



COMMONWEALTH of VIRGINIA

DEPARTMENT OF

BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

S. HUGHES MELTON, MD, MBA
FAAFP, FABAM
COMMISSIONER

Post Office Box 1797
Richmond, VA 23218-1797

Telephone (804) 786-3921
Fax (804) 371-6638
www.dbhds.virginia.gov

Dear Waiver Slot Assignment Committee Nominee:

As part of the administration of Virginia's Medicaid waivers for people with intellectual and developmental disabilities (IDD), each locality/region is responsible for establishing a committee to determine which individuals are eligible for available IDD waiver slots. This is accomplished by reviewing individuals' needs and prioritizing those with the greatest need for assignment of the available slot(s). Committees may meet to determine the assignment of one or many slots at a time, depending on slot availability. Some meetings may be scheduled as in-person events, requiring travel to the designated meeting location. Others (particularly for the assignment of a single slot) may be arranged as conference calls. While committee members are technically volunteers, the Department of Behavioral Health and Developmental Services (DBHDS) will provide stipends for time/travel (see end of this document).

Qualifications

Waiver Slot Assignment Committee (WSAC) members will be knowledgeable of or have experience with services for persons with disabilities.

Community Services Boards (CSBs) identify community members who are willing to serve on a WSAC. DBHDS staff will review applications and appoint members to ensure that the committee is comprised of people with diverse personal and professional backgrounds, as well as varied knowledge and expertise, and ensure that the nominees do not have a conflict of interest.

Nominated members may be:

- Family members of an individual currently receiving services
- Graduate students studying a human services field (e.g., psychology, social work) or special education
- University professors of a human services field
- Member/staff member/board member of an advocacy agency that does not provide any direct services (e.g., Center for Independent Living, local Arc, autism advocacy agency)
- Current special education teachers/transition coordinators
- Nurses/physicians
- Retired or former (for over one year) CSB, private provider, or Health and Human Services state employees
- Clergy members

At least one member of each committee shall have experience with individuals with developmental disabilities other than intellectual disability.

Nominated members may **not** be any person with a direct or indirect interest in the outcome of the proceedings such as:

- Current CSB employees or board members
- Current employees, owners, or board members of any agency providing waiver services, unless serving on a WSAC in an area in which the provider does not provide services
- Family members of individuals seeking waiver services
- DBHDS employees

Waiver Slot Assignment Committee Make-up

1. It is recommended that WSACs maintain a roster of no less than 5 members though meetings may proceed with a quorum of three members present.
2. Each committee will be led by one member designated as the group's facilitator. The facilitator will be required to attend each meeting of the committee. In order to ensure consistency between committee processes and outcomes, it is desirable for WSACs in neighboring localities to share a single facilitator.
3. DBHDS will support WSAC members with training and technical assistance on the slot assignment process and relevant waiver elements.

Waiver Slot Assignment Committee Responsibilities

Responsibilities of WSAC members

- Participate in DBHDS training
- Review information presented regarding nominees for vacant waiver slots
- Hold confidential all information reviewed

Responsibilities of WSAC Facilitators

- Notify other WSAC members of the need to meet after receiving notification from the CSB that they have a slot(s) to assign
- In concert with the relevant CSB(s), establish a meeting date, time, and place, or telephonic/video conferencing as appropriate
- Ensure that the parameters of the slot assignment process are carried out each time
- Collect all distributed information and documentation of committee meetings/recommendations and relay to the appropriate CSB point person
- Hold confidential all information reviewed

Stipends for WSAC Members:

- \$75 - \$100 to facilitators for participating in multiple jurisdictions' WSACs
- \$50 - \$75 for facilitators participating in face-to-face WSAC meetings which require travel
- \$25 - \$50 for WSAC members participating in face-to-face committee meetings which require travel
- \$25 - \$50 for facilitators participating in meetings conducted via telephone
- \$25 for WSAC members participating in meetings conducted via telephone

WSAC members are encouraged to make use of available technology located at CSBs or other DBHDS funded locations such as secure video conferencing and conference calling to minimize the need for travel, particularly when assigning a single slot.