

**WESTMORELAND DS PROGRAM SPECISLIST JOB DUTIES**

DS Program Specialist Duties					
<b>Amy Jellison</b> <a href="mailto:jellisa@westmoreland.swsix.com">jellisa@westmoreland.swsix.com</a> 724-830-3624	<b>Bryan Schroder</b> <a href="mailto:schrodb@westmoreland.swsix.com">schrodb@westmoreland.swsix.com</a> 724-830-3686	<b>Jenn Coffee</b> <a href="mailto:coffeej@westmoreland.swsix.com">coffeej@westmoreland.swsix.com</a> 724-830-3630	<b>Amanda Lentz</b> <a href="mailto:lentza@westmoreland.swsix.com">lentza@westmoreland.swsix.com</a> 724-830-3944	<b>Megan Wolfe</b> <a href="mailto:wolfem@westmoreland.swsix.com">wolfem@westmoreland.swsix.com</a> 724-830-3621	<b>Deb Gruska</b> <a href="mailto:gruskad@westmoreland.swsix.com">gruskad@westmoreland.swsix.com</a> 724-830-3623
ISP Reviewer	ISP Reviewer	Incident Management Coordinator	ISP Reviewer	ISP Reviewer	ISP Reviewer
Incident Manager	Incident Manager	Risk Management Point Person	Incident Manager	Incident Manager	Incident Manager
Waiver Program Enrollment	Waiver Program Enrollment	Print Issue AE Lead	Claims Resolution	RM & IM back-up	Waiver Program Enrollment
Claims Resolution	Claims Resolution	Complex Case Planning Point Person	Waiver Program Enrollment	Waiver Program Enrollment	Claims Resolution
Lifesharing Point Person	Monitoring of Delegated Functions	Quality Management Point Person/QM Certified	Provider QA&I Monitoring Lead	Claims Resolution	SIS Point Person
OBRA /Aging Lead	Employment Point Person /Pilot Lead	HCQU Coordinator	Provider Qualification	VF/AWC/FMS/PDS Point Person	Provider QA&I Monitoring
PCH/Dom Care Lead		Dual Diagnosis Lead	PUNS Point Person/ Wavier Capacity Management Lead	EPSDT Aging-out Lead	Provider Qualification Point Person
Base In-Home Lead	Transportation_Service Lead	HRC Chair Person	Reserved/ Transition Capacity Point Person	ICF/IDs Point Person	Voter Registration Point Person
PMH –SLP Lead	COP/Lifecourse Lead	LOC/Intake/Eligibility Lead	SCO Lead	Harry M/Communication Lead	Administrative Review (AEOMP) Point Person
Supported Living Development Lead	Waiver_Capacity Management back-up	Monitoring of Delegated functions	QM Certified	Monitoring ISP auto-approval function Lead	IM4Q Point Person
Base Funded Camp Qualification	Provider Network Development		EPSDT back-up		
County to County transfers	IDD Awareness Lead				
County Website	Block Grant Plan Lead				

**Developmental Services Program Coordinator: Sherrie Thropp Ph: 724-830-3017; Email [thropp@westmoreland.swsix.com](mailto:thropp@westmoreland.swsix.com)**

AE responsibilities delegated to Regional Integrated Human Services (RIHS) 724-836-6215

- Intake and eligibility-SCO choice
- QDIP functions
- Certified Investigations for non-licensed settings
- Service Delivery Preference
- PUNS Support