

**Responsibilities of MRDD and Administrative Entities**  
**Revised March 7, 2007**

<b>Function</b>	<b>MRDD Responsibility</b>	<b>Related Resp?</b>	<b>Administrative Entities' Responsibility</b>
<b>Statewide Plan/Medicaid Waiver</b>	Statutory responsibility	N	
<b>Standards and Regulations Development and Enforcement</b>	Statutory responsibility	Y	Input into standards (via rulemaking process). Admin. entity meets standards, and works with service providers to meet standards
<b>Quality Assurance</b>	Multiple statutory responsibilities for Q/A: data collection and analysis, monitoring, tracking, trending, reporting; program evaluation	Y	Q/A process (data collection and trend monitoring) within own agency; provide data to MRDD for annual review, including consumer satisfaction surveys. Possible role in relation to service providers.
<b>Resource Administration</b>			
Contracts	Statutory responsibility	Yes	Role in contracts with service providers. Provider agreements utilizing local funds.
Provider technical assistance	Statutory responsibility	Y	Admin. entity also assists providers
Provider development	Statutory responsibility to cooperate to establish, conduct, integrate and coordinate programs and projects	Y	Capacity building and training for service providers; identify and develop community resources.
Resource allocation	Statutory responsibility		
Provider monitoring/oversight	Statutory responsibility	Y	Oversight of service providers for Q/A (see Q/A above)
Investigation Inquiries	MRDD responsibility	Maybe	Potential role in investigation of service providers other than administrative entity itself

<b>Business/ Administration</b>			
Human resources	Statutory responsibility for Regional Center staff	N	
Accounting	Statutory responsibility	N	
Education coordinator	See provider technical assistance and development	Y	Capacity building and training for service providers; identify and develop community resources
<b>Clinical</b>			
Services (therapies, nursing, dietitian, behavior analysis)	Statutory responsibility for contracts and oversight	Y	Assure availability and access to full range of services in collaboration with the Regional Centers
Human Rights Committee	Established in Code of State Regulations	Y	Shared responsibility
<b>Consumer Relations</b>			
Eligibility	Statutory responsibility for eligibility determination	Y	Intake process and procedures
Waitlist management	Statutory responsibility	Y	Potential role in managing local waitlists
Support Coordination	Oversight and support to organizations doing targeted case management	N	
Transitions (Hab Centers, Children from school)	Statutory responsibility to cooperate to establish, conduct, integrate and coordinate programs and projects, and to develop plans for transition from hab centers	Y	Admin. entity works with Regional Centers, and identifies and develops community resources.
In-home Support Team	Statutory responsibility to cooperate to establish, conduct, integrate and coordinate programs and projects	Y	Admin. entity works with community, service providers and individuals/families, in collaboration with the Regional Centers
Parent and caregiver education/training	Statutory responsibility to provide public information re MRDD	Y	Admin. entity works with individuals and families

<b>Case Management/ Service Coord.</b>	Statutory responsibility for contracts and oversight. DMH must provide if services are not available at the community level.	Y	Provided by administrative entity (after a transition period)
Referral systems for related services (e.g. medical)	Statutory responsibility for contracts and oversight; cooperation/coordination	Y	Establish local referral networks
Education re services and choices available	Statutory responsibility to provide public information re MRDD	Y	Admin. entity works with community, service providers and individuals/families
<b>Outreach</b>			
Early identification and casefinding	Statutory responsibility for eligibility determination and resource development	Y	Admin. entity works with community and individuals/families, performs local outreach and intake
Community and agency education (e.g., police)	Statutory responsibility to provide public information re MRDD	Y	Admin. entity works with communities
<b>Other Functions</b>			
Complaint/grievance procedures	Potential role for Regional Centers as ombudsmen	Y	Admin. entity implements procedures to address complaints