training:

1. One or more years of professional experience as (a) a registered nurse, (b) in social work, special education, psychology, counseling, vocational rehabilitation, physical therapy, occupational therapy, or speech therapy or a closely related area, or (c) in providing direct care to people with DD  
**AND**
2. A bachelor's degree from an accredited college or university with a minimum of 24 semester hours or 36 quarter hours of credit in one or a combination of human service field specialties. Additional experience as a registered nurse may substitute on a year-for-year basis for a maximum of two years of required education.

These requirements are the same as are required for the Missouri state merit position of Case Manager I. Anyone who has worked for the state as a Case Manager I, or who is on the register for Case Manager I is considered to have met the requirements as a TCM Case manager, also called a support coordinator.

### **Providers of Home and Community Based Waivers**

Three of the five Home and Community-based Waivers administered by the Division of DD require providers to have a Qualified Mental Retardation Professional\* to provide direct services or to provide oversight to others providing direct services. Requirements for a Qualified Mental Retardation Professional are defined in 42 CFR 483.430 which is the federal rule for certification of Intermediate Care Facilities for persons with Mental Retardation (text from the CFR is copied at the end of this directive.)

Congress authorized states to apply for home and community-based waivers in 1981. States have significant latitude to develop their own provider qualifications for HCB services. Many state DD systems initially modeled their HCB programs consistent with the requirements for ICF MR facilities however, most state HCB systems have evolved significantly in the past 30 years. The Division of Developmental Disabilities is in process of renewing and amending all waivers to eliminate references to the QMRP and the QDDP. The waiver reapplication and waiver amendment process may take up to 6 months or longer for each waiver.

As each waiver is updated, the references to the QMRP/QDDP position in the waiver will be replaced with the following requirements for management of services:

**Degreed professional management** (*relevant experience may be substituted for degree*).

Responsibilities include:

- Staff training and supervision;
- Quality enhancement monitoring;
- Direct plan implementation for individuals as needed;
- Monitoring implementation of outcomes;
- Establishing information collection systems;
- Writing monthly reviews; and
- Oversight/coordination of all the person's programs and services being received.
- Coordinating the development of the individual service plan (scheduling, facilitation and summary document).

The Centers for Medicare and Medicaid Services (CMS) initially approves new waivers for a three year period. Subsequently CMS approves waivers for a five year period when the state successfully completes the reapplication process. The five DD waivers and time periods are:

Comprehensive Waiver: 5-year renewal effective July 1, 2011. New waiver does not require QMRP or QDDP.

Community Support Waiver: 5-year renewal effective July 1, 2011. New waiver does not require QMRP or QDDP.

Missouri Disabled Children's Waiver, also called the Sarah Jian Lopez Waiver: The waiver is due for renewal before September, 2013. All references to QDDP will be removed from services in this waiver in the renewal application, which will be submitted before Summer, 2013.

Autism Waiver: CMS has approved the renewal of the Autism Waiver for five years beginning July, 2012 through June 2017. All references to QDDP are removed from this waiver effective July 1, 2012

Partnership for Hope: Three year initial waiver approved October, 2010 through September, 2013. An amendment which removed all references to QMRP/QDDP was approved by CMS in September, 2012.

*\* Please note: Qualified Mental Retardation Professional is not a Missouri term, but a federal term. The Missouri Division of Developmental Disabilities is taking steps to eliminate this term from all written policies.*

*\*Please Note: The following information is copied directly out of the Code of Federal Regulations. This may only be changed by the federal Health and Human Services Centers for Medicare and Medicaid Services through the official federal rulemaking and amendment process.*

## **Title 42: Public Health**

§ 483.430 Condition of participation: Facility staffing.

(a) *Standard: Qualified mental retardation professional.* Each client's active treatment program must be integrated, coordinated and monitored by a qualified mental retardation professional who—

(1) Has at least one year of experience working directly with persons with mental retardation or other developmental disabilities; and

(2) Is one of the following:

(i) A doctor of medicine or osteopathy.

(ii) A registered nurse.

(iii) An individual who holds at least a bachelor's degree in a professional category specified in paragraph (b)(5) of this section.

(b) *Standard: Professional program services.* (1) Each client must receive the professional program services needed to implement the active treatment program defined by each client's individual program plan. Professional program staff must work directly with clients and with paraprofessional, nonprofessional and other professional program staff who work with clients.

(2) The facility must have available enough qualified professional staff to carry out and monitor the various professional interventions in accordance with the stated goals and objectives of every individual program plan.

(3) Professional program staff must participate as members of the interdisciplinary team in relevant aspects of the active treatment process.

(4) Professional program staff must participate in on-going staff development and training in both formal and informal settings with other professional, paraprofessional, and nonprofessional staff members.

(5) Professional program staff must be licensed, certified, or registered, as applicable, to provide professional services by the State in which he or she practices. Those professional program staff who do not fall under the jurisdiction of State licensure, certification, or registration requirements, specified in §483.410(b), must meet the following qualifications:

(i) To be designated as an occupational therapist, an individual must be eligible for certification as an occupational therapist by the American Occupational Therapy Association or another comparable body.

(ii) To be designated as an occupational therapy assistant, an individual must be eligible for certification as a certified occupational therapy assistant by the American Occupational Therapy Association or another comparable body.

(iii) To be designated as a physical therapist, an individual must be eligible for certification as a physical therapist by the American Physical Therapy Association or another comparable body.

- (iv) To be designated as a physical therapy assistant, an individual must be eligible for registration by the American Physical Therapy Association or be a graduate of a two year college-level program approved by the American Physical Therapy Association or another comparable body.
- (v) To be designated as a psychologist, an individual must have at least a master's degree in psychology from an accredited school.
- (vi) To be designated as a social worker, an individual must—
- (A) Hold a graduate degree from a school of social work accredited or approved by the Council on Social Work Education or another comparable body; or
- (B) Hold a Bachelor of Social Work degree from a college or university accredited or approved by the Council on Social Work Education or another comparable body.
- (vii) To be designated as a speech-language pathologist or audiologist, an individual must—
- (A) Be eligible for a Certificate of Clinical Competence in Speech-Language Pathology or Audiology granted by the American Speech-Language-Hearing Association or another comparable body; or
- (B) Meet the educational requirements for certification and be in the process of accumulating the supervised experience required for certification.
- (viii) To be designated as a professional recreation staff member, an individual must have a bachelor's degree in recreation or in a specialty area such as art, dance, music or physical education.
- (ix) To be designated as a professional dietitian, an individual must be eligible for registration by the American Dietetics Association.
- (x) To be designated as a human services professional an individual must have at least a bachelor's degree in a human services field (including, but not limited to: sociology, special education, rehabilitation counseling, and psychology).

**Authority:** Medicaid State Plan, CMS-approved 1915(c) Waivers administered by the Division of Developmental Disabilities