

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

**Administrative/Leadership Team**

Director	Assistant Director	Program Development and Policy Analyst	Quality Management Team Leader	OPG Director	Senior Auditor & Program Consultant	Administrative Services Coordinator III
802-241-0302	802-241-0306	802-241-0352	802-241-0332	802-828-2143	802-442-0809	802-241-0304
Oversight and management of all aspects of the Developmental Disabilities Services Division (DDSD)	Supervision and support of specialists; Technical assistance; Policy development and interpretation; Equity and Public Safety Committees; Funding issues; Collective Bargaining Agreement with independent workers; ARIS Contract; PERM audit, Complex situations	Policy development; Data collection & analysis; DDS Annual Report; State System of Care Plan; Special Services Fund; National surveys and other data and information requests/reports; Outcomes/performance measures; Website updates /inquiries; National Core Indicator surveys; Special projects.	Supervision of QM team and process; Quality service and Designation reviews; Critical Incident Reporting process/ review of CIRs to ensure safety & for trends; Oversees Housing Safety and Accessibility inspection contract & process/ support w/ database; Variances-ISA signatures/housing safety inspections; HCBS Site Rules Validation; Technical assistance to agencies: <b>HC, NKHS</b>	Oversight and management of the Office of Public Guardian	Oversight of HCBS billing/paid claims/DDSD MMIS; Collaborate on new and existing resource allocation strategies; drafting and consulting on policy strategy and design; Assist with management of payment reform projects including needs assessment, payment model and encounter data	Administrative support to Director/Division; DDS State Program Standing Committee; Special projects; Website management; DDSD Staff and office management; DAIL Housing Safety Portal; Contract management

Quality Management Unit (Supervisor: Quality Management Team Leader)

Quality Management Reviewer	Quality Management Reviewer	Quality Management Reviewer	Supported Employment Services Coordinator	Nurse Surveyor
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 (Supervisor: Assistant Director)

Developmental Disabilities Services Specialist, Northern VT	Developmental Disabilities Services Specialist, Southern VT	Developmental Disabilities Services Specialist (Limited Service)	Developmental Disabilities Children's Services Specialist	Public Safety Specialist	Program Tech III
802-241-0338	802-289-0015	802-585-6274	802-241-0154	802-498-7520 (cell)	802-241-0305
VCIN oversight and gatekeeper; Grievance and appeals; DDS eligibility; PASRR; Equity Committee; Technical assistance: <b>CCS, GMSS, HC, LCMH, NCSS, NKHS, T-II, WCMH</b>	Grievance and appeals; DDS eligibility; PASRR; Equity Committee; DD Council Representative; Policy development; Technical assistance: <b>CSAC, FF, HCRS, LSI, RMHS, SCC, UCS, UVS (FRF)</b>	Variances-age/education/background checks; Southern VT PASRR; Equity Committee; Initial Waivers; Technical assistance: <b>HCRS, UCS</b>	Coordination of children services; Technical assistance; Bridge Program; Family Managed Respite; Flexible Family Funding; Unified Services Plans; State Interagency Team; DCF-DDSD budgets	Oversight of consumers who pose a public safety risk; Act 248 Caseload; Public Safety funding; Human Rights Committee Coordination	CIR processing and data entry; New consumer HCBS folders; Organize Public Safety and Equity monthly meetings; Housing safety contractor payment process; DDSD Team Administrative support

Office of Public Guardian (OPG) - (Supervisor, OPG Director)

5 Regional Supervisors	19 Public Guardian	Intake and Diversion Specialist	Community Financial Specialist	Administrative Services Coordinator III
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.