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| **ADRC/AGING/TRIBAL agency request FOR APPROVAL of alternative STAFF experience and/or training** |
| **purpose of this form** The Department of Health Services (DHS) has established minimum education and experience requirements for staff who perform information and assistance services, long-term care options counseling, the long-term care functional screen (LTCFS), long-term care enrollment counseling, dementia care specialist services, and benefits counseling. These requirements are described in the Organizational Structure section of the [Aging and Disability Resource Center Operations Manual](https://www.dhs.wisconsin.gov/publications/p03062-12.pdf) (P-03062-12) and are derived from [Wis. Admin. Code § DHS 10.23(5)(b)2a and b](https://docs.legis.wisconsin.gov/code/admin_code/dhs/001/10/ii/23/5). An agency or Tribe may impose additional criteria beyond the DHS requirements.DHS acknowledges that applicants who do not have the requisite education and/or experience may possess other skills or experiences that meet the needs of the local community and agency. [Wis. Admin. Code § DHS 10.23(5)(b)2c](https://docs.legis.wisconsin.gov/code/admin_code/dhs/001/10/ii/23/5) allows DHS to approve the hiring of an individual with other experience and/or training based on a plan for providing formal and on-the-job training to develop the required expertise. **Agencies and Tribes must obtain approval from DHS to hire an individual who does not meet the education and/or experience requirements. Completion of this form is required as part of the approval process. DHS approval must be received before making a job offer.****when TO USE THIS FORM**Use this form to request approval from DHS to hire a candidate for these roles:* Aging and disability resource center (ADRC) specialist, whose duties may include information and assistance, options counseling, enrollment counseling, and/or long-term care functional screen (LTCFS)
* Tribal aging and disability resource specialist (ADRS), whose duties may include information and assistance, options counseling, enrollment counseling, and/or LTCFS
* Dementia care specialist (DCS)
* Disability benefit specialist (DBS)
* Elder benefit specialist (EBS)
* ADRC supervisor or director

**IMPORTANT INFORMATION about the APPLICATION and approval process*** Approval of an application is discretionary. DHS is not obligated to approve an application.
* The decision to approve or deny will take into consideration the applicant’s ability to fully perform the responsibilities required of the position based on their education, experience, and/or training and a plan for providing formal and on-the-job training to develop required expertise.
* DHS’s approval may be conditional on the person developing the knowledge and skills needed to fully perform all required job responsibilities within a specified timeframe, together with their on-the-job performance.
* An approval applies only to the individual applicant and the specific position duties for which the request is made.
* The Bureau of Aging and Disability Resources (BADR) must coordinate with the Bureau of Quality and Oversight within the Division of Medicaid Services to review requests to approve the hiring of individuals who will perform the LTCFS.

**CRITERIA FOR DHS APPROVAL*** The job announcement included information about the education and experience requirements.
* The agency or Tribe employed strategies to maximize the number of qualified applicants, such as:
	+ - Posting the job announcement both internally and externally.
		- Using a variety of methods to publish the job announcement (for example, newspapers, websites, listservs, and/or other resources).
		- Extending or reposting the recruitment.
* The applicant possesses attributes (training, education, skills, knowledge, or experience) that align with the community’s needs and the position’s duties. These attributes may include, but are not limited to:
	+ - Certification in skills relevant to the position.
		- Completion of post-secondary coursework related to the position’s duties.
		- Established relationships with marginalized populations within the community.
		- Excellent written and verbal communication skills.
		- Considerable experience and/or knowledge of program or services pertaining to the specific position; for example, determining Medicaid eligibility or understanding formal and informal support systems for older adults, adults with disabilities, or adults with dementia.
		- Considerable experience and/or knowledge of medical factors that impact older adults, adults with disabilities, or adults with dementia.
		- Fluency in multiple languages.
* A plan for formal and on-the-job training is provided to support the candidate in developing the requisite expertise.

**the Application PROCESS**1. An agency or Tribe representative (for example, director, manager, or supervisor) completes the form.
2. The representative gathers the required supporting documents:
	* + Job announcement
		+ Position description
		+ Applicant’s resume
3. The representative emails the completed form and supporting documents to the appropriate unit in the DHS Bureau of Aging and Disability Resources (BADR):
	* DHSDPHAging@dhs.wisconsin.gov or the [elder benefit specialist program manager](https://www.dhs.wisconsin.gov/adrc/pros/staff.htm) for EBS positions
	* DHSRCTeam@wisconsin.gov or [regional quality specialist (RQS)](https://www.dhs.wisconsin.gov/adrc/pros/staff.htm) for all other positions
4. DHS reviews the request and issues a written decision as quickly as possible. Decisions may be delayed if:
	* + The form is incomplete.
		+ Required supporting documents are missing.

**who to contact with Questions** * Contact the [elder benefit specialist program manager](https://www.dhs.wisconsin.gov/adrc/pros/staff.htm) or [disability benefit specialist program manager](https://www.dhs.wisconsin.gov/adrc/pros/staff.htm) for questions related to the education and/or experience requirements for a benefit specialist.
* Contact your [regional quality specialist (RQS)](https://www.dhs.wisconsin.gov/adrc/pros/staff.htm) with questions related to the education and/or experience requirements for all other positions.
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**Section 1: Person Submitting Request**

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| Agency Name or Tribe | Date of Request: |
| Click or tap here to enter text. | Click or tap to enter a date. |
| Name – Requester | Title |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Email Address | Phone Number |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Section 2: Recruitment Information**

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| How was the job announced? (Check all that apply.) |
| [ ]  Internal [ ]  External [ ]  Website(s) [ ]  Listserv [ ]  Newspaper [ ]  Other: Click or tap here to enter text. |
| Identify how long the position was posted. | Identify the number of applicants. |
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| Choose an item. Times Choose an item. Days (total) | Choose an item. Interviewed Choose an item. Total |

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| Were there applicants that met the [minimum education and experience requirements](#Purpose)? |
| [ ]  Yes [ ]  No (If yes, explain why this candidate is preferred in Question 4.) |
| For this position, identify:Hourly rate of pay: Click or tap here to enter rate of pay. Number of work hours per week: Click or tap here to enter text. |

**Section 3: Information about the Applicant**

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| Name | Will this applicant be performing the long-term care functional screen (LTCFS)? |
| Click or tap here to enter text. | [ ]  Yes [ ]  No |
| 1. | Identify the position duties that the applicant would perform if hired. Check all that apply. |
| ADRC specialist/Tribal ADRS roles: | [ ]  Dementia care specialist | [ ]  Other: Click or tap here to enter text. |
| [ ]  Information and assistance | [ ]  Disability benefit specialist |  |
| [ ]  Options counseling | [ ]  Elder benefit specialist |  |
| [ ]  Enrollment counseling | [ ]  ADRC director |  |
| [ ]  LTCFS | [ ]  ADRC supervisor |  |
| 2.  | Does the applicant meet the education requirements?  |
| [ ]  Yes (skip to question 3) [ ]  No (answer 2a) |
| 2 a. | Identify the highest level of education the applicant has attained. |
| [ ]  High school (or equivalent) [ ]  Associate’s degree [ ]  Other: Click or tap here to enter text. |
| 3. | Does the applicant meet the experience requirements? |
| [ ]  Yes (skip to question 4) [ ]  No (answer 3a) |
| 3 a. | Describe applicant’s experience developing and maintaining relationships with older adults, adults with disabilities, or other vulnerable population(s). Include how this experience was attained:(for example, prior employment, internship, or volunteer position) and the approximate length of this experience. |
| Click or tap here to enter text. |
| 4. | Describe the applicant’s attributes (education, training, experience, skills, and/or knowledge) that make them the preferred candidate.  |
|  | Click or tap here to enter text. |
| 5. | Describe any plans for supplemental training or support (beyond the standard training required for all new staff in this position) to ensure the applicant can perform the full duties of this position. (Optional.) |
|  | Click or tap here to enter text. |

**Section 4: Attachments**

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| Attach these documents to this form. |
| [ ]  Job announcement |
| [ ]  Position description |
| [ ]  Applicant’s resume |