

Thomas O. Forslund, Director

Governor Matthew H. Mead

## MEMORANDUM

**Date:** April 29, 2011

**To:** Developmental Disabilities Division Home and Community Based Waiver Providers

**From:** Beverly Swistowicz, Participant Support Manager  
Developmental Disabilities Division

**Subject:** Changes to Participant Support Unit Staff Job Assignments

**Ref:** 11-112-BS

The Developmental Disabilities Division (Division) has made changes within the Participant Support Unit Staff to promote greater efficiencies and improve customer service to our waiver case managers and providers by reducing processing time for eligibility determination and plan review. The changes will be effective as of May 2, 2011.

The first change is Division staff located in the field offices will be responsible for determining initial eligibility. Please send all applications, case manager selection forms, Level of Care LT-104 forms, medical documentation, psychological evaluations, and ICAP checklists for pending applicants to the Participant Support Specialist in your local area. Below is a chart of the Division field staff and their assigned counties. Contact information for the Division Staff can be found on the Division's website at [www.health.wyo.gov/DDD](http://www.health.wyo.gov/DDD).

DDD SPECIALIST NAME	COUNTIES COVERED
Linda Hallock	Big Horn, Hot Springs, Park and Washakie Counties
Lorrie Hayes	Converse and Natrona Counties
Dalreen Kessler	Campbell, Crook, Johnson and Sheridan Counties
Bonnie Laird	Lincoln, Sweetwater and Uinta Counties
Ragen Latham*	Laramie County (applicants with last names beginning with M-Z)
Donna Pepper*	Laramie County (applicants with last names beginning with A-L)
Pam Snyder	Fremont, Sublette and Teton Counties
Dennis Yost	Albany, Carbon, Goshen, Niobrara, Platte & Weston Counties

*Note: Please send recurring psychological evaluations and ICAP checklists to the Participant Support Specialist reviewing your plans of care.*

The Division is happy to announce that Becky Wight, pronounced "White", has joined the Participant Support Unit as of April 1, 2011. She has been training throughout the month of April but will begin reviewing plans for Fremont, Sublette and Teton Counties as of May 2, 2011.

### Developmental Disabilities Division

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The Participant Support Specialists located in the Cheyenne office, who review and approve plans of care, will be changing their assigned counties in an effort to improve plan review processing time. The new assignments are listed in the table below. ***Please Note: There are some case management organizations which are exceptions to the assignments listed below. If your organization is an exception, you will be contacted by a Participant Support Specialist to review who is assigned to you.***

<b>DDD SPECIALIST NAME</b>	<b>COUNTIES COVERED</b>
Tammy Edlefsen	Big Horn, Hot Springs, Park and Washakie Counties
Ragen Latham	Laramie County
Rita Munoz	Natrona and Converse Counties
Donna Pepper	Laramie County
Rory Schiffbauer	Campbell, Crook, Johnson and Sheridan Counties
Kathy Sierocki	Lincoln, Sweetwater and Uinta Counties
Becky Wight	Fremont, Sublette and Teton Counties
Brett Wilson	Albany, Carbon, Goshen, Niobrara, Platte & Weston Counties

Please contact Beverly Swistowicz, Participant Support Manager at (307) 777-3321 or via email at [beverly.swistowicz@health.wyo.gov](mailto:beverly.swistowicz@health.wyo.gov) if you have any questions regarding these changes.

BS/ds