



**Attestation of the Agency Developmental Disabilities Professional (DDP)**

The minimum responsibilities of the agency’s DDP are specified below. My signature indicates that I have read these responsibilities, discussed them with (Owner or CEO

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Name of Agency Owner or CEO

I agree I will be employed by this agency and accountable for meeting each of these requirements. I also agree that I have reviewed my resume submitted by this agency and agree that it accurately reflects both my education and experience.

At least one agency employee or professional under contract with the agency must be a Developmental Disabilities Professional (DDP) (for definition, see *Part II Policies and Procedures for COMP, Appendix I*);

Duties of the DDP include, but are not limited to:

- Overseeing the services and supports provided to participants;
- Supervising the formulation of the participant’s plan for delivery of all waiver services provided to the participants by the provider;
- Conducting functional assessments; and
- Supervising high intensity services.

**Weekly Work schedule**

<b>Day of the Week</b>	<b>Work Hours (i.e., 7AM-2:30 PM)</b>
<b>Sunday</b>	
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Saturday</b>	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name