

## Waiver Slot Assignment Committee Procedures

1. All WSACs will be comprised of community members who will not be employees of a CSB or a private provider of either case management or waiver services. This will create the needed separation (per CMS) between the entity that determines who is eligible for waiver services (i.e., CSBs) from the entity that decides who is assigned a slot. WSAC members will be knowledgeable and have experience in the I/DD service system. CSBs are requested to identify community members who are willing to serve on a WSAC. DBHDS will review applications and appoint members to ensure that the committee is comprised of individuals with diverse personal and professional backgrounds as well as varied knowledge and expertise; and ensure that the individuals do not have a conflict of interest. DBHDS will maintain a list of approved WSAC members who can substitute for members who are unable to attend a meeting and serve on more than one committee where possible. These approved individuals can also be rotated in and out of committee roles.
2. At least 3 members will constitute an official WSAC, but committees should maintain five or more members to allow flexibility for absences.
3. A DBHDS-trained facilitator will serve each WSAC committee. In order to ensure consistency between committee processes and outcomes, several WSACs will share a single facilitator. DBHDS will support committee members with training and technical assistance on the slot assignment process and relevant waiver elements. DBHDS Regional Support Specialists (RSS) will attend each meeting and monitor to ensure decision making is in accordance with identified priorities.
4. DBHDS will work with adjoining CSBs to form unified committees to promote additional consistency. Neighboring CSBs are strongly encouraged to form a single committee to cover more than one CSB area. For example, three CSBs could form one committee to assign available slots. **It is not necessary for combining CSBs to be solely from the same HPR.** Combining is advantageous for the following reasons:
  - To minimize the number of community members that are required to participate on the WSACs;
  - To enhance uniformity in slot assignment decisions through multi-CSB and or regional groupings with committee facilitators serving on multiple WSACs; and
  - To create increased efficiencies for DBHDS in the support of fewer than 40 WSACs.
  - To ensure that individuals with the highest need are accessing slots

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

- 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

**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

Especially recommended is that at least one member of each committee have experience with individuals with a developmental disability other than ID.

**Responsibilities of WSAC Members**

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

**Responsibilities of WSAC Facilitators**

- Notify **the RSS** and 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 hard copy information and documentation of committee meeting/recommendations and relay to the appropriate CSB point person and the RSS
- 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

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