

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
802-595-6963	802-760-9925	802-798-2786	802-793-4213	802-917-4417	802-585-6459	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; VT Communications Task Force; National surveys and other data and information requests/reports; Outcomes/performance measures; Website updates /inquiries; National Core Indicators; 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: HC, Transition II	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; 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
802-595-2894	802-498-8915	802-798-4831	802-585-9406	
Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies: CCS, CSAC,	Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies: SCC	Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies: NCSS, NKHS	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:	Quality Service and designation reviews; Critical Incident Report reviews; Technical assistance to agencies on medical services:
Quality Management Reviewer	Quality Management Reviewer	Quality Management Reviewer	Quality Management Reviewer	
802-595-2566	802-798-4086	802-798-4865	802-798-9212	
Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies FF, HCRS	Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies GMSS, LCMH	Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies UVS, WCMH	Quality service and designated reviews; Critical Incident Report reviews; Variances-ISA signatures/housing safety inspections; Technical assistance to agencies RMHS, LSI	

Special Services Unit (Specialist Supervisor)

DDSD Specialist Adult and Children Services	DDSD Specialist Supervisor Adult and Children Services	Developmental Disabilities Services Specialist	Developmental Disabilities Crisis Specialist	Public Safety Specialist	Program Tech III
802-585-8003	802-289-0015	802-585-6274	802-917-1746	802-798-2452	802-241-0305
Appeals; DDS eligibility; PASRR; Equity Committee; DCF-DDSD budgets; Unified Services Plans; Technical assistance: GMSS, HC, NKHS, LCMHS, NCSS, WCMHS, SCC	Appeals; DDS eligibility; Equity and PS Committee; DD Council Representative; Policy development; Bridge Program; Family Managed Respite; Flexible Family funding; State Interagency Team; Technical assistance: UCS, HCRS	Variations-age/education/background checks; PASRR; Equity Committee; Initial Waivers; Technical assistance: CCS, CSAC, FF, LSI, RMHS TII, UVS	VCIN oversight and gatekeeper; DHMC Consultation oversight and coordinator; ER Crisis situations	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
Supported Employment Services Coordinator 802-585-9406					
Supported Employment; Grant administration; Systems development-youth transition; Post-Secondary Ed Initiative-Succeed, College Steps; HireAbility Liaison					

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.

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