



EMPLOYEE WORK PROFILE ROLE DESCRIPTION

PART I

Position Identification Information

Supervisor's Use

1. Name:	2. Position Number: 00452
3. Role Title & Code: Program Administration Specialist II, 19212	4. Work Title: Community Integration Manager
5. Supervisor's Position Number:	6. Supervisor's Role Title & Code:
7. Date: December 2020	8. Employee ID Number:
9. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	10. Agency Name & Code; Unit/Ward/Department: DBHDS, 720
11. Occupational Family & Career Group: Health & Human Services/ Counseling Services	12. Pay Band: 5
13. SOC Title & Code: Mental Health & Substance Abuse Social Worker / 21-1023.0000	14. EEO Code: B
15. Location Code and Work Location Code:	16. Level Indicator: <input type="checkbox"/> Employee <input type="checkbox"/> Formal Supervisor <input checked="" type="checkbox"/> Manager <input type="checkbox"/> Department Head
17. Position Designation: <input checked="" type="checkbox"/> Mission Critical <input type="checkbox"/> Non-Mission Critical	18. Under exceptional circumstances, this position may require mandated overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Work Description & Performance Plan

19. Mission Objective: To support and implement the agency and system vision and values, the DBHDS Integrated Strategic Plan, and related policies. To ensure that each individual with a developmental disability residing at a Training Center (TC) or other DBHDS facility is served in the most integrated setting appropriate to meet each individual's needs consistent with the Americans with Disabilities Act and the United States Supreme Court's decision in Olmstead v. L.C.

20. Purpose of Position: This Position will work with Central Office Leadership to coordinate the implementation of policies, procedures, regulations, and other initiatives related to ensuring individuals residing in a Training Center or other DBHDS facilities are served in the most integrated setting appropriate to their needs and desires. This position will be located at Southeastern Virginia Training Center (SEVTC) and travel to other facilities as needed to provide support and direction for transition/discharge operations, particularly as they relate to the DOJ Settlement Agreement and individuals with developmental disabilities. This position has complete access to all client and patient-related protected health information.

21. KSA's required to successfully perform the work:

Knowledge of: developmental and intellectual disabilities, case management and Social Work principles, Olmstead, terms of the settlement agreement, philosophy of most integrated setting, transitional and discharge planning; person centered principles (person-centered thinking and person-centered planning); Waiver Services, available community resources, State Human Service agencies and their roles, applicable federal, state and departmental regulations and policies including familiarity with Medicaid, Medicare, Social Security, SSI, and HIPAA.

Skills: Effective problem solving and critical thinking skills. Ability to collect information and complete documentation to include data collection, preparing reports, conducting needs assessments; and auditing charts. Able to identify specific protections, supports, and services necessary for successful placement in a more integrated setting; as well as identify barriers to movement and develop attainable strategies to resolve issues. Communicate effectively verbally and in writing, interacting with culturally diverse individuals and with regard to socio-economic backgrounds, physical and intellectual disabilities, education religion and age. Serve as liaison between training center and other relevant stake holders (community service agencies; organized groups, individuals, families) to facilitate movement into the larger community. Ability to educate and train others, multi-task, implement directives, convene and conduct meetings, represent the facility formally with community partners; operate with minimum supervision; adhere to policies, standards, protocols, chain of command and agency policies.

Philosophy: Work product is consistent with the philosophy that with sufficient supports, all individuals can live in an integrated setting.

22. Education, Experience, Licensure, Certification required for entry into position: Master's degree, preferably of Social Work; Minimum of five (5) years' experience working in case management services in the larger community and working in Intellectual Disability settings.

23. Core Responsibilities and Competencies	24. Measures for Core Responsibilities
<p>A. Performance Management (for employees who supervise others) <u>15%</u></p>	<ul style="list-style-type: none"> • Provides supervision for the SEVTC Community Integration Discharge Coordinator • Expectations are clear, well communicated and relate to the goals and objectives of the department or unit; • Staff receives frequent, constructive feedback and coaching, including interim evaluations as appropriate; • Staff has the necessary knowledge, skills, and abilities to accomplish goals and are evaluated for competency throughout the evaluation cycle; • The requirements of the performance planning and evaluation system are met and evaluations are completed by established deadlines with proper documentation; • Performance issues are addressed and documented as they occur in accordance with the Standards of Conduct; • Unsatisfactory attendance and punctuality are addressed and documented as they occur in accordance with the Attendance Policy and the Standards of Conduct; • Works to continuously improve safety in all areas and ensure that all tasks are carried out in a safe and efficient manner complying with established safety regulations; balancing quality, cost, and safety to achieve positive results; and • Staff has completed all mandated training requirements unless documented.
<p>B. Provides Oversight of the Community Integration processes at SEVTC and HDMC. <u>35 %</u></p>	<ul style="list-style-type: none"> • Works collaboratively with and communicates any system level concerns to Facility Services Leadership. • Provides support and direction for transition/discharge operations at SEVTC and Hiram Davis Medical Center (HDMC), particularly as they relate to the DOJ Settlement Agreement. • Oversees compliance with discharge related policies • Completes file audits

	<p>to ensure all discharge paperwork is in compliance with the terms of the Settlement Agreement. Oversees quality and accuracy of ongoing discharge processes and annual planning documents.</p> <ul style="list-style-type: none"> • Audits the meeting process and gives constructive feedback to members of the Personal Support Teams (PST). • Co-facilitates monthly discharge status meetings at SEVTC to provide guidance and resolve barriers related to community integration efforts • Participates in Pre-Move meetings at SEVTC and HDMC and other meetings related to discharge and individual supports • Conducts Post Move Monitoring visits, as needed, to ensure the provision of all health and safety supports when individuals are discharged to community homes • Maintains list of families reluctant to community placement, and ensures referrals are made to the appropriate DD Services or Facility Services consultants. • Reviews all cases that involve the PST determination that an individual should remain in or move to a non-integrated setting. • Monitors list of educational opportunities provided to individuals and authorized representatives/families. • Serves as point of contact for all matters related to individuals discharged from closed training centers (SWVTC, NVTC, SWVTC and CVTC). • Reviews Post Move Monitoring Reports and Discharge Planning and Discussion Records at SEVTC and HDMC to ensure accuracy • Ensures accurate completion of the Incident Review Follow Up Process for individuals discharged from Training Centers • Ensures individuals meeting SA criteria are referred to the Regional Support Team (RST) for review and recommendations. • Works with the Department of Medical Assistance Services (DMAS) regarding individuals receiving out of state residential support
<p>C. Provide Education and Technical Assistance regarding Discharge Planning and Community Integration best practices. <u> 35 </u>%</p>	<ul style="list-style-type: none"> • Provides ongoing training to both internal/external stakeholders. • Develops, revises and ensures training related to community integration and the mandates set forth in DI 216 is completed by new employees and annually by all SEVTC staff. • Works with stakeholders to identify capacity needs and systems barriers.

	<ul style="list-style-type: none"> • Develops strategies to address concerns specifically in the areas of available options, capacity and provider development to support individuals with intensive medical and/or behavioral needs. • Participates in monthly discharge planning and status meetings at eight (8) behavioral health hospitals and provides assistance to support discharge efforts • Provides guidance and support to assist with discharge planning for individuals deemed ready for release from the Virginia Center for Behavioral Rehabilitation (VCBR) • Collaborates with Transition Specialists and CSB hospital liaisons to resolve barriers to discharge from behavioral health hospitals. • Serves as a member of the Guardianship and Conservator Advisory Board. • Works with the Department for Aging and Rehabilitative Services (DARS) on matters related to the Public Guardianship and Conservator Program and the DBHDS ID/DD slot waitlist • Facilitates the process for returning individuals placed in out-of-state facilities back to Virginia • Speaks regularly with Community Stakeholders, providers, families, ID Directors, CSB Support Coordinators, OL, OHR, CRCs and others regarding systems issues or updates in regulations and expectations • Works with DBHDS Central Office and Community Providers to develop residential, day support and employment capacity specific to meet the needs of the individuals interested in more integrated settings. • Assists with interoffice collaborative projects implemented to develop and/or improve community based services. • Provides ongoing training and mentoring to stakeholders to ensure their knowledge and competency related to person-centered thinking implementation. • Serves as a member of the Office of Licensing Incident Management Unit Look Behind Committee
<p>D. Ensures Accurate Documentation/Reporting regarding Community Integration Efforts Ongoing. <u>15</u> %</p>	<ul style="list-style-type: none"> • Develops and maintains multiple reports related to discharge data. • Monitors and reports on discharge targets • Analyzes and trends data. • Facilitates action plans and quality improvement activities. • Reviews discharge and post-move monitoring data • Analyzes data to identify gaps in care and proactively address gaps to reduce risks of re-admission, crises and other negative outcomes.

	<ul style="list-style-type: none"> Assists with the collection and dissemination of information and documents for the Independent Reviewer Maintains and disseminates data and information to the General Assembly, Attorney General's Office, Department of Justice and other departments/agencies related to community integration and support
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25. Special Competencies	26. Method of Assessments
G. May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.	

Employee Development Plan	
27. Personal Learning Goals:	
28. Learning Steps/Resource Needs:	

Review of Role Description/Performance Plan		
29. Supervisor's Comments:	Signature: Print Name: Donna Moore	Date:
30. Reviewer's Comments:	Signature: Print Name:	Date:
31. Employee's Comments:	Signature: Print Name:	Date:

HIPAA CONFIDENTIALITY STATEMENT

Part II

Part II is reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

I acknowledge and understand that I may have access to confidential information regarding patients/individuals, employees or the general public, including Protected Health Information (PHI). In addition, I acknowledge and understand that I may have access to proprietary or other confidential information or business information belonging to the facilities or the Department of Behavioral Health and Developmental Services (DBHDS). Therefore, except as required or permitted by law, I agree I will not:

- Access or attempt to access data that is unrelated to my job duties at DBHDS;
- Access or attempt to access PHI beyond my stated HIPAA access level;
- Disclose to any other person, or allow any other person access to, any information related to facilities and/or the DBHDS that is proprietary or confidential and/or pertains to employees, students, patients/clients or the public. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.
- Disclose Protected Health Information(PHI) for use in violation of HIPAA regulations

I understand that DBHDS and its employees, patients/individuals served, or others may suffer irreparable harm by disclosure of confidential information and that DBHDS may seek administrative and/or legal remedies available should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action, up to and including, termination of my employment.

Employee Signature

Date

CONFLICT OF INTEREST & CODE OF CONDUCT

I understand that as a DBHDS employee, I am in a position of public trust and have the responsibility to uphold and support Agency's risk management and internal control standards (ARMICS) and report any misuse, waste, fraud of Commonwealth's public asset.

I hereby certify that I am free from any conflict of interest in ADMINISTERING or delivering Medicare part D benefits. Examples may include, (but not limited to), proprietary, financial, professional, or other personal interest of any nature or kind with any product, service or company that could be construed as influencing the delivery of the Medicare Part D program. I hereby certify that I have read and agree to abide by the Commonwealth's Standards of Conduct, Policy # 1.60, as contained in the DMHMRSAS Employee Handbook.

I acknowledge that I have received a copy of DI 201, *Reporting and Investigating Abuse and Neglect of Clients* and I understand the policy. It is my responsibility to report any information regarding abuse or neglect of clients directly to the Facility Director or his designee immediately. I am also expected to cooperate fully in the investigative process.

I acknowledge and understand that possessing a valid Virginia driver's license is a condition of driving a state-owned vehicle. My position may require that I possess a valid Virginia driver's license as a condition of employment and/or my position may require me to occasionally check out a state-owned vehicle for business purposes. I give my permission for DBHDS to monitor and check the status of my driving records for the duration of my employment.

I acknowledge and understand that all employees are responsible for notifying their supervisors of arrests or convictions within 5 workdays of the event. Failure to do so will lead to disciplinary action, which could include termination.

Employee Signature

Date

Other Job Requirements

Annual Requirements:						
Mandated Training	Current? If so, date completed					
Safety	<input type="checkbox"/>	Date	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Human Rights	<input type="checkbox"/>	Date	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Infection Control/Bloodborne Path	<input type="checkbox"/>	Date	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Right To Know (MSDS)	<input type="checkbox"/>	Date	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
IT Security Awareness	<input type="checkbox"/>	Date	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
Valid Licensure/Certification/Registration	<input type="checkbox"/>	Date	<input type="checkbox"/>	No	<input type="checkbox"/>	NA
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Physical/Cognitive Requirements							
Indicate by each E = Essential, M = Marginal, (Evaluated in pre-employment physical or N/A)							
Physical Demands and Activities:							
<u>E</u> Light lifting	< 20 lbs	<u>M</u> Standing	<u>E</u> Sitting	<u>M</u> Bending			
<u>M</u> Moderate lifting	20-50 lbs.	<u>M</u> Lifting	<u>M</u> Walking	<u>M</u> Climbing			
<u> </u> Heavy lifting	>50 lbs.	<u>M</u> Reaching	<u>M</u> Repetitive motion				
<u>M</u> Pushing/pulling		<u>M</u> Other					
Emotional Demands:							
<u>E</u> Fast pace	<u> </u> Avg. Pace	<u>E</u> Memory	<u>E</u> Reasoning	<u>E</u> Hearing			
<u>E</u> Multiple priorities		<u>E</u> Reading	<u>E</u> Analyzing	<u>E</u> Logic			
<u>E</u> Intense customer interaction		<u>E</u> Verbal communication					
<u>E</u> Multiple stimuli		<u>E</u> Written communication					
<u>E</u> Frequent change		<u> </u> Other					

*Employee is responsible for notifying supervisor if they become unable to meet physical cognitive requirements.