



NEW BEGINNINGS ENTERPRISES, INC
COMMUNITY DEVELOPMENTAL DISABILITY ORGANIZATION
Procedure

Corresponding Policy Number: 103.0 Single Point of Application

Regarding: Training Requirements for Eligibility Specialist

Effective Date: 8.27.09

Revision Date:

The purpose of this procedure is to identify training procedures to ensure that employees of the CDDO who process applications and referrals for services or determine eligibility are trained as prescribed by Disability and Behavioral Health Services HCP/CSS.

- Training will be developed by the CDDO and approved by the Council of Community Members.
- Training will include a minimum of; but will not be limited to the following:
 - A. One-on-one training with an experienced eligibility coordinator with no less than five (5) years of experience in determining eligibility.
 - B. Review of Mental Retardation and Developmental Disabilities Eligibility Handbook
 - C. Review of HCP/CDDO Eligibility Determination Policy
 - D. Participation in the statewide Eligibility Roundtables
 - E. Participation in the Multi-County CDDO Council
 - F. Ethics Training
 - G. Participate in up to forty (40) hours of training per year as offered by HCP/CSS
 - H. Other training regarding disability and community resources, e.g. educational law, autism, cerebral palsy, mental health and other related issues.

Training will be offered in a manner and frequency that shall ensure that employees of the CDDO who perform eligibility functions are competent to perform their duties.