

POSITION DESCRIPTION

JOB TITLE: Person-Centered Planning Specialist

JOB CODE: 924700

REPORTS TO: Director, Person-Centered Planning

JOB SUMMARY: This position is responsible for providing quality technical support as it relates to the Person-Centered Planning (PCP) process and Long Term Services and Supports (LTSS) billing.

JOB DUTIES & RESPONSIBILITIES:

- Manage the person-centered planning process for approximately 45 people supported who receive group home, meaningful day, supported living or personal supports from Gallagher Services.
- Maintain and monitor supported individuals' files for compliance with regulatory agencies.
- Plan high-quality, individually tailored goals and provide resources, outcomes, goals, and completion for the people supported; ensure goals are relevant, measurable and meet criteria.
- Collect and coordinate the PCP preparation (previous plan progress, Health Risk Screening Tool (HRST) requests, SIS review, behavior plans, NPOC, assessments, etc.), pre-planning using the Detailed Service Authorization Tool (DSAT, Cost Detail etc.), development (SIP) and training according to all State and Federal regulations (including interim meeting).
- Conduct a Council for Quality and Leadership (CQL) assessment (including Personal Outcome Measurement Interview) with each person receiving services prior to each annual renewal; recommend updates as necessary.
- Initiate funding requests with Maryland's Coordination of Community Services (CCS) for new and modified supports with oversight of Program Director.
- Complete the DSAT and other forms as requested by the Maryland Developmental Disabilities Administration (DDA) for each person.
- Support in training the DSPs on individual goals/outcomes to ensure consistent implementation.
- Maintain up-to-date records and documents in Electronic Health Records (EHR) iCare Manager and program files, including the PCP document, entry of PCP goals, face sheet, behavior support plan, tracking charts and other documents relevant to each person's services.
- Monitor and review service referral requests/service authorization in LTSS to ensure accuracy under the direction of the Program Director.
- Work with finance department to help correct any issues in LTSS if they should arise.
- Monitor and assist in the submission of documentation for eligibility paperwork (i.e. SSI, SSA, Medicaid waiver conversion, medical assistance, food stamps, HUD).
- Coordinate and maintain all PCP team communications with the individual supported, day programs, CCS, state agencies, etc.
- Perform other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree in the field of Human Services.
- Three (3) years of professional experience delivering community-based services to people with intellectual and developmental disabilities, some experience in billing and finance a plus. Experience may be substituted for education on a 2:1 basis.
- Knowledge of Code of Maryland Regulations (COMAR) & Home and Community Based Services (HCBS) Final Rule, waiver and service definitions and regulations, guidelines, procedures & philosophy.

REQUIRED SKILLS & ABILITIES:

- Ability to work a flexible work week.
- Advanced reasoning abilities and good judgement.
- Advanced written and verbal communication, with strong relational skills. Use of person-first language and thinking essential.

- Excellent time-management and organizational skills with the ability to meet/exceed deadlines with strong attention to detail a must.
- Ability to utilize computer systems and software to perform position functions. Maintain small and large data bases with development of spreadsheets. Excellent computer skills (i.e.: Outlook, Word, Excel Teams and data systems) relevant to the position.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:

- This position requires the ability to use full vision, hearing, complete range of motion and the ability to lift at least 25 lbs.
- Hearing and vision abilities within normal range (corrected) to drive safely and to observe and communicate with others.
- Moving about to accomplish tasks or moving from one work site to another.
- Driving (Agency and/or personal vehicle) is required for this position. Driver must be at least 21 years of age, with a minimum of 2 years of driving experience, and a valid driver’s license issued by the state of residence. There can be no state issued restrictions on the licenses that would impede driver’s ability to operate the vehicle as required by the Agency, and there must not be more than three (3) points on their driving record.

CATHOLIC CHARITIES COMMITMENTS & INCLUSIVITY:

Catholic Charities is committed to creating a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. Catholic Charities recruits, employs, trains and promotes without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The responsibilities of this position must be consistently performed using the following behaviors:

1. Honor and respect the **Dignity** of every person.
2. Encounter each person with **Compassion**.
3. Act with **Humility**.
4. Reach out to others in a spirit of **Collaboration**.
5. Serve with **Excellence**.
6. Act with **Integrity** in everything you do.

Acknowledgement of Position Description

I have read the role description for **Person-Centered Planning Specialist**. I fully understand and accept the duties and responsibilities that are outlined for my position. I will perform these duties and responsibilities to the best of my knowledge and ability.

Employee

Date

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.