

NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
Bismarck, North Dakota
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To: DD Licensed Service Providers
Regional DD Program Administrators
Regional DD Program Managers
Bruce Murry, NDACP

From: Tina Bay, Director
Developmental Disabilities Division

Date: May 24, 2018

Subject: Qualifications for staff responsible for Waiver Person Centered Service Plan (PCSP) Development

Effective

Date: April 1, 2018

The North Dakota DD Home and Community Based Waiver per CFR 441.301(b)(2), requires the State to specify who is responsible for the development of the service plan and the qualifications of these individuals. The waiver states that the following qualifications are required of individuals who are responsible for service plan development:

Qualified Developmental Disabilities Professional (QDDP)

Definition: Individual who:

483.430(a)(1) **Has at least one year of experience working directly with persons with intellectual disability or other developmental disabilities; and**

(a)(2) Is one of the following:

(a)(2)(i) **A doctor of medicine osteopathy**

(a)(2)(ii) **A registered nurse**

(a)(2)(iii) **An individual who holds at least a bachelor's degree in a professional category specified in paragraph (b)(5) and who are licensed, certified, or registered as applicable, to provide professional services by the State in which he or she practices. Professional staff who do not fall under the jurisdiction of State**

licensure, certification, or registration requirements must meet the following:

- 483.430(b)(5)(i) To be designated as an **occupational therapist** must be eligible for certification as an occupational therapist by the American Occupational Therapy Association or another comparable body.
- 483.430(b)(5)(iii) To be designated as a **physical therapist** must be eligible for certification as a physical therapist by the American Physical Therapy Association or another comparable body.
- 483.430(b)(5)(v) To be designated as a **psychologist** must have a least a Master's degree in psychology from an accredited school.
- 483.430(b)(5)(vi) To be designated as a **social worker**, an individual must:
 - (A) Hold a graduate degree from a school of social work accredited or approved by the Council on Social Work Education or another comparable body; or
 - (B) Hold a Bachelor of Social Work degree from a college or university accredited or approved by the Council on Social Work Education or another comparable body.
- 483.430(b)(5)(vii) To be designated as a **speech-language pathologist** or **audiologist**, an individual must:
 - (A) Be eligible for a Certificate of Clinical Competence in Speech-Language Pathology or Audiology granted by the American Speech-Language-Hearing Association or another comparable body; or
 - (B) Meet the educational requirements for certification and be in the process of accumulating the supervised experience required for certification.
- 483.430(b)(5)(viii) To be designated as a professional **recreation staff** member an individual must have a bachelor's degree in recreation or in a specialty area such as art, dance, music, or physical education.
- 483.430(b)(5)(ix) To be designated as a professional **dietician**, an individual must be eligible for registration by the American Dietetic Association.
- 483.430(b)(5)(x) To be designated as a **human services professional** an individual must have at least a **bachelor's degree** in a human service field (including, but not limited to: sociology, special education, rehabilitation counseling, and psychology). "Human services field" includes all of the professional disciplines stipulated in 483.430(a)(3)(i)(ii) and 483.430(b)(5)(i)-(ix) as well as any related academic disciplines associated with the study of: Human behavior

(e.g., psychology, sociology, speech communication, gerontology, etc.), human skill development (e.g., education, counseling, human development, humans and their cultural behavior (e.g., anthropology), or any other study of services related to basic human care needs (e.g., rehabilitation counseling), or the human condition (e.g., literature, the arts).

An individual with a “Bachelors degree in a human service field” means an individual who has received: **at least** a bachelors degree from a college or university (master and doctorate degree are also acceptable) and has received academic credit for a major or minor coursework concentration in a human service field, as defined above.

Other

- A. Individuals who have a bachelor’s degree; and
- B. Developmental Disabilities module certification; and
- C. One year experience working with individuals with an intellectual or developmental disability

Person Centered Service Plans (PCSPs) for waiver recipients must be developed and implemented by staff meeting the qualifications for “QDDP” or the qualifications defined under “Other”. Only staff meeting these qualifications may perform activities related to plan development. Activities include, but are not limited to: assisting in scheduling and facilitation of the plan (the individual or legal decision maker should lead/drive the process as they desire); entering the plan; timely completion and distribution of the plan; implementation of the plan; training of direct support staff relative to the individual plan; review and compilation of data; follow up to recommendations for services, equipment or programs, convening of the team for revision of the plan based on individual need and performance.

Please note that agency staff responsible for the individual’s plan in an ICF/IID must continue to meet the QDDP qualifications. The qualifications listed under “Other” (Bachelor’s degree, DD module certification, and one year experience) pertain only to the ND IID/DD Home and Community Based Waiver.