

**Developmental Disabilities Services Division (DDSD)  
Department of Disabilities, Aging, and Independent Living (DAIL)**

**Administrative/Leadership Team**

<i>Director</i>	<i>Assistant Director</i>	<i>Program Development and Policy Analyst</i>	<i>Quality Management Team Leader</i>	<i>OPG Director</i>	<i>Financial Manager I</i>	<i>Executive Assistant</i>
802-241-0295	802-241-0302	802-241-0352	802-241-0332	802-828-2143	802-442-0809	802-241-0304
Oversight of the Developmental Disabilities Services Division (DDSD)	Supervision and support of specialists; Technical assistance; Policy development and interpretation; Equity Committee; Funding issues; Collective Bargaining Agreement with independent workers; ICD-10; VT Health Care Innovation Project	Policy development; Data collection & analysis; DDS Annual Report; State System of Care Plan; Special Services Fund; Ad hoc data and information requests/reports; Website updates /inquiries; Consumer survey; Special projects.	Supervision of QM team and process; Quality service and Designation reviews; Critical Incident Report reviews; Oversees Housing Safety and Accessibility inspection process; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies: <b>HC, NKHS</b>	Oversight of the Office of Public Guardian	Oversight of HCBS billing/paid claims/ DDS Monthly Service Reporting; Collaborate on new and existing resource allocation strategies	Administrative support to Director/Division; DDS State Program Standing Committee; Special projects; Website management

**Quality Unit** (Supervised by Quality Management Team Leader – see above)

<i>Quality Management Reviewer</i>	<i>Quality Management Reviewer</i>	<i>Quality Management Reviewer</i>	<i>Supported Employment Services Coordinator</i>	<i>Nurse Surveyor</i>
802-241-0281	802-241-0288	802-786-5048	802-786-2571	802-786-5054
Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies: <b>CCS, CSAC, RMHS, TII</b>	Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies: <b>GMSS, LCMH, NCSS, WCMH</b>	Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies: <b>FF, HCRS, SCC, UVS (FRF)</b>	Supported Employment; Grant administration; Systems development-youth transition; Post-Secondary Ed Initiative; Quality Services and designation reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies: <b>LSI, UCS</b>	Quality Service and designation reviews; Critical Incident Report reviews; Technical assistance to agencies on medical services: <b>West View Court ICF</b>

**Special Services Unit** (Supervised by Assistant Director – see above)

<i>Developmental Disabilities Services Specialist, Northern VT</i>	<i>Developmental Disabilities Services Specialist, Southern VT</i>	<i>Developmental Disabilities Children's Services Specialist</i>	<i>Public Safety Specialist</i>	<i>Program Tech III</i>
802-241-0306	802-289-0015	802-241-0154	802-241-0407	802-241-0305
VCIN gatekeeper; Grievance and appeals; Technical assistance; DDS eligibility; PASRR; Unified Services Plan approvals; Variances-age/education/background checks; Equity Committee; CIR contact. <b>CCS, GMSS, HC, LCMH, NCSS, NKHS, T-II, WCMH</b>	Grievance and appeals; Technical assistance; DDS eligibility; PASRR; Unified Services Plan approvals; Variances-age/education/background checks; Equity Committee; Companionship rule <b>CSAC, FF, HCRS, LSI, RMHS, SCC, UCS, UVS (FRF)</b>	Coordination of children services; Technical assistance; Bridge Program; Family Managed Respite; Flexible Family Funding; Unified Services Plans for Children Integrated Family Services; State Interagency Team; DCF-DDSD budgets	Oversight of consumers who pose a public safety risk; Public Safety funding	Data entry of CIR and housing inspections; New consumer HCBS folders; Organize Public Safety and Equity monthly meetings; Administrative support for DDS Team

**Office of Public Guardian (OPG) – Administration** (*Supervised by OPG Director – see above*)

<i>5 Regional Supervisors</i>	<i>19 Public Guardian</i>	<i>Intake and Diversion Specialist</i>	<i>Community Financial Specialist</i>	<i>Program Tech II</i>
802-828-2143	802-828-2143	802-828-2143	802-828-2143	802-828-2143
Supervisor to OPG staff. Protects the rights of individuals under public guardianship in the areas of general supervision, contracts, medical decisions, legal affairs and financial matters and represents them in Probate and Family Court.	Protects the rights of individuals under public guardianship in the areas of general supervision, contracts, medical decisions, legal affairs and financial matters and represents them in Probate and Family Court.	Primary OPG consultant for guardianship matters. Creates intake referrals and finds alternatives to guardianship. Represents elders in Probate Court and protects their rights.	Representative Payee for the Office of Public Guardian. Advises clients on financial matters, makes SSI and SSDI payments on their behalf. Notifies Social Security Administration of changes. Monitors Medicaid limits.	Administrative support to Director and OPG staff, special projects.

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