

FW: Letter of Support Regarding the DBS Position

Roxanne Klubertanz

Mon 7/19/2021 8:37 AM

To: Tracy Thorsen <tracy.thorsen@co.richland.wi.us>;

Good morning Tracy,

Please see the information below.



Roxanne Klubertanz-Gerber, CSW, Manager

Aging & Disability Resource Center of Eagle Country
Richland Center Office



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From: Stoffel, Cheri L - DHS <cheri.stoffel@dhs.wisconsin.gov>
Sent: Friday, July 16, 2021 3:26 PM
To: Roxanne Klubertanz <roxanne.klubertanz@co.richland.wi.us>
Cc: Adamski, Diana L - DHS <Diana.Adamski@dhs.wisconsin.gov>
Subject: RE: Letter of Support Regarding the DBS Position

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My apologies –
I intended to include Diana on my email. She’s added to this one. Sorry Diana!!

Thank you!
Cheri



Cheri Stoffel, MPA (she/her)
Disability Benefit Specialist Program Manager
Bureau of Aging and Disability Resources
Wisconsin Department of Health Services
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From: Stoffel, Cheri L - DHS
Sent: Friday, July 16, 2021 3:25 PM
To: Klubertanz-Gerber, Roxanne (B) - ADRC of Eagle Country - Crawford <roxanne.klubertanz@co.richland.wi.us>
Subject: Letter of Support Regarding the DBS Position

Roxanne,
Jodi Hines reached out to me, asking for a letter of support regarding DBS position at Richland County.

Although it is in the ADRC’s best interest to equitably classify and compensate the DBS position in order to recruit and retain employees with the education, experience, and capabilities required to perform the complex duties of the DBS position, the Department does not specify requirements regarding compensation or classification.

We would encourage the ADRC to consider the knowledge and skills required to perform the work of a DBS when determining compensation and classification. For example, the DBS position requires knowledge of a comprehensive array of public and private benefits. An effective DBS must maintain an extensive knowledge of the policies and laws regulating the Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) programs. This includes understanding and applying program

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knowledge and advocacy skills to assist customers in obtaining a disability decision. The DBS must also maintain a working knowledge and ability to apply policies, laws, and administrative code governing the Medicare and Medicaid programs. The DBS provides counseling to customers to enable the customer to make informed decisions about their choices and how to access their benefits to obtain necessary medical care. See Section III.F.4 of the 2021 ADRC Scope of Services for additional information on the duties ascribed to the DBS position.

An additional consideration is that per the 2021 ADRC Scope of Services Section V.F.3, the education and experience requirements for the DBS position are identical to those for the ADRC professionals who provide information and assistance, options counseling, long-term care functional screen, and enrollment counseling. All of these professional positions require a Bachelor of Arts or Science degree or a license to practice as a registered nurse in Wisconsin and a minimum of one year full-time experience in a health or human service field, working with one or more of the client populations served by the ADRC (elderly or adults with physical or intellectual disabilities). Since DBS positions require the same level of education and experience as these other professionals at the ADRC, we would generally recommend that they should be offered comparable pay.

Finally, because the DBS must maintain a working knowledge of complex policies, DBSs are required to complete intensive initial training at hire and ongoing training throughout the year in accordance with Section III.F.6 of the 2021 ADRC Scope of Services. Because of these intensive training requirements, it is in the ADRCs best interest to provide a level of compensation to support and retain skilled employees in this position.

Please let me know if you have any questions regarding these recommendations or other aspects of the DBS program.

Thank you!
Cheri



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