**C O T T O N W O O D C D D O
JOB DESCRIPTION**

12/19

**DEPARTMENT:** Community Developmental Disability Organization **(CDDO)**

**JOB TITLE:** CDDO Eligibility Coordinator

**JOB SUMMARY:** Responsible for program eligibility determinations and re-determinations for Intellectual /Developmental Disability services in Douglas and Jefferson counties. Responsible for the completion of all initial and annual functional eligibility assessments for the Intellectual / Developmental Disability Waiver. Responsible for completion of Level II Pre-Admission Screenings and Resident Reviews for individuals with IDD seeking nursing facility placement. Provide information about service options and affiliated service providers in the CDDO area. Provide information regarding community resources within the CDDO area.

**QUALIFICATIONS:** Bachelor’s degree in human services area and at least two years’ experience in the IDD service field. Also, must have a valid driver’s license, reliable vehicle, and driving record acceptable to Cottonwood’s insurance carrier. Must be able to pass all required background checks and drug screen.

**SUPERVISION RECEIVED:** Director of CDDO Administration

**SUPERVISION GIVEN:** None

**THIS POSITION IS**: Exempt

**JOB RESPONSIBILITIES:**

1. In a timely and responsive manner, determine program eligibility for people seeking IDD services in Douglas and Jefferson counties.
2. Complete eligibility re-determinations for other CDDO areas upon request.
3. Serve as CDDO intake/application contact in the absence of the Director of CDDO Administration.
4. Initiate, maintain, and track status of data for persons in the CDDO database. Review for accuracy and reliability.
5. Provide information regarding community service options and resources available within the CDDO area for individuals with disabilities and make referrals to other social service organizations as needed.

\*6 Serve as the CDDO’s Functional Assessment contact person for assigned individuals.

\*7 Complete initial, annual, and special re-evaluation Functional Assessments for each assigned individual (approximately 300 assessments annually). Also responsible for completing courtesy Functional Assessments for other CDDO areas as requested.

\*8 Comply with contract requirements for timely, error-free data entry of functional assessments into KDADS’ database.

\*9 Disseminate results of the functional assessments from KDADS’ database to the individual/guardian and community service providers.

\*10 Complete additional documentation uploads into KDADS’ database for eligibility determinations and functional assessments per KDADS policies and CDDO contract requirements.

\*11 Complete documentation uploads into the CDDO’s electronic filing system for compliance reviews.

\*12 Complete annual informational mailings to individuals or the guardians of individuals residing in public and private Intermediate Care Facilities for whom Cottonwood CDDO is the “home” CDDO. Also, notify other CDDOs when they are the “home” CDDO of completion of the annual functional assessment of individuals residing in an Intermediate Care Facility so they may complete the annual informational mailing.

\*13 Maintain eligibility to conduct both program eligibility determinations and functional eligibility assessments through initial and annual training. Also, participate on CDDO workgroups for eligibility and functional assessment as requested.

\*14 Report any quality oversight concerns to the Director of CDDO Administration for follow up.

\*15 Complete Level II Pre-Admission Screenings and Resident Reviews (PASRR) for individuals with IDD residing within the CDDO area who are seeking long-term nursing facility placement. In addition, complete courtesy PASRRs for other CDDO areas as requested.

\*16 Maintain positive, professional working relationships with clients, co-workers, supervisor, staff members, affiliated service providers, parents, and community representatives. Present positive, fair, and accurate image of Cottonwood, Inc. to the public. Observe the ***five and fifty rule***—greeting everyone within five feet and smiling when they are within fifty feet.

\*17 Collaborate and problem-solve with other interdepartmental staff in a professional manner. Promote team participation and negotiation and follow through with assigned responsibilities.

\*18 Communicate accurately, professionally, and appropriately.

\*19 Develop ***caring relationships*** with each individual receiving services and use ***lavish praise*** and positive reinforcement.

\*20 Work within prescribed schedule and complete responsibilities in a timely and efficient manner. Assure that absences do not adversely affect the timely completion of responsibilities and unduly burden co-workers.The following scale will be used to asses work attendance for the previous year at the next annual evaluation: 3-Exemplary (0-3 days)   2-Good Work (4-7 days)   1-Needs Improvement (8 or more days)

\*21 Assure compliance with Cottonwood’s policies & procedures.

\*22 Perform other duties as assigned.

Employee: Date:\_\_\_\_\_\_\_\_\_

Director of CDDO Administration: Date:\_\_\_\_\_\_\_\_\_

CEO: Date:\_\_\_\_\_\_\_\_\_\_

**This Job Description does not provide the basis for an employment contract. It is intended solely to outline the qualifications and responsibilities associated with this position. These qualifications and responsibilities may be changed at any time to support and enhance the Agency's successful achievement of its mission.**

**\*Essential Functions**

**C O T T O N W O O D C D D O**

 **PERFORMANCE PLANNING AND EVALUATION**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARMENT:** Community Developmental Disability Organization (CDDO)

**JOB TITLE:** CDDO Eligibility Coordinator

**PROCEDURE:**

 1. A performance planning and evaluation conference will be scheduled between the employee and supervisor. This will be done at least annually and at any time when there is a need to add additional responsibilities or change current responsibilities.

 2. During the conference: a) The employee's job description will be reviewed. b) The current job responsibilities will be discussed and reviewed. c) The employee's performance outcomes will be reviewed, the rating will be discussed, and additional comments or suggestions noted. d) The employee's strengths and any suggested improvements will be discussed. e) Changes in responsibilities and/or new responsibilities to be added for the next performance period will be planned. Any additional goals will also be discussed and documented.

 **P E R F O R M A N C E E V A L U A T I O N**

 LEVELS OF ACHIEVEMENT

3 – Exemplary 2 – Good Work 1 – Needs Improvement

**Scores of “1” & “3” require a comment**

**PERFORMANCE OUTCOMES RATING**

\*1. In a timely and responsive manner, determine program eligibility for people seeking IDD services in Douglas and Jefferson counties.

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\*2. Complete eligibility re-determinations for other CDDO areas upon request.

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\*3. Serve as CDDO intake/application contact in the absence of the Director of CDDO Administration.

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\*4. Initiate, maintain, and track status of data for persons in the CDDO database. Review for accuracy and reliability.

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\*5. Provide information regarding community service options and resources available within the CDDO area for individuals with disabilities and make referrals to other social service organizations as needed.

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\*6. Serve as the CDDO’s Functional Assessment contact person for assigned individuals.

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\*7. Complete initial, annual, and special re-evaluation Functional Assessments for each assigned individual (approximately 300 assessments annually). Also responsible for completing courtesy Functional Assessments for other CDDO areas as requested.

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\*8. Comply with contract requirements for timely, error-free data entry of functional assessments into KDADS’ database.

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\*9. Disseminate results of the functional assessments from KDADS’ database to the individual/guardian and community service providers.

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\*10. Complete additional documentation uploads into KDADS’ database for eligibility determinations and functional assessments per KDADS policies and CDDO contract requirements.

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\*11. Complete documentation uploads into the CDDO’s electronic filing system for compliance reviews.

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\*12. Complete annual informational mailings to individuals or the guardians of individuals residing in public and private Intermediate Care Facilities for whom Cottonwood CDDO is the “home” CDDO. Also, notify other CDDOs when they are the “home” CDDO of completion of the annual functional assessment of individuals residing in an Intermediate Care Facility so they may complete the annual informational mailing.

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\*13. Maintain eligibility to conduct both program eligibility determinations and functional eligibility assessments through initial and annual training. Also, participate on CDDO workgroups for eligibility and functional assessment as requested.

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\*14. Report any quality oversight concerns to the Director of CDDO Administration for follow up.

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\*15. Complete Level II Pre-Admission Screenings and Resident Reviews (PASRR) for individuals with IDD residing within the CDDO area who are seeking long-term nursing facility placement. In addition, complete courtesy PASRRs for other CDDO areas as requested.

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\*16. Maintain positive, professional working relationships with clients, co-workers, supervisor,

 staff members, affiliated service providers, parents, and community representatives. Present positive,

 fair, and accurate image of Cottonwood, Inc. to the public. Observe the ***five and fifty rule***—greeting everyone within five feet and smiling when they are within fifty feet.

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\*17. Collaborate and problem-solve with other interdepartmental staff in a professional manner.

Promote team participation and negotiation and follow through with assigned responsibilities.

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\*18. Communicate accurately, professionally, and appropriately.

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\*19. Develop ***caring relationships*** with each individual receiving services and use ***lavish praise***

and positive reinforcement.

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\*20. Work within prescribed schedule and complete responsibilities in a timely and efficient manner.

 Assure that absences do not adversely affect the timely completion of responsibilities and unduly

burden co-workers. The following scale will be used to asses work attendance for the previous year at the next annual evaluation: 3-Exemplary (0-3 days)   2-Good Work (4-7 days)   1-Needs Improvement (8 or more days)

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\*21. Assure compliance with Cottonwood’s policies & procedures.

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\*22. Perform other duties as assigned.

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 **TOTAL NUMERICAL SCORE: \_\_\_\_\_\_\_**

**AVERAGE SCORE\_\_\_\_\_\_\_\_\_**

**Total added score divided by number of outcomes**

**PERCENT SALARY INCREASE:** \_\_\_\_\_\_\_\_\_

**PLANNING OUTCOME**

**PRINCIPAL STRENGTHS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUGGESTED IMPROVEMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**PROGRESS MADE ON LAST YEAR’S GOAL(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**GOAL(S) FOR THE COMING YEAR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**SUPERVISOR'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EMPLOYEE'S COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CHANGED RESPONSIBILITIES:**

**ADDED:**

**DELETED:**

**ADDITIONAL GOALS:**

Have you received any traffic citations in the past year? \_\_\_\_\_\_\_\_\_\_\_

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Proof of current personal auto insurance attached:\_\_\_\_\_

Reviewed Bloodborne Pathogens:\_\_\_\_\_

Reviewed Driver Safety:\_\_\_\_\_

Reviewed Consumer Confidentiality:\_\_\_\_\_

Corporate Compliance Policy Reviewed:\_\_\_\_\_

Harassment Policy Reviewed:\_\_\_\_\_\_

Convert sick time for pay?\_\_\_\_\_\_\_

 Employees may choose to convert up to 6 days of sick leave for up to 3 days’ pay, provided this

leaves at least 20 accumulated sick leave days. A PAR must be completed and the original sent to HR

Do you need to update any of your “Emergency Contact” information? \_\_\_\_\_

Employee: Date:\_\_\_\_\_\_\_\_\_

Director of CDDO Administration: Date:\_\_\_\_\_\_\_\_\_

CEO: Date:\_\_\_\_\_\_\_\_\_\_

**Cottonwood, Inc. Code of Ethical Conduct**

This Code of Ethics embodies certain standards of conduct for Cottonwood, Inc. including staff members and boards of trustees as the work of the organization is carried out daily. In abiding by this code, it is understood that staff and board members view his or her obligations in as wide a context as the situation requires, taking all the principles into consideration and choosing a course of action consistent with the spirit and intent by which they were created.



**T** I shall promote inclusion and equitable **TREATMENT** for all people.



**H** I shall be **HONEST** in all communication and marketing endeavors internally and externally.



**U** I shall do my **UTMOST** to inform and advocate for the individuals served.



**M** I shall provide **MISSION** based supports and services with integrity, compassion, and respect for all individual differences and choices as a member of a well trained, competent and diverse staff.



**B** I shall adhere to professional **BOUNDARIES, act with integrity** and promote excellence for all staff.



**S** I shall serve as a responsible **STEWARD** for public and private funds, committed to the highest standards of conduct in all business and fiscal relationships.



**U** I shall **UNITE** with individuals to promote choice, inclusion, growth and development.



**P** I shall respect the **PRIVACY** and confidentiality of persons served.

These concepts are woven throughout Cottonwood’s policies, job descriptions, corporate compliance plan, marketing, fiscal management, strategic planning, staff training, board orientation and performance reviews. They should be evident in all interactions with individuals served, co-workers, families, funders, and the public.

I am aware and will uphold the NISH Community Rehabilitation Program Ethical Standards, as listed on the back of this page.

If I become aware of any possible violations of the Code of Ethical Conduct, I should discuss it with my immediate supervisor, the Director of Human Resources, (785/840-1627) or another member of the Management Team.

I understand that violation of the Code of Ethical Conduct may be grounds for disciplinary action, up to and including termination.

Signature Date

Revised: 03/31/2009

NISH COMMUNITY REHABILITATION PROGRAM ETHICAL STANDARDS

The Ethical Standards developed by the NISH Board of Directors present standards of conduct expected of NISH Affiliated Community Rehabilitation Programs. Whether a NISH Affiliate organization has an AbilityOne project or desires to participate in the AbilityOne program, these Standards represent essential qualities of conduct.

The Standards are:

1. We will treat people with disabilities with respect and put their aspirations and dignity first in the design and day to day operation of our organizations.
2. We will obey the law and regulations of the jurisdictions and authorities under which we operate, including Worker’s Compensation, OSHA, and the Department of Labor.
3. We affirm that we are duly organized, validly existing, and in good standing under the laws of the jurisdictions, and have all the power and government authorizations necessary to own and operate our assets and carry on our business.
4. We will assure that our employees and our governing body avoids conflicts of interest.
5. We will maintain a governance structure that promotes public confidence.
6. We affirm that neither our organization, nor officers or directors are presently prohibited from participation in transactions by any federal agency, or have been indicted or convicted of or had a civil judgment for commission of fraud, or other criminal offense in regard to performing a public contract.
7. We will qualify people with severe disabilities accurately and in good faith with AbilityOne Program regulations.
8. We will affirm current compliance and agree to continued compliance with all laws and regulations applicable to federal government contractors, as well as all laws and regulations pertaining to participation in the AbilityOne Program.
9. We will file accurate and timely reports, including Committee for Purchase Annual Report 404 and IRS 990.