

DDD-PI-015

TO: Developmental Disabilities Service Providers

FROM: R. Pittsley, Administrator  
Community Services  
Developmental Disabilities Division

DATE: May 1, 1986

SUBJECT: O. M. R. P.

- Background -

ARC of North Dakota versus Allen I. Olson (Civil #A1-80-141 Court Order filed September 19, 1985) from Memorandum of Agreement August 30, 1985.

Paragraph #2:

- 2) Staff Competencies. The defendants shall create competency expectations, including a definition of job duties, competencies and qualifications, for a program/facility director. The defendants shall require every private provider to access a QMRP, sufficient to meet the needs of clients and in accordance with the job description and Title XIX regulations no later than September 1, 1985.

For additional background information, see General Information memo DD-GI-037.

- Implementation -

The Developmental Disabilities Division will fund the following Q.M.R.P. functions at a 1:32 staff to client ratio.

The provider assures that the following functions are provided for each client by personnel meeting the minimum qualifications and possessing the necessary skills, knowledge, and abilities.

Function:

1. Chair individual program plan meeting.
  - a. Assure appropriate objectives and record the plan as designed by the interdisciplinary team.
2. Monitor the delivery of all of the clients services.
  - a. Integrate consultant services with the services of direct care programs. Assure that all services in the individual program plan are being delivered.
3. Assume client file responsibility
  - a. Review and record progress monthly. Assure files are kept in order for certification and accreditation.
4. Assist staff with methods and techniques.
5. Request, when appropriate, and assist with the development of behavior management programs.
6. Authorize the use of restraints via the physician, behavior management committee, and human rights committee
7. Document client non-participation.
8. Integrate residential and day service programs to assure the totality of services.
9. Assist staff trainer with the evaluation of direct care staff knowledge competencies and performance competencies

Minimum Qualifications

A person or persons who has or have specialized training or one year of experience in treating or working with the mentally retarded and is one of the following:

1. A psychologist with a master's degree from an accredited program.
2. A licensed doctor of medicine or osteopathy.
3. An educator with a degree in education from an accredited program.
4. A social worker with a bachelor's degree in:
  - a. Social work from an accredited program; or
  - b. A field other than social work and at least three years experience under the supervision of a qualified social worker.
5. A physical or occupational therapist.
6. A speech pathologist or audiologist.

7. A registered nurse.
8. A therapeutic recreation specialist who:
  - a. Is a graduate of an accredited program; and
  - b. If the state has a licensing or registration procedure, is licensed or registered in the State.

#### Skills, Knowledge and Abilities Required

1. Knowledge of the service needs and treatment areas for developmentally disabled persons.
2. Knowledge of the laws and rights of developmentally disabled persons.
3. Knowledge of ICF/MR regulations, both federal and state.
4. Knowledge of behavior modification techniques.
5. Knowledge of record-keeping procedures.
6. Ability to communicate both in writing and orally on a variety of levels.
7. Ability to supervise and evaluate the performance of other professionals and non-professionals.
8. Ability to motivate and exert leadership with colleagues.
9. Skill in negotiation, planning, and problem solving.
10. Skill in data collection and analysis-.
11. Understanding of assessment and evaluation techniques for developmentally disabled persons.
12. Ability to write behavioral objectives.
13. Training ability.
14. Ability to coordinate, organize, and manage time effectively and efficiently.
15. Knowledge of ACMRDD standards and accreditation procedures.

RP:kb

c: D.D. Coordinator

Rob Graham