



Seniors and People with Disabilities
Process for Submitting Variance Requests by
Licensed or Certified Developmental Disability Providers
(March 15, 2007)

1. All variance requests must be completed by the affected provider/contractor, signed by the administrator of the program or his/her designee using the standard Variance Request Form. The form is available upon request to the DD Licensing Unit. When necessary include additional information to explain and support the request or appropriately describe the proposed alternate plan.
2. Agencies that subcontract services through a CDDP, any DD adult or child Foster Home and any state operated community program must submit a variance request to the local CDDP Program Manager (or his/her designee) for review, recommendation and submission to the Department.
3. All other agencies that have a direct contract with the Department must submit the variance request directly to the Department.
4. All variance requests, except for Brokerage variances, must be submitted to the Developmental Disabilities (DD) Licensing Unit for processing. All Brokerage variances will be submitted to the Support Services Unit within the Office of Developmental Disability Services.
5. The Licensing Unit or Support Services Unit will route the request to the appropriate staff within Seniors and People with Disabilities (SPD) for review:
 - a) Brokerage variances will be routed to the appropriate Support Services Unit staff assigned to the Brokerage requesting the variance.
 - b) Variance requests for programs such as family support, comprehensive in-home services, case management, crisis/diversion, health care rep, quality assurance, eligibility, etc., will be forwarded to the specific program specialist.
 - c) Licensing staff will continue to process and approve the variances that it typically has always done. This includes residential training centers, 24-hour residential homes/facilities, foster homes, semi-independent living, supported living and employment or alternatives to employment programs. They will consult with the program specialist for non-routine requests.
 - d) Request for variances to the Health Care Representative rule will be reviewed and approved by the SPD Medical Director.
6. The SPD specialist consults with necessary persons (DD regional coordinator, Office of Investigations and Training and other specialists,) as appropriate and makes a recommendation to the Administrator's designee. Once signed off by the designee the signed form should be sent back to licensing.
7. Licensing will send out the copy to the provider and the county/brokerage (when appropriate) and maintain in the appropriate license or certification file.



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8. Some variances require additional forms to be attached to the request form. This includes, but is not limited to variances for:
 - a) An adult to remain in a child certified home
 - b) A child to be admitted to an adult foster home
 - c) Home Alone in Adult Foster Homes
 - d) PRN medication use

- 9) Variance requests for the CDDP rule are submitted by the CDDP with the DD Manager signing the initial request. The recommendation section is left blank for the SPD specialist recommendation and review.

10. In the absence of the designee, one of the other SPD designees listed in the table above or any SPD Administrator in consultation with the program specialist may approve variances.

11. Listed in the table below is the list of reviewers and designees as of the date of this memorandum.

Rule	Who Recommends	SPD Reviewer	Designee
24-Hour Residential-adult	DD Program Mgr.	Licensing or Claudia Zamora	Barb Southard
24-Hour Residential-child	DD Program Manager or Kid Res Coordinator	Janette Williams or Debbie Kraus-Dorn	Barb Southard
DD-Adult Foster Home	DD Program Mgr.	Barb Southard	Barb Southard
Supported Living	DD Program Mgr	Licensing or Jessie Martin	Barb Southard
Employment/ATE	DD Program Mgr.	Licensing or Claudia Forrest	Barb Southard
Health Care Rep	DD Program Mgr.	Tina Kitchen	Tina Kitchin
DD Child Foster Home	DD Program Mgr.	Gary Williams	Laurie Lindberg
Support Services	Brokerage Exec	Support Services Unit Staff	Mike Maley
Proctor Agency	DD Program Mgr. Or Kid Res Coordinator	Ken Ralph	Laurie Lindberg
Comp In-home	DD Program Mgr.	Jessie Martin	Mike Maley
Family Support	DD Program Mgr.	Toni Larson	Janette Williams
CDDP (Crisis Services)	Leave Blank	Kristine Duffy	Mike Maley
CDDP (LA-01)	Leave Blank	Darlene O'Keefe	Mike Maley
CDDP (QA)	Leave Blank	Dana Messman	DeAnna Hartwig
CDDP (Case Mgmt)	Leave Blank	Marilee Bell	Laurie Lindberg
CDDP (Eligibility)	Leave Blank	Kathy Richards	Laurie Lindberg
CDDP (Records)	Leave Blank	Marilee Bell	Laurie Lindberg
CDDP (Regional)	Leave Blank	Kristine Duffy	Mike Maley
CDDP (PSI)	Leave Blank	Eva Kutas	Laurie Lindberg
CDDP (NH Spec Svcs)	Leave Blank	Julie Harrison	Mike Maley