

APPENDIX B STAFFING PLAN

POSITION TITLE	TOTAL STAFF Full time & Part time	POSITION DESCRIPTION
Division Manager – Long Term Care & Aging, Long Term Care Ombudsman, Case Management Mary King	.94 FTE	<ul style="list-style-type: none"> - Provide overall management of Division - Supervise Division staff - Liaison with Dept. Director, elected officials - Ensure coordination with partner agencies in the LTC system (HCS, APS, DDD for example) - Program planning and evaluation. - Coordinate legislative advocacy for Case Management issues in Snohomish County <p>(Includes est. .12 FTE Aging Administration and .25 FTE managing CSCM unit)</p>
Long Term Care & Aging Planning and Admin Supervisor Jerry Fireman	1.0 FTE	<ul style="list-style-type: none"> - Supervise Long Term Care & Aging Planning and Administration staff and Long Term Care Ombudsman Staff - Oversee/provide staff support to Council on Aging, Finance & Allocation and Executive committees - Ensure coordination, advocacy & training activities within the Snohomish County Aging Network - Coordinate legislative advocacy for aging & long term care issues in Snohomish County - Monitor budget activities
HS Specialist II Susan Starrfield John Peterson Stefanie Novacek	3.0 FTE	<ul style="list-style-type: none"> - Develop, negotiate and assess contract operations - Develop Area Plan on Aging and Updates to Plan - Complete planning and program development objectives, perform coordination, advocacy and training activities - Provide leadership for Aging Initiative in Snohomish County - Implement Aging Services Network Management Information System - Provide staff support to Council on Aging and other committees - Develop standard languages and process for contracts, RFP's RFQ's and monitoring - Provide technical assistance to contracted agencies - Coordinate educational lecture series

		<ul style="list-style-type: none"> - Organize and make arrangements for public meetings, hearings and forum
HS Specialist I Joyce Frasu	1.0 FTE	<ul style="list-style-type: none"> - Coordinate Council on Aging recruitment - Provide staff support to the Council on Aging and other committees - Member of Elder Abuse Coalition - Assist in developing, negotiating and assessing contract operations - Assist in completing planning and program development objectives, coordination, advocacy and training activities - Organize and make arrangements for public meetings, hearings and forums - Manage various division databases - Assist in RFP/RFQ process - Provide assistance with logistics for legislative advocacy activities - Assist in preparing Area Plan and Plan updates - Provide support in developing division publications
Long Term Care Ombudsman Michal Glauner	1.0 FTE	<ul style="list-style-type: none"> - Receive complaints, conduct fact finding, and resolve complaints and concerns raised by residents, family members, friends and facility staff of long term care facilities - Act as mediator in disputes between facility residents and other parties - Document complaints and cases received - Provide staff support to Regional Long Term Care Ombudsman Advisory Board - Recruit, train, supervise and provide recognition to volunteer long term care ombudsmen
Assistant Long Term Care Ombudsman Robin Lowe (.875 FTE) July Andre (1 FTE)	1.875 FTE	<ul style="list-style-type: none"> - Receive complaints, conduct fact finding, and resolve complaints and concerns raised by residents, family members, friends and facility staff of long term care facilities - Act as mediator in disputes between facility residents and other parties - Document complaints and cases received - Assist with providing staff support to Regional Long Term Care Ombudsman Advisory Board - Assist with recruitment, training, supervision and providing recognition to volunteer long term care ombudsmen - Provide education and resources on long term care facilities and services.

<p>Registered Nurse/Case Management Supervisor</p> <p>Sheryl Butler Denise Brand (.15 FTE) Darryl Hundley Diane Lavier Judy Trapp</p>	<p>4.15 FTE</p>	<ul style="list-style-type: none"> • Clinical and programmatic supervision of nursing & case management staff • Monitor & assure compliance with case management & nursing state program standards • Assist in developing & implementing program policies & procedures • Provide consultation & case backup
<p>Home Care Contract Management (HCCM) Supervisor</p> <p>Denise Brand</p>	<p>0.825 FTE</p>	<ul style="list-style-type: none"> • Maintain a network of agency providers to support client's choice of in-home, community based care.
<p>HS Specialist II (HCCM – Contract Manager)</p> <p>Larry Clement</p>	<p>1.0 FTE</p>	<ul style="list-style-type: none"> • Maintain a network of agency providers to support client's choice of in-home, community based care
<p>HCCM - Accounting Technician II</p> <p>Linda Vizmanos</p>	<p>1.0 FTE</p>	<ul style="list-style-type: none"> • Maintain database used to reconcile payments made to contracted providers verses reimbursement received from the state • Generate reports used by Supervisor and Fiscal Division in reconciliation process • Account for and distribute returned SSPS warrants and process service provider payment adjustments
<p>Lead Case Manager</p> <p>Erin Klones</p>	<p>1.0 FTE</p>	<ul style="list-style-type: none"> • Fair Hearing Coordinator (.25 FTE Est.) • Back up for Respite Program lead • Assist RN/CM Supervisors in staff training and development of program policies and procedures. • Responsible for managing a caseload of older and disabled adults. Maintain accurate client and service data. (.75 FTE Est. Case-handling)
<p>Registered Nurse/Case Manager</p> <p>Shirley Todd Carolyn Sannar Ruth Heitman Denice Ulowitz</p> <p>Vacant (1.0 FTE)</p>	<p>5.0 FTE</p>	<ul style="list-style-type: none"> • Responsible for managing a caseload of medically complex older and disabled adults. Maintain accurate client and service data. • Upon referral from Case Managers, provide nursing services including consultation or home visit assessment, client training and care coordination. • Assist functionally impaired adults to obtain & effectively use necessary support services to maintain maximum independence • Conduct a comprehensive client assessment and develop, implement, authorize & monitor client service plans

<p>Case Manager</p> <p>Linda Bowlby Melissa Brady Tina Callahan Coral Christenson Cathy Dice Tami Dutton Gay Falkowski Kathy Greene Nan Harty Kathy Heckendorf Synda Henderson Kris Huntington Helena Hyun Amy Keesee Kelly Marcelo Lindsay Marti Renata Mendenhall Roschelle Ogalina-Stygar Dan Pallay Lady Abigail Restauero-Vizmanos Melissa Rogers Myra Rosen Laura Schiltz Cindy Scott Measy Sin Edmund Smith Margee Sursely Irina Wood Anastasia Vitovitz Gregorio Vialpando Molly Waller Cathy Mutschler Faith Lee</p> <p>Vacant (2 FTE)</p>	<p>35.0 FTE's</p>	<ul style="list-style-type: none"> • Responsible for managing a caseload of older and disabled adults. Maintain accurate client and service data. • Assist functionally impaired adults to obtain & effectively use necessary support services to maintain maximum independence • Conduct a comprehensive client assessment and develop, implement , authorize & monitor client service plans • Coordinate with DSHS and aging network service providers
<p>Case Aide</p> <p>David LaHaise Jan Florer</p>	<p>2.0 FTE</p>	<ul style="list-style-type: none"> • Assist in implementing & monitoring case management & respite service plans under the direction of case management & nursing staff • Complete contracting activity with independent care providers, facilitate and monitor caregiver compliance with mandatory training.

Respite Program Supervision Denise Brand	.025 FTE	<ul style="list-style-type: none"> • Monitor & assure compliance with Respite program standards • Assist in developing & implementing program policies & procedures • Provide consultation & case backup
Lead Respite Case Manager Wendy Kradenpoth	0.875 FTE	<ul style="list-style-type: none"> • Coordinate planning, operation & evaluation of the respite program • Conduct eligibility screening, care assessment, service planning & follow-up for respite care services • Plan & conduct community outreach & awareness of the respite program
Support Staff Supervisor Terry Ferguson	1.0 FTE	<ul style="list-style-type: none"> • Train and supervise support staff responsible for phones, client record management and data base maintenance tasks for Case Management/RN programs. • Assist in developing & implementing program policies & procedures. • Function as Public Disclosure officer for Case Management Division. • Generate reports from Program databases. • Performs administrative support functions for Case Management Division staff. <p>(FTE includes est. .5 FTE CSCM duties and .15 FTE CM case-handing tasks)</p>
Case Management Administrative Assistant (counts as a case touching staff in case aide category) Arlette Livingston	1.0 FTE	<ul style="list-style-type: none"> • Tracks expiring Provider Contracts, generates new contract and follows through to completion to insure compliance. • Tracks expiring Provider Criminal History Background Checks, generates renewal request and follows through to completion to insure compliance. • Assist in monitoring case management service plan signature return and places follow-up calls. • Generate reports from Program Databases.
Office Assistant III Susan Kundrat	1.0 FTE	<ul style="list-style-type: none"> • Follow-up with DSHS regarding paperwork and client's status • Maintains IP Database • Set-up of transferred-in Provider files • Maintains Case Management/RN client files • Performs clerical functions for the Case Management Division.

Office Assistant II Pat Cudinski Chellcie Wilson	2.0	<ul style="list-style-type: none"> Perform data entry, client file maintenance, telephone reception and general clerical functions for the Case Management Division. (FTE includes est. .18 FTE CM case-handing tasks (P. Cukinski),and .025 Respite tasks (C. Wilson))
---	------------	---

Total Number of Full Time Equivalents: 64.69 (including 3 vacant positions)
Total Number of Staff: 65 (includes 3 vacant positions)
Total Number of Minority Staff: 7
Total Number of staff over age 60: 6
Total Number of Staff Self Indicating a Disability: 0